



ACCREDITATION SCHEME FOR PROFICIENCY TESTING PROVIDERS

PTP 002

Fee Schedule for Accreditation of Proficiency Testing Providers

1. Fee Structure

- 1.1 The fee structure of SAC accreditation comprises the following:
 - a. Application Fee
 - b. Preliminary Assessment Fee
 - c. Initial Assessment Fee
 - d. Annual Fee
 - e. Surveillance Assessment Fee
 - f. Renewal Assessment Fee
 - g. Verification Assessment Fee
 - h. Non-routine Assessment Fee
- 1.2 These fees are payable for SAC accreditation for which the PTP is seeking or holding.
- 1.3 The different categories of fees listed above are explained in the following paragraphs. All fees (except the application and annual fees) are charged based on the assessment of the PTP per man-day, for its intended scope of accreditation.

2. Application Fee

- 2.1 A PTP applying for SAC accreditation shall pay an application fee of \$1000. The fee is payable to the Enterprise Singapore upon submission of application to the SAC secretariat. The application fee is non-refundable.
- 2.2 The application fee will cover the processing of application.
- 2.3 The application fee shall lapse after one year, if the PTP fails to achieve accreditation. After this period, the PTP shall be required to reapply.

3. Preliminary Assessment Fee

- 3.1 Upon receipt of the application form and related documents from the applicant PTP, a lead assessor will conduct a preliminary assessment. The applicant PTP may opt not to have the preliminary assessment if it is deemed as ready for accreditation.
- 3.2 The preliminary assessment fee is based on man-day charge. If technical assessment is necessary and/or assessment needs more than one day, the fee is \$1,000 per man-day or \$500 per half man-day on top of the preliminary assessment fee of \$1,000.

4. Initial Assessment Fee

- 4.1 An initial assessment shall be conducted at the facility of the applicant PTP for the consideration of its application for accreditation. The PTP will be quoted an initial assessment fee that is computed based on per man-day that is required to complete the assessment for its intended scope of accreditation.
- 4.2 The fee for a one-day initial assessment, inclusive of a basic administrative charge with one lead assessor and one technical assessor is \$3,000. For assessments lasting more than one day, the charge for additional days is \$1,000 per man-day or \$500 per half man-day. A detailed breakdown of the above is presented in Table 1 (Page 5) of this document.
- 4.3 The applicant PTP will be provided with a quotation for the cost of the initial assessment. The applicant PTP will pay the fee in accordance with the payment terms as detailed in the invoice from the Enterprise Singapore.

5. Annual Fee

- 5.1 On completion of a successful initial assessment and after the approval of the assessment by the Council Committee for Laboratory Accreditation (CCLA), an award of accreditation will be offered to the PTP and an annual fee of \$1,500 is charged.
- 5.2 The successful applicant PTP is required to pay the annual fee of \$1,500 upon award of accreditation.
- 5.3 A PTP may request for additional copies of the certificate at \$200 per certificate.

6. Surveillance Assessment Fee

- 6.1 An annual routine surveillance visit to the accredited PTP is conducted during the four-year accreditation period, i.e. usually three surveillance visits during the four year period. The fee payable for the surveillance assessment is based on quotation and is computed in a similar manner as for the initial assessment. Please refer to paragraph 4.2 above.

7. Renewal Assessment Fee

- 7.1 The accreditation of a PTP lasts for a period of four years subject to renewal. The renewal assessment fee is in accordance with that for initial assessment in paragraph 4.2.

8. Verification Assessment Fee

- 8.1 Where verification visits are conducted, the fee for the assessment is \$1,000 per man-day or \$500 per half man-day.

9. Non-routine Assessment Fee

- 9.1 Non-routine assessments are performed as and when specifically required. The following are categorised under non-routine assessments:

a. Extension and variation of scope of accreditation

Extension and variation to the scope of accreditation refers to additional PT schemes or changes the PTP wishes to make to its present scope of accreditation. If the request coincides with the routine surveillance assessment, no additional fee is charged. However, this is dependent on the size and scope of the activity, where the extension for accreditation is sought. If the PTP requests for a separate visit, a fee based on \$1,000 per man-day(s) is charged, please refer to paragraph 4.2 above.

If only a desk assessment is required to consider the extension of scope of accreditation, an administrative fee of \$200 will be charged.

b. Unannounced or unscheduled surveillance visits

Unannounced or unscheduled assessments are conducted for special reasons such as to investigate a complaint against a PTP. The fee for such an assessment is charged on the same basis as a routine surveillance assessment. However, no fee will be charged if the complaint is found to have no basis.

c. Reinstatement of accreditation

Assessments for reinstatement of accreditation are carried out to assess a PTP whose accreditation has been suspended. The assessment serves to confirm their accreditation status. Fees for such assessments are charged on the same basis as a routine renewal assessment.

10. Refund of Fees

10.1 No fees will be refunded to the PTP whose accreditation is suspended, terminated or withdrawn.

11. Revision of Fees

11.1 SAC reserves the right to review the above fees as and when necessary.

12. GST

12.1 All fees are in Singapore dollars and are subject to GST.

TABLE 1: PTP FEE SCHEDULE

| | | |
|---|---|---------|
| Application Fee | Lapses after one year | \$1,000 |
| Preliminary Assessment | By quotation, without technical assessment \$1,000 per man-day. | \$1,000 |
| | With technical assessment, for a one-day assessment with one technical assessor the fee is \$ 2,000. Additional days are based on \$1,000 per man-day | \$2,000 |
| Initial Assessment | By quotation, for a one-day assessment inclusive of administrative charge with one lead assessor and one technical assessor is \$3,000. Additional days are \$1,000 per man-day. | \$3,000 |
| Surveillance Assessment Fee | By quotation, for a one-day assessment inclusive of administrative charge with one lead assessor and one technical assessor is \$3,000. | \$3,000 |
| Verification Assessment | Whenever required. For a one day visit, fee is \$1,000 per man-day and half a day visit is \$500. | \$1,000 |
| Total Fees for Award include: • Application Fee • Preliminary Assessment Fee (without technical assessment) • Initial Assessment Fee | <u>Example:</u> Assessment for a one day visit, inclusive of administrative charge with one lead assessor and one technical assessor. | \$5,000 |
| Annual Fee | To be paid annually after award | \$1,500 |