

	<b>ENTERPRISE ACCREDITATION FOUNDATION ACCREDITATION FEES GUIDELINES</b>	<b>Document No:</b>	<b>EAF-G.21</b>
		<b>Release Date:</b>	20/03/2020
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## 1. ACCREDITATION FEE

### 1.1. Components of the Accreditation Fee

The accreditation fee mainly involves the following items:

- Application and File Registration Fee
- Administrative Service Fee
- Document Review Fee
- Assessment Fee
- Share Paid from Accreditation Revenues
- Assessment Team Expenses

### 1.2. Determination of the Accreditation Service Fee

Items which constitute the accreditation fee are accrued by means of agreements made during the various stages of accreditation services provided by EAF. The calculation methods of the said fees are provided below. The total accreditation fee is calculated by considering the assessment team formed according to the scope requested, the number of assessment days scheduled and the expenses generated during the accreditation process. The application fee is the fee that must be paid at the time of application and shall not be refunded under any circumstances.

The applicant shall be obliged to pay the total amount calculated to the point at which the applicant abandons accreditation at any stage of the process of granting or maintaining of accreditation. If the applicant makes such a decision during the assessment process, the applicant shall be obliged to pay the total amount of fees calculated for the entire assessment, as well as the assessment team expenses, if any. Fees charged for all services provided by EAF do not include the legal taxes.

#### 1.2.1. Application and File Registration Fee

It is a fixed fee required by EAF for registering and filing the application of an applicant body. This fee shall be paid at the time of initial accreditation and shall not be refunded under any circumstances.

Application and file registration fee: \$200

#### 1.2.1 Administrative Service Fee

It is the fee which is calculated by the EAF Case Officer, taking into account the time spent on all kinds of administrative activities (checking the availability of documents for the demanded scope such as quality manuals, procedures, etc. given to EAF in accordance with the relevant accreditation procedures, forming the assessment team for assessment, surveillance, follow-up, changes in scope, determining the assessment schedule, all kinds of administrative activities prior to and following the assessment) required for the accreditation application or to maintain the accreditation of accredited bodies.

Administrative Service Fee is calculated by multiplying the number of days spent by the EAF Case Officer on any administrative activity required for accreditation by the Unit Fee of Administrative Service.

For accreditation assessment, the work (administrative service) of the Case Officer prior to and following the assessment visit is minimum 1.0 person/day. The administrative service period required for re-assessment, surveillance assessment, pre-assessment, scope extension/change assessments shall not exceed the accreditation assessment period.

Administrative Service Fee (Person/Day): \$400

#### 1.2.3. Document Review Fee

It is the fee charged in the initial accreditation application for the assessment team to review the required application documents and determine whether an on-site assessment can be performed. Where necessary, the assessment team shall review the CAB documents to determine whether there is anything inhibiting the processes of scope-extension assessment, surveillance assessment and re-assessment, and this service is charged accordingly.

Document Review Fee (person/day): \$800

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**1.2.4. Assessment Fee**

It is the fee calculated by considering the number of days spent and number of assessors/technical experts needed for the preliminary preparations made by the assessment team for pre-assessment, initial assessment, follow-up assessment, surveillance assessment, scope extension assessment and re-assessment performed during the accreditation granting, maintaining and renewal period, including the period for on-site assessment, reporting, and evaluation of corrective actions.

This fee does not include food, accommodation and travel expenses of the assessment team.

Daily Fee of an Assessor (person/day): Domestic:\$800

In areas that require special expertise and where there is difficulty in finding an assessor/technical expert, an assessor/technical expert may be assigned from abroad. In the event that the fee calculated together with the fees paid to the assessor/technical expert exceeds the Assessment Unit Fee due to the varying fees of assessors assigned from abroad, upon receiving the approval of CAB, EAF shall calculate the fee difference and invoices CAB accordingly.

**1.2.5. Assessment Team and Case Officer Expenses**

These expenses are the total cost of the food, accommodation and travel expenses of the assessment team incurred during the assessment period. These expenses shall be covered by the body applying for accreditation.

**1.2.6. Fees for Subcontracted Accreditation Services in APAC-MLA region**

If requested within the framework of the International Accreditation Rules and when agreed with the relevant parties, EAF shall assess CABs as a subcontractor in the following cases:

- Assessments requested for CABs which have been accredited by the relevant country's Accreditation Body (in APAC-MLA Region), have branch operations in the U.S. and are registered in the U.S. under such accreditation certificate;
- Assessments requested by the foreign Accreditation Bodies for conformity assessment activities in the U.S. of CABs accredited by the relevant country's Accreditation Body.

Assessment Fee for Subcontracted Accreditation Service (person/day): \$800

**2. ASSESSMENT PREPARATIONS AND REPORTING PERIOD CALCULATION**

In the calculation of the above-mentioned fees for the services provided by EAF to the bodies applying for accreditation, apart from the time spent during the visit to the body for the assessment, number of days spent by the relevant EAF Case Officer and Assessment Team consisting of Lead Assessor, Assessor and, when needed, Technical Expert for the preparation to assessment, reporting of the assessment and evaluation of corrective actions are considered. Detailed information regarding the time spent for assessment preparations and reporting the assessment result is given in EAF-G.22 Guidelines on the Calculation of Assessment Periods (Person/Day) for Accreditation Assessments and in the sample of "Calculation of Accreditation Fee For Testing/Calibration Laboratories" in the appendix:

**3. FINANCIAL OBLIGATIONS**

The assessment fee shall be invoiced within 15 days from the day the on-site assessment is completed, together with the expenses, if any, of the assessment team and case officer for the assessment in question. For new applications, the application fee and document review fee shall be invoiced together with the accreditation assessment fee.

Fees for follow-up assessment shall be separately invoiced within 15 days from the day the follow-up assessment is completed.

Where it is understood that the accreditation process will be finalized without an on-site assessment or if the Body deems it necessary, the accrued fees shall be invoiced immediately.

For the accreditation services provided abroad, the issuance and payment of invoices shall be carried out before the assessment.

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Invoice amounts accrued by EAF shall be paid by the relevant body to EAF's bank accounts in accordance with the provisions of the Accreditation Agreement. The payment period is 30 days as of the invoice date. Where the invoice amount has not been paid at the end of this period, legal proceedings shall be started.

**Appendix 1:**

**Calculation of Accreditation Fee for Testing/Calibration Laboratories (Sample)**

Cost of a testing/calibration laboratory's accreditation application (excluding assessors' food, accommodation and travel expenses) Testing/Calibration Lab. Name: TCL

Scope : 10 Test/ Calibrations \*  
 Working Personnel 4  
 Enclosed Laboratory Area : 120 m<sup>2</sup>

\* It is assumed that sample preparation, testing and calibration methods could be finalized in a short period of time.

APPLICATION :

Application Fee:\$200

<b>ASSESSMENT</b>								
<b>Number Of Assessors</b>	: 2 persons (Lead Assessor (LA)+ 1 Technical Assessor / Expert (A / TE))							
<b>On-site Assessment</b>	: 2 days							
<b>Name Surname</b>	<b>Position</b>	<b>Administrative Service (Day)</b>	<b>Document review (Day)</b>	<b>On-site Assessment (Day)</b>	<b>Reporting and Evaluation Of Corrective Actions (Day)</b>	<b>Total Days</b>	<b>Daily Fee</b>	<b>TOTAL</b>
Lead Auditor	LA	-	1	2	1	4	800\$	3200\$
Auditor/ Technical Expert	A/TE	-	0.5	2	0.5	3	800 \$	2400\$
Case Officer	CO	-				1	400 \$	400\$
<b>Assessment Fee Total</b>								<b>6000\$</b>