

**Fee schedule for the Accreditation of Conformity Assessment Bodies – CAB–
(Laboratories, Inspection, Certification and Verification Bodies,
Providers of Proficiency Testing and Reference Material Producers)
abroad, for countries outside the validity of the EU-Regulation 765/2008**

Transitional provisions:

Application based services (initial accreditation, extension/change of accreditation and re-accreditation) and surveillance assessments are invoiced according to the previous fee schedule (71 SD 001/ Rev.1.3/ 03.04.2014) if the application has been filed or the announcement (in case of surveillance) has been issued prior to the entry into force on 01.01.2016.

In case the filing of the application or the issuing of the announcement takes place after 01.01.2016 the current fee schedule applies.

1. For the Accreditation of CABs fees will be charged for:

- Initial Accreditation
- Surveillance assessments
- Extension / amendment of Accreditation
- Re-Accreditation
- Annual Fee
- Special services

2. The fees, which are mentioned above, are stated in tables 1 – 6 of this fee schedule.

3. The set amounts for application- and annual fees will be multiplied with the following factor according to the number of employees of the CAB

Number of employees	1-24	25-49	50-99	100-149	150-199	200-249
Factor	0,75	1	1,25	1,5	1,75	2

Number of employees	250-299	300-349	350-399	Every further 50 employees
Factor	2,25	2,50	2,75	Factor increase by 0,25

If the number of employees working for the administration is not identifiable, the factor for the given number of employees of the CAB will be increased by 30%; Part-time employees count as full-time employees.

4. For multi-site-accreditations the application- and annual fee will be multiplied with the following factor considering the total number of employees of all sites*):

Number of sites	1	2	3	4	5	6
Factor	1	1,2	1,4	1,6	1,8	2,0

Number of sites	7	8	9	10	Every further site
Faktor	2,2	2,4	2,6	2,8	Factor increased by 0,2

**) Definition site: Any branch offices and bases at constant or temporary places. For Certification Bodies: "critical location" (Branch office, subsidiary) of the CAB according to DAkKS 71 SD 0 0 14.*

5. According to table 5, the annual fee will be charged each year, if applicable pro rata, starting with the initial accreditation. In case of any amendment with additional sites or further employees, the annual fee will be adapted.

6. The Deutsche Akkreditierungsstelle GmbH (DAkKS) provides service exclusively based on advance payment.

7. The travel time recompense (outward and return journey) will be charged with 80 Euro per hour (maximum 800 € per journey).
8. Payment is due 14 days after receipt of invoice, even if assessment/accreditation had a negative outcome.
9. Additional expenses will be charged separately, e.g. based on:
 - Amendment of the accreditation scope after completion of the assessment schedule
 - Missed appointments
 - Follow-up assessments
 - Necessity of witness audits of certification- and inspection bodies
 - Excessive time investment in the processing of corrections
10. For postponing an already agreed on-site assessment - (the CAB has given its agreement on the assessment date and the assessors) - an allowance will be charged amounting 50% of the on-site assessment costs. Furthermore, the cancellation costs for already booked transportation will be charged.
11. Banking fees and / or fees for currency exchanges are to be paid by the CAB.
12. With this fee schedule coming into effect, all previous fee schedules lose their validity (see transitional provisions on page 1).
The annual fee for already accredited CABs will be charged according to the valid version at the due date of the fee.
13. DAkkS reserves the right to amend the fees in individual cases. The CAB will be informed in writing.

Table 1 Initial Accreditation

Pos.	Fee	Amount [Euro]	Comment
1.1	Application	1.950,00	Multiplication of the amount with the relevant Factor for the number of employees and number of sites (see page 1, points 3 and 4)
1.2	Preliminary Talk before Assessment (optional)	1.300,00	1 day on-site plus travel expenses as charged
1.3	Assessment per Assessor	2.600,00	2 days on-site assessment
1.4	Preparation and post processing per day	1.300,00	
1.5	Each further assessment day	1.300,00	
1.6	Administration charges		25% of the amount of point 1.2, 1.3, 1.4 and 1.5
1.7	Travel expenses	as charged	
1.8	Travel Time	as charged	80 Euro per hour (maximum 800 € per journey)
1.9	Accreditation Certificate	715,00	

Table 2 Surveillance

Pos.	Fee	Amount [Euro]	Comment
2.1	Assessment per assessor per day	1.300,00	on-site assessment
2.2	Preparation and post processing per day	1.300,00	
2.3	Administration charges		25% of the amount of point 2.1 and 2.2
2.4	Travel expenses	as charged	
2.5	Travel Time	as charged	80 Euro per hour (maximum 800 € per journey)

Table 3 Extension / Amendment

Pos.	Fee	Amount [Euro]	Comment
3.1	Application	910,00	Multiplication of the amount with the relevant Factor (see page 1, points 3 and 4)
3.2	Assessment per Assessor per day	1.300,00	on-site assessment
3.3	Preparation and post processing per day	1.300,00	
3.4	Administration charges		25% of the amount of point 3.2 and 3.3
3.5	Travel expenses	as charged	
3.6	Travel Time	as charged	80 Euro per hour (maximum 800 € per journey)
3.7	Accreditation Certificate	520,00	

Table 4 Re-Accreditation

Pos.	Fee	Amount [Euro]	Comment
4.1	Application	1.950,00	Multiplication of the amount with the relevant Factor (see page 1, points 3 and 4)
4.2	Assessment per Assessor	2.600,00	2 days on-site assessment
4.3	Preparation and post processing per day	1.300,00	
4.4	Each further assessment day	1.300,00	
4.5	Administration charges		25% of the amount of point 4.2, 4.3 and 4.4
4.6	Travel expenses	as charged	
4.7	Travel Time	as charged	80 Euro per hour (maximum 800 € per journey)
4.8	Accreditation Certificate	520,00	

Table 5 Annual Fees

Pos.	Fee	Amount [Euro]	Comment
5.1	Annual Fee	1.200,00	Multiplication of the amount with the relevant Factor (see page 1, points 3 and 4)

Table 6 Special Services

Pos.	Fee	Amount [Euro]	Comment
6.1	Amendment / Update of the Accreditation Certificate	520,00	Multiplication of the amount with the relevant Factor (see page 1, points 3 and 4)
6.2	Translation of the Certificate and annex	as charged	Certificates will be provided in English or German language. Translation of certificates in German language (if certificate is in English) or English language (if certificate is in German) as charged
6.3	On-site meeting as per request	1.300,00	1 day on-site plus travel expenses as charged
6.4	Other Special Services	as charged 130,00 per hour	
6.5	Notification Accreditation symbol	65,00	
6.6	Translation/Interpreting costs during the assessment if necessary	as charged	