



## ACCREDITATION SCHEME FOR CERTIFICATION BODIES

### FEE STRUCTURE - BODIES CERTIFYING PERSONS

#### Part 1 - Local -Bodies Certifying Persons

#### **1. Application fee:**

Application fee should be submitted with the completed application form. The application fee covers the cost of the process of evaluation of applicants' readiness for accreditation, and other administrative costs involved in processing of applications. The application fee is non-refundable. Processing of the application will start only after effecting the application fee by the Certification Body

A certification scheme up to 05 Occupational/Skilled Categories	LKR	60000
Each Additional Occupational/Skilled Category within the same scheme	LKR	10000
Renewal fee for each certification scheme	LKR	60000
Each Critical Location	LKR	50000

#### **2. Application fee for scope extension/new scheme/new critical location:**

Scope extension for each new Occupational/Skilled Category	LKR	15000
New scheme	LKR	60000
Extension to each Critical Location	LKR	50000

#### **3. Assessor man day charges:**

Assessor man day charge is applicable for Pre-assessment, Initial Assessment, Surveillance Assessment, Re-assessment, Witness Assessment, Assessment for Scope Extensions, Unannounced Assessment and Follow up or Verification Assessment.

Assessor man day charge	LKR	20 000
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(Please see Note 01)

#### **Local Assessments**

Transportation and lodging expenses of assessment team, will be either charged separately or the client has the option to arrange as per the assessment plan.

(Please see note 02)

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#### **4. Annual Accreditation fee:**

An annual fee to be paid from the date of accreditation based on the number of persons certified covered by the accredited Occupational/Skilled Categories during the previous year under each certification scheme as detailed below.

Number of certified persons	Up to 05 Occupational/Skilled Categories	Above 05 each additional Occupational/Skilled Category
Up to 1 <sup>st</sup> 250 certified persons	LKR 80 000	LKR 15 000
Between 251-500 certified persons	LKR 100 000	LKR 15 000
More than 500 certified persons	LKR 500 per person up to a maximum of LKR 300 000	LKR 600 per person up to a maximum of LKR 500 000

Each Critical Location

LKR 60000

#### **5. Certificate of Accreditation:**

A Certification Body will be issued with one certificate of accreditation.

Each additional copy will be charged

LKR 6000

#### **6. Local Certification Bodies with Foreign Accreditation:**

If the assessment is conducted in a Certification Body operating in Sri Lanka on behalf of foreign accreditation body, Please refer part II of the Fee Structure.

#### **Note 01**

A sum calculated as 40% of the total assessor man day charge (assessor man day charge multiplied by the number of assessors) will be charged separately as administrative expenses subject to a minimum of LKR 12 000.

When foreign assessors/experts used in assessments in addition to the assessor/expert man day charges, 45% will be added to man day charges.

#### **Note 02**

SLAB encourage the use of air travel for long distance travelling whenever available in order to minimise cost and efficient use of time.

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- If travelling is on previous day/ day after the assessment or travelling on assessment day with stay overnight and the travel time is between 03-06 hrs, additional fee for 01 man day per assessor/expert will be charged.
- If travelling is on previous day/ day after the assessment or travelling on assessment day with stay overnight and the travel time is more than 06 hrs, additional fee for 02 man days per assessor/expert will be charged.
- If the travelling on the assessment day and the travel time is between 03-06 hrs, additional fee of 0.5 man day per assessor will be charged.
- If the travelling on the assessment day and the travel time is more than 06 hrs, additional fee of 1 man day per assessor will be charged.

**Note 03**

All fees are subjected to applicable Taxes.

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**Part II - Foreign -Bodies Certifying Persons**

**1. Application fee:**

Application fee should be submitted with the completed application form. The application fee covers the cost of the process of evaluation of applicants' readiness for accreditation, and other administrative costs involved in processing of applications. The application fee is non-refundable. Processing of the application will start only after effecting the application fee by the Certification Body

A certification scheme up to 05 Occupational/Skilled Categories	USD 600
Each Additional Occupational/Skilled Category within the same scheme	USD 100
Renewal fee for each certification scheme	USD 600
Each Critical Location	USD 500

(Please see Note 04)

**2. Application fee for scope extension/new scheme/new critical location:**

Scope extension for each new Occupational/Skilled Category	USD 150
New scheme	USD 600
Extension to each Critical Location	USD 500

(Please see Note 04)

**3. Assessor man day charges:**

Assessor man day charge is applicable for Pre-assessment, Initial Assessment, Surveillance Assessment, Re-assessment, Witness Assessment, Assessment for Scope Extensions, Unannounced Assessment and Follow up or Verification Assessment.

Certification Bodies operate in SAARC countries	USD 275
Certification Bodies operate in other countries	USD 500

(Please see Note 04 & 05)

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#### **4. Annual Accreditation fee:**

An annual fee to be paid from the date of accreditation based on the number of persons certified covered by the accredited Occupational/Skilled Categories during the previous year under each certification scheme as detailed below.

Number of certified persons	Up to 05 Occupational/Skilled Categories	Above 05 each additional Occupational/Skilled Category
Up to 1 <sup>st</sup> 250 certified persons	USD 800	USD 150
Between 251-500 certified persons	USD 1000	USD 150
More than 500 certified persons	USD 50 per person up to a maximum of USD 3000	USD 60 per person up to a maximum of USD 5000

Each Critical Location  
(Please see Note 04)

USD 600

#### **5. Certificate of Accreditation:**

A Certification Body will be issued with one certificate of accreditation.

Each additional copy will be charged

USD 60

(Please see Note 04)

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#### **Note 01**

Fee will have to be paid in USD

#### **Note 02**

To conduct an assessment pertaining to activities of a Body certifying persons outside the country-please refer section 3

Assessor man day charge will be calculated from the time of departure from Sri Lanka up to the time of arrival to the country, per assessor/expert.

A sum calculated as 40% of the total assessor man day charge (assessor man day charge multiplied by the number of assessors) will be charged separately as administrative expenses subject to a minimum of USD 200.

When SLAB use foreign assessors/experts in assessments, in addition to the assessor/expert fee, 45% of the total man day charge will be added

#### **Note 03**

All expenses of air travel, visa, airport taxes, transport, meals & lodging of assessment team and any additional charges from local authorities will have to be arranged by the Certification Body.

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**Note 04**

All fees are subjected to applicable Taxes.

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