



ACCREDITATION SCHEME FOR INSPECTION BODIES

IB 02 FEE SCHEDULE

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1. General

- 1.1 This document describes the fees charged by the Singapore Accreditation Council (SAC) for the Accreditation Scheme for Inspection Bodies.
- 1.2 The fee structure of the Scheme comprises the following:
 - a. Application Fee
 - b. Preliminary Assessment Fee
 - c. Initial Assessment Fee
 - d. Surveillance Assessment Fee
 - e. Renewal Assessment Fee
 - f. Verification Assessment Fee
 - g. Non-routine Assessment Fee
 - h. Annual Fee

The different categories of fees listed above are explained in the following sections.

2. Application Fee

- 2.1 The application fee is \$1,000 and it covers the processing of application.
- 2.2 The application fee is payable upon submission of application to the SAC. It is non-refundable.
- 2.3 The application is valid for one year. If an applicant fails to achieve accreditation within a one-year period, its application will lapse and the inspection body will have to reapply.

3. Preliminary Assessment Fee

- 3.1 The preliminary assessment fee is charged based on the number of days spent on the assessment including arrangement of assessment, document review and reporting.
- 3.2 The basic rate is \$1,000 per man-day or \$500 per half man-day.

4. Initial/Surveillance/Renewal/Verification/Non-routine Assessment Fee

- 4.1 The assessment fee will be quoted based on the number of days that is required to complete the assessment by the SAC assessment team, including arrangement of assessment, document review, on-site assessment and reporting. The basic rate is \$1,000 per man-day or \$500 per half man-day.
- 4.2 An annual surveillance visit will be conducted during the four-year accreditation period, i.e. usually three surveillance visits during the validity of the certificate of accreditation. The renewal assessment will be conducted before the certificate of accreditation expires at the end of four years.

- 4.3 Non-routine assessments may be performed as and when specifically required for the following:
- a. Extension of scope of accreditation
 - b. Changes of key personnel and inspectors
 - c. Investigation of complaint against the inspection body
 - d. Changes in organizational status, premises, equipment and other matters that will affect the inspection body's capability
 - e. Reinstatement of accreditation of suspended inspection body.

5. Annual Fee

- 5.1 Upon award of accreditation, an annual fee of \$1,200 is charged. Inspection body may request for additional copies of the certificate at \$200 per certificate.

6. Refund of Fees

- 6.1 No fees will be refunded to the inspection body whose accreditation is not granted (only for Applicant), suspended or withdrawn.

7. Cancellation Policy

- 7.1 The Council may make a charge of up to 10% of the value of the fee in respect of visits which are cancelled other than by the Council, at short notices (less than 7 working days).

8. Revision of Fees

- 8.1 The SAC reserves the right to review the above fees as and when necessary.

9. GST

- 9.1 All fees are in Singapore dollars and are subject to GST.

10. Payment Terms

- 10.1 All payment terms are 30 days from the date of the invoice. SAC reserves the right to withdraw credit, (for example in cases of bad credit or payment history) in which payment is required in advance of any assessment work being undertaken.
- 10.2 All fees up to and including initial/surveillance/renewal assessment and any associated supplementary fees must be paid before accreditation is granted or renewed.

FEE STRUCTURE

A	Application Fee	-	\$ 1,000
B	Annual Fee	-	\$ 1,200
C	Assessment Fee	-	\$1,000 per man-day

- ♦ Preliminary
- ♦ Initial
- ♦ Surveillance
- ♦ Verification
- ♦ Non Routine

(Fees will be quoted for preparation and processing time such as preparation meeting, arrangement of assessment, document review and reporting)

The above fees apply to branches of Singapore based inspection body, located in or outside of Singapore.

- Note:**
- (1) Branch inspection body must be operating on the same management system as the HQ in Singapore
 - (2) If overseas assessors are engaged for assessment or related visits, additional charges will be levied to cover expenses necessary for engaging such assessors.
 - (3) Direct costs such as air-fare, accommodation, per-diem, travelling relating to overseas branch laboratory assessment will be borne by the laboratory.

Example

Typically, for an assessment of one day duration at office/site, with one SAC lead assessor and one technical assessor, and approximately 1 man-day required for preparation of assessment including logistic arrangement, document review and reporting, the assessment fee will be \$3,000 (3 man-day in total).

(The man-day required will vary depending on the complexity of the scope of accreditation and the resources required for the assessment.)