



# UK International Accreditation Forum Limited

## INDEX

### 1. GENERAL

### 2. APPLICATION FEES

### 3. DOCUMENTS REVIEW

### 4. ASSESSMENT VISITS

### 5. TRAVEL AND SUBSISTENCE EXPENSES:

### 6. APPEAL FEES

### 7. QUOTATIONS





# UK International Accreditation Forum Limited

## 1. General

All fees inside and outside UK are the same and according to the local currency prices. The actual fees for outside UK will be calculated according to the international exchange value of the local currency prices.

We mean by conformity assessment bodies (CABs): testing laboratories (TLs), management system certification bodies (MS CBs), inspection bodies (IBs), product certification bodies (Pd CBs), person certification bodies (Ps CBs), halal certification bodies (HCB)

## 2. Application fees

- Application fees represent the first stage in the process of application for accreditation. Application fees will be paid for any application from a conformity assessment body (CAB) seeking accreditation/reaccreditation, and is payable in advance.
- The amounts of application fees are as follows:

CAB Nature	Fees
Testing Laboratories	£ 500
Inspection Bodies	£ 500
Management System Certification Bodies	£ 500
Product Certification Bodies	£ 500
Person Certification Bodies	£ 500
Halal Certification Bodies	£ 500

## 3. DOCUMENTS REVIEW

The amount of fees for CAB document review (applicant CAB quality system documentations) shall be £ 300 per man/day.

## 4. ASSESSMENT VISITS

Assessment visits include: pre-assessment visits (if required), initial assessment visits, follow-up visits (if required), consecutive assessment visits and reassessment visits, also, if the CAB requests an extension of scope during the consecutive assessment visits.

### 4.1 Administration fees:

- UKIAF will charge all CABs £ 100. for the preparation of the visits and plans.
- The applicants from far cities and outside countries will be charged for economy airline tickets. Internal transportation, full board accommodation in at least 4 stars hotels, and visa issuance fees. All days of travel are to be considered full work days.

### 4.2 Pre-assessment visits:

The amount of fees for the pre-assessment visit shall be calculated with the rate of £ 200 per man/day for all CABs.



# UK International Accreditation Forum Limited

## 4.3 Assessment Visits

Assessment visits include initial assessment, consecutive assessment, re-assessment, witnessing assessment, follow-up & extension of scope:

- The amount of fees for assessment visits shall be calculated with the rate of £ 150 per man/day.
- The man/days of the visit shall include the man/days of team leader, assessor and technical experts when needed.
- The man/days of the visit will include additional man/days for corrective action resolution (half one man/day) and reporting (one man/day).
- The visit day time is up to 8 hours. Any time more than 8 hours by at least 1 hour will be considered an extra half day. Working hours will be calculated from the time of the signing of the attendance sheet of the opening and the closing meeting.
- For MS CBs, Pd CBs, Ps CBs, HCBs & IBs.
  - The initial assessment visits man/days shall include the head office assessment visit and the witnessing assessment visits.
  - For the witnessing visits one assessor will be assigned for each auditor/inspector/examiner.
- UKIAF has the right to assign one more assessor and/or one more expert for each extra technical discipline during the visit.

**Note:** Technical disciplines and sub-disciplines are displayed on UKIAF's website and are subject to continuous review.

## 4.4 Measurement audits:

- The amount of fees for measurement audits shall be calculated according to how many tests or audits to be done with the rate of £ 1000 for the calculation and the report in UKIAF. This fee does not include the price of the samples to be tested or the use of artifacts to be calibrated. The samples and/or the artifacts will normally be bought or hired from a pivot laboratory. The use or hire of these samples or artifacts will be paid for by the CAB which is to be audited.

## 4.5 Preparation of reports and corrective actions reviews:

- This will be a onetime charge of £ 100 for all CABs.

## 5. TRAVEL AND SUBSISTENCE EXPENSES:

- Including travel and subsistence expenses for all assessment team: (air tickets, internal transportation, full hotel accommodation, 4 stars at least, and all subsidiary expenses), shall be the responsibility of the applicant CAB.
- The traveling days shall be considered as man/days.
- The applicant shall be responsible for paying the cost of the financial claim in case of the



# UK International Accreditation Forum Limited

use of an international assessor/technical expert (if it is not available his UKian counterpart) after the approval of the applicant, with the costs of airline tickets and internal transfers and accommodation in hotels not less than 4 stars and full subsistence and expenses.

## 6. APPEAL FEES

Appeal fees will include the following:

- Administration fee of £ 100 for the request of appeal for all CABs.
- After the appeal decision is issued there will be two states:
  - If the CAB had any right in any part of the appeal, then CAB will not be charged for any more expense.
  - If the CAB had no right in all parts of the appeal, then the CAB will be charged for the rest of the expense of the appeal committee, which will be £ 100.

## 7. QUOTATIONS

UKIAF may issue quotations in advance and shall not exceed such quotations unless there has been an agreed increase in the work to be carried out, or unless there is some other justification such as unforeseen follow-up visits.

## NOTES

1. Invoices are to be paid (at the amount stated), without deduction and with no penalty charge if paid within 30 days from receipt.
2. UKIAF will add penalty charge at the rate of 20 % to outstanding bills if payment is delayed up to 3 months and at the rate of 40 % after that.
3. CAB will pay regulatory taxes if applicable.
4. UKIAF fees are reviewed annually and are subject to alteration. Fees will be invoiced at the current rate of the date when the chargeable work was carried out.