



ACCREDITATION SCHEME FOR LABORATORIES

SAC-SINGLAS 003

**Fee Schedule for Accreditation of
Testing and Calibration Laboratories**

SAC-SINGLAS 003, 29 March 2019
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1. Fee Structure

- 1.1 The fee structure of SAC-SINGLAS 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 each field of testing and/or calibration for which the laboratory is seeking or holding accreditation (except for the field of medical testing and Medical Imaging, refer to SAC-SINGLAS 003-MED/MI). The SAC-SINGLAS classification of fields of testing and/or calibration is described in document SAC-SINGLAS 004.
- 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 laboratory per man-day, for its intended scope of accreditation.

2. Application Fee

- 2.1 A laboratory applying for SAC-SINGLAS accreditation shall pay an application fee of \$1,000. The fee is payable to the Standards, Productivity and Innovation Board upon submission of application to the SAC-SINGLAS 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 laboratory fails to achieve accreditation. After this period, the laboratory shall be required to reapply.

3. Preliminary Assessment Fee

- 3.1 Upon receipt of the application form and related documents from the applicant laboratory, a lead assessor will conduct a preliminary assessment. The applicant laboratory may opt not to have the preliminary assessment if it is deemed as ready for accreditation. The preliminary assessment fee will be quoted based on \$1,000 per man-day.

4. Initial Assessment Fee

- 4.1 An initial assessment shall be conducted in the applicant laboratory for the consideration of its application for accreditation. The laboratory will be quoted an initial assessment fee that is computed based on \$1,000 per man-day that is required to complete the assessment for its intended scope of accreditation.
- 4.2 The applicant laboratory will be provided with a quotation for the cost of the initial assessment. The applicant laboratory will pay the fee in accordance with the payment terms as detailed in the invoice from the Standards, Productivity and Innovation Board.

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 laboratory and an annual fee of \$1,000 is charged.
- 5.2 The successful applicant laboratory is required to pay the annual fee of \$1,000 upon award of accreditation.
- 5.3 Laboratories may request for additional copies of the certificate at \$200 per certificate.
- 5.4 For re-issuing of certificate due to relocation or change in organisation's name, an administrative fee of \$200 per certificate will be charged.

6. Surveillance Assessment Fee

- 6.1 An annual routine surveillance visit to the accredited laboratory 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.

7. Renewal Assessment Fee

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

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 tests or changes the laboratory 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 laboratory requests for a separate visit, a fee based on \$1,000 per man-day(s) is charged.
If only a desk assessment is required to consider the extension of scope of accreditation, an administrative fee of \$200 will be charged.
- b. Changes of approved signatories
For changes of approved signatories, the nominee(s) is/are to be interviewed by the assessment team. This may take place in the laboratory or in SAC, whichever is preferred. A fee of \$1000 per signatory is charged if the interview is conducted separately from the surveillance or renewal assessment. An additional fee of \$500 is charged per additional signatory or per additional technical expert as required.
- c. Unannounced or unscheduled surveillance visits
Unannounced or unscheduled assessments are conducted for special reasons such as to investigate a complaint against a laboratory. 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.

d. Reinstatement of accreditation

Assessments for reinstatement of accreditation are carried out to assess laboratories 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 laboratory whose accreditation is not granted (only for Applicant), suspended, terminated or withdrawn.

11. Cancellation Policy

- 11.1 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).

12. Revision of Fees

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

13. GST

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

14. Payment Terms

- 14.1 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.
- 14.2 For overseas branch laboratories, payment of fees is to be made before any assessment work is undertaken. Invoices will be issued as soon as assessment work is scheduled. In the case of local branch laboratories, payment of fees will be made together with the main laboratory of Singapore.
- 14.3 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	-	\$ 1,000
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 laboratory, located in or outside of Singapore.

- Note:**
- (1) Branch laboratory 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.)