

## ACCREDITATION FEE SCHEDULE for CB & IB

**Revision 01**

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AUTHOR	REVIEWER	APPROVER
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## 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 Inspection Bodies (IB) and Certification Bodies (CB) of Bangladesh only. Each applicant for an 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 are excluding Government VAT.

<b>Fee Schedule for Certification Bodies (ISO/IEC 17021) excluding VAT</b>	
<b>Item</b>	<b>BDT</b>
<b>1. First application fee</b>	
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 This fee is only charged for new applicant organization that does not hold an accreditation or has been withdrawn accreditation from BAB.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.	<b>1,00,000/-</b>
b) Each scope	<b>50,000/-</b>
c) Each sector per scope	<b>5,000/-</b>
<b>2. Extension</b>	
d) Scope extension	<b>50,000/-</b>
e) Sector extension per scope	<b>5,000/-</b>
f) Critical location extension including decision making	<b>50,000/-</b>
g) Critical location extension excluding decision making	<b>40,000/-</b>
<b>3. Fees for Executive work</b>	
All works performed by BAB in administrative and decision-making phase such as assessment team formation, TRP, TC meeting organization etc.	
a. For every application/re-application.	
b. 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.	<b>30,000/- 10,000/-</b>
<b>4. Re-application</b>	
Re-application fee is applicable for Re-assessment and Scope Extension Assessment.	<b>1,00,000/-</b>
a) Each scope	<b>50,000/-</b>

b) Each sector per scope	<b>5,000/-</b>
<b>5. Annual Operating Fee (up to 50 certified clients)</b>	
a. Accreditation fee applies annually as a charge of maintenance of accreditation including fees for surveillance assessment/activities, verification assessment etc. It covers all fields and shall be paid by the CAB upon granting accreditation on pre-paid basis and onward every accreditation anniversary date.	<b>1,00,000/-</b>
b. Additional operating fee for each scope above 50 certified clients (per certificate above 50)	<b>2,000/-</b>
<b>6. Certificate of Accreditation:</b>	
BAB will issue 01 Certificate free. Each additional copy will be charged with	<b>2,000/-</b>

<b>7. BAB Assessor(s)/Expert(s) Man-day Charge</b>	
Charge for all BAB assessor(s)/expert(s) shall be paid separately as per following schedule on man-day basis. BAB shall deduct 40% of this charge from each assessor(s)/experts(s) as technical and administrative expenses for maintaining assessor(s)/expert(s).	
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. by Lead Assessor	BDT 10,000/- per man-day
b. by Technical Assessor/Expert	BDT 8,000/- per man day
<b>8. Travelling</b>	
Travel expenses in connection with the activities covered by this schedule shall be borne by the applicant. 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.	
<b>9. Accommodation, Meal and Daily Allowance</b>	
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;	
i) Comprehensively total BDT 6,000/- per man-day or	
ii) If accommodation and meal is arranged by the applicant then daily allowance BDT 3,000/- per man-day;	
NOTE: If the applicant organization is situated in the same city corporation/metropolitan area or within less than 20 Km travel distance, assessor(s)/expert(s) are not entitled to receive accommodation cost; however the applicant may still arrange accommodation, if necessary.	

## 10. Delegation

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

## 11. Enforcement

- i) BAB schedule for Accreditation Fees will be effective from 1<sup>st</sup> July, 2015
- ii) The accreditation will not be granted until the payment is done. However, accreditation will be cancelled if not paid within agreed time.

## Fee Schedule for Inspection Bodies (ISO/IEC 17020) excluding VAT

Item	BDT
<b>1. First application fee</b>	
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.	1,00,000/-
b) additional field	50,000/-
c) Each additional scope per field	5,000/-
<b>2. Extension</b>	
d) Field extension (each scopes)	50,000/-
e) each inspection centres	20,000/-
<b>3. Annual Operating Fee</b>	
Accreditation fee applies annually as a charge of maintenance of accreditation including fees for surveillance assessment/activities, verification assessment etc. It covers all fields and shall be paid by the CAB upon granting accreditation on pre-paid basis and onward every accreditation anniversary date.	1,00,000/-
Additional operating fee for each certificate Under the scope of accreditation.	2,000/-
<b>4. Re-application</b>	
Reapplication fee is applicable for Reassessment and Scope Extension Assessment. Re-application per field	1,00,000/-
<b>5. Fees for Executive work</b>	
All works performed by BAB in administrative and decision-making phase such as assessment team formation, TRP, TC meeting organization etc.	
c. For every application/re-application.	30,000/-
d. 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.	10,000/-
<b>6. Certificate of Accreditation</b>	
BAB will issue 01 Certificate free. Each additional copy will be charged with	2,000/-

<b>7. BAB Assessor(s)/Expert(s) Man-day Charge</b>	
Charge for all BAB assessor(s)/expert(s) shall be paid separately as per following schedule on man-day basis. BAB shall deduct 40% of this charge from each assessor(s)/experts(s) as technical and administrative expenses for maintaining assessor(s)/expert(s).	
iii) Adequacy Audit of Quality Manual by Lead Assessor	BDT 3,000/-(Fixed)
iv) For any onsite visit including Onsite Document Review: Pre-Assessment, Assessment, Surveillance assessment, Reassessment, Scope extension assessment, Verification Assessment, Extraordinary visit etc. a. by Lead Assessor b. by Technical Assessor/Expert	BDT 10,000/- per man-day BDT 8,000/- per man day
<b>8. Travelling</b>	
Travel expenses in connection with the activities covered by this schedule shall be borne by the applicant. 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.	
<b>9. Accommodation, Meal and Daily Allowance</b>	
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; i) Comprehensively total BDT 6,000/- per man-day or ii) If accommodation and meal is arranged by the applicant then daily allowance BDT 3,000/- per man-day; NOTE: If the applicant organization is situated in the same city corporation/metropolitan area or within less than 20 Km travel distance, assessor(s)/expert(s) are not entitled to receive accommodation cost; however the applicant may still arrange accommodation, if necessary.	
<b>10. Delegation</b>	
The schedule for Accreditation fees can be revised, amended by the decision of the Board of BAB.	
<b>11. Enforcement</b>	
iii) BAB schedule for Accreditation Fees will be effective from 1 <sup>st</sup> July, 2015 iv) The accreditation will not be granted until the payment is done. However, accreditation will be cancelled if not paid within agreed time.	