

ACCREDITATION FEE SCHEDULE FOR LABORATORIES

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APPROVER



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Director General

1.0 GENERAL

The fee schedule describes the system of fees charged for accreditation activities of Bangladesh Accreditation Board (BAB). To perform these activities BAB may use Internal and External independent assessors and experts, and hire other services as necessary. The schedule also covers payments for these activities.

2.0 SCOPE

The following fee structures are applicable to accreditation of Testing, Calibration and Medical laboratories operating in Bangladesh only. Each applicant for accreditation is subject to the payment of a non-refundable fee fixed by the legal stipulations. All figures of fees are in Bangladeshi Taka denoted with BDT. All fees and charges are excluding Government VAT & Tax.

3.0 FEE SCHEDULE

3.1. Application Fee:	
Application fee covers cost regarding, initial contact with the applicant, registration of application and enclosed documentation. This fee is only charged for new applicant organization that does not hold an accreditation or has been withdrawn accreditation from BAB. This fee is non-refundable and to be paid along with the application.	BDT 25,000/- per field
3.2. Reapplication Fee:	
Reapplication fee is applicable for Reassessment and Scope Extension Assessment. Scope Extension may be either Addition of New Field(s) or Addition of New Test(s) to the existing field(s) or both. 3.2.1 Addition of new field(s): When an accredited laboratory is interested to add new field(s) with test(s) with existing accreditation scope. 3.2.2 Addition of new test(s) to the existing field(s): When an accredited laboratory is interested to add new test(s) in their existing accredited field. NOTE: Reapplication fee for scope extension will not be applicable if application is made along with reassessment application. This fee is non-refundable and to be paid along with the application.	BDT 20,000/- per field

3.3. Fee for Test / Calibration:	
Test fees are applicable in case of application and reapplication. It covers all fields based on total number of laboratory test(s).	1- 30 tests- BDT 5,000/- per test 31-50 tests- BDT 3,000/- per test 51- above- BDT 2,000/- per test
Calibration fees are applicable in case of application and reapplication. It covers all fields based on total number of laboratory calibration(s).	1-10 calibrations- BDT 10,000/- per calibration 11-20 calibrations - BDT 8,000/- per calibration 21- above- BDT 5,000/- per calibration
3.4. Fee for Executive Work:	
All works performed by BAB in administrative and decision-making phase such as assessment team formation, Technical Review Panel (TRP) , Technical Committee (TC) meeting organization etc. 3.4.1 For every application/reapplication covering all fields. 3.4.2 For Surveillance assessment, Verification Assessment and Extraordinary visit which do not necessarily involve TRP/TC meetings but still engage administrative and decision-making phases including assessment team formation.	BDT 30,000/- BDT 10,000/-
3.5. Annual Accreditation Fee:	
Accreditation fee applies annually as a charge of maintenance of accreditation. It covers all fields and shall be paid annually by the organization upon granting accreditation. 3.5.1 Laboratory accredited for up to 30 tests/10 calibrations 3.5.2 Laboratory accredited for up to 80 tests/20 calibrations 3.5.3 Laboratory accredited for more than 80 tests/20 calibrations	BDT 50,000/- BDT 75,000/- BDT 1,00,000/-
3.6. Charge for Change in the Name/Address of Laboratory:	
Any change in the name/address of the laboratory leading to issue of new accreditation certificate with scope.	BDT 4,000/-

3.7. Assessment Charge:

3.7.1 BAB Assessor(s)/Expert(s) Man-day Charge:

Charge for all BAB assessor(s)/expert(s) shall be paid separately as per following **rate on Man-day** basis.

i) Adequacy Audit of Quality Manual by Lead Assessor	BDT 3,000/- (Fixed)
ii) For any onsite visit including Onsite Document Review: Pre-Assessment, Assessment, Surveillance assessment, Reassessment, Scope extension assessment, Verification Assessment, Extraordinary visit etc.	
a. Lead Assessor	BDT 6,000/- per Man-day
b. Technical Assessor/Expert	BDT 5,000/- per Man day

3.7.2 Travelling:

Travel expenses in connection with the activities covered by this schedule shall be borne by the applicant/**accredited laboratories**. Travel to be made preferably by air in economy class or by train in executive AC class or by bus/taxi/car in superior AC class.

or

Reimbursement on actual cost basis shall be made if not arranged by the applicant/**accredited laboratories**.

3.7.3 Accommodation, Meal and Daily Allowance:

Accommodation (preferably at least 3 star arrangements), meal, and daily allowance for the assessor(s)/expert(s) shall be borne by the applicant. The applicant shall pay directly through BAB case officer/representative as following means;

- Comprehensively total BDT 5,000/- per man-day or
- If accommodation and meal is arranged by the applicant then daily allowance BDT 2,000/- per man-day; or

NOTE: **If the assessor(s)/expert(s) don't use accommodation facility, they are not entitled to receive accommodation cost.**

3.8. Delegation

The schedule for Accreditation fees can be revised, amended by the decision of the Board of BAB.

3.9. Enforcement

3.9.1 BAB schedule for Accreditation Fees will be effective from 1st October, 2015

3.9.2 The accreditation will not be granted until the payment is done or accreditation will be cancelled if not paid within agreed time.