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## 1. **Objective**

- 1.1. The purpose of this procedure is to define the fee structure for NABET accreditation for conformity assessment bodies operating scheme for certification of persons as per ISO/IEC 17021-1:2015 standard.
- 1.2. The fee structure is contained in Annexure A.
- 1.3. For services not contained in this procedure please contact NABET for a quotation.

## 2. **Scope**

- 2.1. This procedure contains the fee structure for the activities under ISO 17021 scheme.

## 3. **Responsibilities**

- 3.1. Changes to the fees are suggested by the NABET Secretariat and must be approved by QCI Governing Body.

## 4. **Terms and Definitions**

- 4.1. For terms and definition refer NABET:AD:PR:01

## 5. **Acronyms**

- 5.1. CAB: Conformity Assessment Body
- 5.2. NABET: National Accreditation Board for Education and Training

## 6. **Application Fee**

- 6.1. The application fee is to be sent along with the application. Applications not accompanied by the application fee shall not be considered.
- 6.2. The application fee is non-refundable in any case.

## 7. **Assessment Fee**

- 7.1. The assessment fee comprises of Man-Day rates and Other Expenses.
- 7.2. The man-day rate is applied per day per assessor to the assessor day(s), onsite and offsite, necessary to complete the assessment.
- 7.3. The Assessment fee includes but is not limited to :
  - A. review of the initial application and any additional materials,
  - B. review of annual surveillance self-reports (if required),
  - C. document review,
  - D. preparation of assessment reports,
  - E. assessor travel time
  - F. corrective action review (analysis of responses to citations) and



- G. any other additional material or activity deemed part of the assessment during the course of the assessment.
- 7.4. Number of man-days shall be decided by NABET based on criticality of certification processes, size of CAB, number of sectors/schemes/regional offices/test centers, manpower, geographical presence of CAB etc.
- 7.5. The assessment fee applies to:
  - A. pre-assessments,
  - B. initial assessments,
  - C. annual surveillance assessments,
  - D. reassessments/reaccreditation,
  - E. follow-up visits,
  - F. witness assessments,
  - G. scope extension assessments and
  - H. Special assessments.
  - I. It also applies to extraordinary assessments (deemed necessary by NABET in accordance with accreditation procedure such as complaint investigations, transfers of accreditation and appeals processing etc.
- 7.6. Additional expenses like travel, hotel, food, etc. are to be arranged and borne by CAB and if arranged by NABET, will be invoiced based on actuals and any taxes as applicable.
- 7.7. NABET may require that estimated assessment fees be paid before undertaking any assessment activity. The difference between the estimated fees and the actual cost will be billed or refunded to concerned CAB as appropriate.

## **8. Fee per New/Renewed/Upgraded Certificate**

- 8.1. CAB shall have to pay the fee per certificate on quarterly basis for maintenance of accreditation.
- 8.2. The fee per certificate will be charged as per the slots mentioned in annexure A. The number of issued certificate shall be counted from 1<sup>st</sup> Jan to 31<sup>st</sup> December each year.

## **9. Extension of Scope Fee**

- 9.1. The application fee for extension of scope is non-refundable in any case.

## **10. Re-Accreditation fee**

- 10.1. The application fee for re-accreditation is non-refundable in any case.

## **11. Appeal Fee**



- 11.1. The appeal fee is Rs. 10,000, to be paid along with submission of appeal application. Subsequent fees associated with appeals hearing are charged at the applicable assessment fees as per clause 7 above.
- 11.2. If the ruling is in favor of the appellant, all fees charged with respect to the appeal process including the appeal application fees shall be refunded to the appellant.

## **12. Other Fees**

- 12.1. Translation costs: NABET can charge the cost of translation or interpretation services necessary when documentation is not provided in English or CAB personnel participating in assessments do not speak English.
- 12.2. Revised Certificates: CABs shall be charged as per annexure A for each request for revised certificates of accreditation in these circumstances:
  - A. requests for additional or replacement certificates;
  - B. changes in legal entity status,
  - C. change in location,
  - D. change in name of CAB
  - E. Any other circumstance at NABET's discretion
- 12.3. NABET shall charge an annual operating fees to all accredited CABs. The duration for which the annual operating fees is applicable starts from the date of grant of accreditation and ends at the day before the same date of the consecutive year.

## **13. Payment Terms**

- 13.1. NABET invoices are to be paid in full within 60 days from invoice date.
- 13.2. Taxes as applicable shall be charged extra.
- 13.3. In case accredited CAB is found to be a payment defaulter, the accreditation will be suspended / withdrawn. In the event of a suspension/withdrawal of the accreditation, the fee paid till the date of suspension/withdrawal shall not be refunded.
- 13.4. In case of an assessment in a foreign location carried out by the concerned local (Foreign) Accreditation Body the Assessment Fees for the same shall be charged as per the fees structure of that local (Foreign) Accreditation Body.
- 13.5. The NABET has all the rights to revise the fee structure at the end of every financial year or as and when required.
- 13.6. The NABET shall take the following actions if any applicant or accredited conformity assessment body fails to pay the fee as invoiced:
  - a) Stop further processing of the application.
  - b) Do not offer accreditation.



c) Suspend and/or withdraw the accreditation.

13.7. Accreditation certificate will be issued on receipt of complete fee.

Annexure A

**Fee Structure**

	India (INR)	International (US \$)
<b>Application fee</b>	₹50,000.00	\$1500
<b>Assessor/Expert Man-day Rate</b>	₹ 15,000.00	\$400*
<b>Fee per New/Renewed/Upgraded Certificate counted annually (1<sup>st</sup> Jan to 31<sup>st</sup> Dec)</b>	₹ 1,000.00 per certificate	\$30 per certificate
<b>Annual Operating Fees</b>	₹ 1,00,000.00	\$2500
<b>Application Fee Extension of Scope</b>	₹ 20,000.00	\$600
<b>Application Fee for Re-Accreditation</b>	₹ 30,000.00	\$1000
<b>Fee for Appeal</b>	₹ 10,000.00	\$500
<b>Fee for issuance of revised accreditation certificate</b>	₹ 5000.00	\$100
<b>Travel and stay of Assessment team shall be charged on actuals.</b>		

**Note 1:** Taxes as applicable shall be charged extra.

**Note 2:** The NABET has all the rights to revise the fee structure at the end of every financial year or as and when required.

\* Charged if Clause 13.4 is not applicable.



Amendment Record

S.No.	Authorized Person	Amendment	Date of Amendment