



**ACCREDITATION COMMISSION FOR CONFORMITY ASSESSMENT BODIES**

**ACCREDITATION SCHEME MANUAL**

**Document Title:                    Schedule of ACCAB Fees Medical Laboratories**

**Document Number:                ACCAB-ASM-11.0-G-2**

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<b>Revision Number</b>	<b>Revision Date</b>	<b>Paragraph Number</b>	<b>Description of Revision</b>	<b>Revision Author</b>

<b>11.1</b>	<b>Purpose:</b>
11.1.1	This procedure details the fees associated with accreditation of Medical Laboratories for voluntary standard ISO 15189:2012 as per the schemes operated by ACCAB.
<b>11.2.0</b>	<b>Scope:</b>
11.2.1	This schedule of fees is applicable to the Medical Laboratories accreditation schemes operated by ACCAB for the Laboratories legally registered and operating from all countries other than India.
11.2.2	The Medical Laboratories Accreditation activities report and fee calculations are subject to periodic review and verification by ACCAB. The accreditation activities include but are not limited to documentation review, initial visit, pre-assessments, accreditation audits, office audits, accreditation fees, report fees, Intellectual property i.e. logo check, surveillance assessment, re-accreditation assessments and report preparation.
<b>11.3</b>	<b>Responsibility &amp; Authority:</b>
11.3.1	The ACCAB Chief Executive Office oversees the invoice preparation and the fees collection.
<b>11.4</b>	<b>Operation:</b>
<b>11.4.1</b>	<b>General Terms &amp; Conditions:</b>
<b>11.4.1.1</b>	<b>Units of Time:</b>
11.4.1.1.1	<p><b>Policy:</b></p> <ol style="list-style-type: none"> <li>Our quotation normally valid for 30 days from the date of issue.</li> <li>ACCAB Assessor &amp; Technical Expert International Travel Time @USD 650/Day.</li> <li>Rest day (the first whole day after arrival) may be billed for travelling long distance by economy class flights @USD 650.</li> <li>Rest days are not normally billed when travelling business class.</li> <li>Though trapped weekend days are generally not billed, accommodation &amp; meals are billed at Cost.</li> </ol>
<b>11.4.1.2</b>	<b>Expenses:</b>
11.4.1.2.1	<p><b>Policy:</b></p> <ol style="list-style-type: none"> <li>Travel, Lodging &amp; Boarding and Local Expenses: Preferably to be arranged by the applicant/accreditation organization or to be paid in advance to ACCAB at actual.</li> <li>Travel (Including Travel Insurance), Lodging &amp; Boarding and Local Expenses will include air travel normally by economy on short distance, premium economy on medium distance and business class on long distance as standard, for rail travel Air Condition/Fist Class is used (where place is not easily accessible by air travel), accommodation in a hotel of a reasonable standard (3 star); Reasonable sustenance costs; Internet Charges; car hire, parking, tolls and congestion charges etc.</li> <li>ACCAB will re-bill at cost any travel, accommodation &amp; other expenses incurred in dealing with the applicant/accreditation organization matter, as required.</li> </ol>

	<p>d. <u>Expansion of scope:</u></p> <ul style="list-style-type: none"> <li>i. If assessor travel mode is other than air and if time required more than four hour then additional charges may be levied.</li> <li>ii. Extra charges will be levied for expansion of the scope which would include assessor remuneration, miscellaneous expenses, administrative charges and ACCAB accreditation fee.</li> <li>iii. Travel lodging and boarding expanses to be arrange by Laboratory.</li> </ul>
11.4.1.3	<b>Cancellation Policy &amp;Charges:</b>
11.4.1.3.1	<p>ACCAB has the following policy where the client cancels or postpones the date of visit after it has been agreed, a fee is payable as set out below:</p> <ul style="list-style-type: none"> <li>a. Surveillance and Reassessment visit will normally be booked and agreed with the client one or more months in advance. As for other assessments, including witnessed assessments associated with surveillance and reassessment visits are booked at shorter notice.</li> <li>b. If client cancels or postpones a visit, more than 2 weeks after the quotation is issued, there will be a cancellation charges of 25% of the fee, if the cancellation or postponement is 4 weeks or more days from the start date of the cancelled assessment, and 100% of the fee if it is within 4 weeks from the start date of the cancelled assessment.</li> <li>c. In all cases, any non refundable travel or subsistence costs that have been expended will be recovered from the client at cost price.</li> <li>d. An invoice for the cancellation charge will be sent to the client and ACCAB reserves the right to withhold any grant, maintenance or renewal of accreditation until it is settled.</li> <li>e. Nonpayment of invoices which require payment in advance of the assessment date on the due date of the invoice is considered as a cancellation of the assessment by the client and the cancellation policy will apply.</li> </ul>
11.4.1.4	<b>Reinstatement Fee:</b>
11.4.1.4.1	ACCAB will charge a fee for reinstating the accreditation to a client whose accreditation is suspended for financial reasons e.g. late payment of invoices when the debt has been settled.
11.4.1.5	<b>Quotations:</b>
11.4.1.5.1	<p>All ACCAB clients are provided a quotations before work begins and are required to confirm their acceptance of the quotation within 2 weeks of the date of issue. The client is deemed to have accepted the quotation once work has started, and is required to pay for the work performed by ACCAB and any expenses.</p> <p>ACCAB will endeavor to carry out the job within the efforts allowed by the quotation. However, reserve the right to agree and bill for a different quantity if this is what is actually worked. Accordingly, it is in the client's interests to ensure that your documented information is of the agreed standards. Any non - conformities that are identified during an assessment will require additional effort and therefore will result in additional charges.</p>
11.4.1.6	<b>Invoicing:</b>
11.4.1.6.1	ACCAB will raise invoices with the best possible accuracy and are due and payable in full. Any Tax will be applied according to Indian Tax rules & to be borne by the client.



The High Court of Mumbai India will have exclusive jurisdiction in relation to any claim, dispute or difference concerning our engagements.

The client shall agree that each party irrevocably waives any right it may have to object to any action being brought in those courts, to claim that the action has been brought in an inappropriate forum, or claim that those courts do not have jurisdiction.

The client shall agree that the validity, legality or enforceability of any other provisions of this Standard Terms of Business or any associated document /agreement shall not in any way be affected or impaired if any provision in, or its application, are found to be invalid, illegal or otherwise unenforceable in any respect.

11.4.1.10 The fees is excluding Tax Deducted at Source (TDS) /Value Added Tax (VAT) / Goods and Services Tax (GST) etc.

11.4.1.11 The fees structure may be revised annually. However, accreditation fees once agreed shall remain valid for the period of three years.

### Medical Laboratories Accreditation Fees Schedule (US Dollars)

**Fees:**

	Application Fees per Location	Documentation Review	Onsite Assessment		1st Year Surveillance	2nd Year Surveillance	Annual Accreditation Fees per Location To be paid in advance.
			Pre-Assessment	Assessment			
Small Laboratories (Up to 100 Patients /Day)	1000	140/hour	140/hour	140/hour	140/hour	140/hour	1000
Medium Laboratories (101 to 400 Patients/Day)	1250	140/hour	140/hour	140/hour	140/hour	140/hour	1250
Large Laboratories (Above 401-1000 Patients /Day)	1500	140/hour	140/hour	140/hour	140/hour	140/hour	1500
Very Large Laboratories (Above 1000 Patients /Day)	1750	140/hour	140/hour	140/hour	140/hour	140/hour	1750
Annual Accreditation Fees Per Collection Center	Up to 25	250	Between 26-100	300	More than 100	350	

**Note:**

1. Pre-Assessment is optional in case of Transfer of Accreditation or Extension of Scope.
2. Change in the name of Laboratory at No extra cost.
3. Change in Authorized Signatory at No extra cost.