

	GUIDELINE ON ACCREDITATION SERVICE FEES	Document No:	GL.001-NAC
		Issue Date/No:	18.09.2024/2
		Rev Date/No:	00.00.0000/00
		Page No:	1 / 3

1. PURPOSE

The purpose of this guideline is to explain the fees to be charged for document review and accreditation services provided by the National Accreditation Center (NAC), subcontracted assessments conducted by NAC on behalf of other accreditation bodies within the U.S., assessor/expert support provided by NAC for assessments conducted by other accreditation bodies outside the U.S., and other capacity-building activities performed for accreditation bodies of other countries as part of a project, as well as the financial obligations of conformity assessment bodies.

2. SCOPE

This guideline covers the fees to be charged for the aforementioned services.

3. DEFINITIONS AND ABBREVIATIONS

The definitions related to this guide are provided in the INST.001-NAC Instruction on Definitions and Abbreviations Used in NAC Documentation.

4. RELATED DOCUMENTS

GL.013-NAC Guideline for Calculating Assessment Durations (Person/Day) for Accreditation Assessments

5. IMPLEMENTATION

5.1 Components of Accreditation Fees

The accreditation fee mainly consists of the following items:

- Application and File Registration Fee
- Administrative Service Fee
- Document Review Fee
- Assessment Fee
- Share Paid from Accreditation Revenues
- Assessment Team Expenses

5.2 Determination of Accreditation Service Fee

The components of the accreditation fee are accrued within the scope of the contracts made at various stages of the accreditation services provided by NAC. The calculation methods of these fees are provided below. The total accreditation fee is determined considering the requested scope, the assessment team formed, the planned number of assessment days, and the costs incurred during the accreditation process.

Once the application is received from the conformity assessment bodies (CABs), the accreditation fee is calculated according to this guideline and a quote is sent to the CAB. Upon the acceptance of the quote by the CAB, an official invoice is issued to the CAB, and the accreditation fee is paid by the CAB to NAC and is non-refundable. Fees for follow-up assessments are also invoiced to the CAB before the follow-up assessment.

Accreditation fees may vary in regions outside the U.S., such as Turkey, depending on economic conditions.

5.2.1 Application and File Registration Fee

	GUIDELINE ON ACCREDITATION SERVICE FEES	Document No:	GL.001-NAC
		Issue Date/No:	18.09.2024/2
		Rev Date/No:	00.00.0000/00
		Page No:	2 / 3

This is a fixed fee required for the registration of the application by the organization applying for accreditation and the opening of a file for the relevant organization by NAC. This fee is paid during the initial accreditation.

Application and File Registration Fee: \$250

5.2.2 Assessment Fee (Witness and Office)

The assessment fee is calculated based on the number of days spent and the number of assessors/technical experts involved in pre-assessment, initial assessment, follow-up, surveillance, scope extension, and accreditation renewal assessments carried out during the granting, maintenance, and renewal of accreditation. Any increase in the number of assessment days required due to the necessity of the assessment will be invoiced separately at the end of the assessment. This fee does not include the subsistence, accommodation, and travel expenses of the assessment team.

Assessor Daily Fee (person/day): \$750

In fields requiring special expertise and where it is difficult to obtain assessors/technical experts, assessors/technical experts from abroad may be assigned. If the fees for assessors to be obtained from abroad exceed the Assessment Unit Fee due to the variability of their rates, the fee difference is invoiced to the CAB by NAC after obtaining the approval of the CAB.

5.2.3 Assessment Team and Technical Responsible Expenses

These are the total subsistence, accommodation, and travel expenses of the assessment team during the assessment. These expenses are borne by the organization applying for accreditation.

5.2.4 Annual Usage Fee for Accreditation Mark

The annual usage fee for the accreditation mark is determined based on the requested scope of accreditation. For all accreditation standards, the fee is \$3000. For ISO/IEC 17021 accreditation, the fee is calculated according to the number of scopes, at a rate of \$400 per scope.

5.2.5 Fees for Subcontracted Accreditation Services in the APAC-MRA Region

NAC conducts assessments of CABs as a subcontractor under the following circumstances, upon request and agreement with the relevant parties, in accordance with international accreditation rules:

- Assessments requested by CABs that are accredited by the Accreditation Body of their registered country (APAC-MRA Region) and operating as a branch in the U.S. under this accreditation certificate and registered in the U.S.
- Assessments conducted by foreign Accreditation Bodies for the conformity assessment activities of CABs accredited by the Accreditation Bodies of their registered countries when requested to be assessed in the U.S.

Subcontracted Accreditation Service Assessment Fee (person/day): \$750

5.3 Calculation of Assessment Preparation and Reporting Times

For the services provided by NAC to organizations applying for accreditation, the time spent by the NAC accreditation officer and the assessment team consisting of the lead assessor, assessor, and, if necessary, Technical Experts for assessment preparation, assessment reporting, and evaluation of corrective actions is considered in the calculation of the fees mentioned above, apart from the time spent visiting the organization for the assessment. Detailed information on the times spent on assessment

	GUIDELINE ON ACCREDITATION SERVICE FEES	Document No:	GL.001-NAC
		Issue Date/No:	18.09.2024/2
		Rev Date/No:	00.00.0000/00
		Page No:	3 / 3

preparations and reporting the assessment results is provided in GL.013-NAC Guideline for Calculating Assessment Durations (Person/Day) for Accreditation Assessments.

5.4 Financial Obligations

The invoice amounts accrued by NAC are paid by the relevant organization to the bank accounts contracted by NAC in accordance with the provisions of the Accreditation Agreement. The payment period is 30 days from the invoice date. If the invoice is not paid within this period, NAC has the right to cancel the application process.

6. REVISION TABLE

Date	Section	Amendment
19.03.2020	Header	Logo is changed.
30.03.2022	1.2	The statement "For CABs operating in Turkey, please contact NAC for the accreditation fees applied in Turkey" was added for clarification.
13.12.2022	1.2	The statement "For CABs operating in Turkey, please contact NAC for the accreditation fees applied in Turkey" was changed to "Accreditation fees may vary in regions outside the U.S., such as Turkey, depending on economic conditions."
22.03.2024	5.2.2	The Daily fee is revised as \$750. The annual fee is revised as \$2450 and \$400 per scope for ISO/IEC 17021 accreditation.
18.09.2024	5.2.1	Application and File Registration Fee is revised as \$750
18.09.2024	5.2.4	Annual Usage Fee for Accreditation Mark is revised as \$3000