



Accreditation Services Fee Structure

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1. DESCRIPTION:

The fees described in this document refer to those that will be charged to the CABs in:

- Applying for, obtaining, maintaining DAC accreditation,
- Participating in training courses organized by DAC, and
- Participating in Inter-Laboratory Proficiency Testing Programs.

The fees are expressed in terms of man-days; the man-day is equal to seven working hours. The values given shall be multiplied by the official man- day rate '2,200 AED'; the rate is subject to change when and as necessary.

2. FEES CATEGORIES:

2.1 Accreditation services fees:

2.1.1 Consist of the following categories:

Application Fees

All new applicant CABs or those accredited CABs applying for extension of scope shall be charged a fixed application fee of *0.25* man-day for reviewing its application once submitted to DAC and carrying out the contract review.

Assessment Fees

The number of the man-days spent on the assessment (including preparation, actual assessment and reporting) shall be the base for calculating the fees to be charged and which include:

Preparation of Assessment:

For accreditation assessment visit, surveillance visit and follow up visit the fees for the assessment preparation shall include the number of man-days spent on:

- Preparation of Detailed Assessment Plans (*minimum 0.25 man day*),
- Selection of Assessors (*minimum 0.25 man day*),
- Assessment Team Meeting and Allocation of Tasks (*minimum 0.25 man day*),
- Document Review of the quality manual and related documents and records, submitted with the application (*minimum 1 man day*).

Conduct of Assessment:

The number of man-days calculated for the on-site assessment consists of the days/ fraction of days *required for*:

- On-site Quality Management System Assessment,



- 'On-site Technical Assessment',
- 'Assessment of Site Work' (in case CAB performs site work),
- Witness audits (*for CBs only*),
- *Assessment Reports* Preparation; (Lead Assessor, Assessors reports),
- Reviewing the corrective action reports including the evidences, and

Factors influencing the number of man-days for assessments are:

- Scope of accreditation (number and diversity of sectors and disciplines),
- Size of the CAB (number of the personnel, number of methods, and reports/certificates it issues),
- Number of sites/ locations,
- Activities performed on-site.

Administration Fees:

- Certificate: A *0.5 man day* fee to be charged for the efforts consumed for issuance of the Accreditation Certificate and Scope of Accreditation after the satisfactory completion of the assessment, DAC issues two original copies of the accreditation certificate to CABs, both of them are printed out on cartoon board.
- Traveling & Accommodation: Fees to be charged for traveling *time* depending on the actual distance to CAB's site or any other sites the assessment team visited. *Minimum fee shall be 0.25 man day for the entire visit.* The CABs located outside Dubai shall have to bear the national/ international travel air fare (*economy class air travel*), hotel stay (*5/4 star hotel*), lodging & boarding expenses of DAC assessor(s) in addition to payment of assessment fee. *Minimum 0.5 man day shall also be charged for CABs located in GCC countries and minimum one man day shall be charged for CABs located in other parts of the world in respect of travel time for the entire visit.*
- *Administrative (for overseas CABs only to cover extra time & efforts consumed for coordination with various entities): 3 man days fee for initial accreditation visit, 2 man days fee for surveillance/scope extension assessment visit and 2.5 man days for combined surveillance & scope extension visit shall be charged from the CABs located out side UAE.*
- *Re-instatement from suspension: Administrative fee of one man day shall be charged for re-instatement of CAB's suspension in addition to the actual expenses incurred for any follow-up visit.*

2.2 Inter-Laboratory Proficiency Testing Program Fees:

- 2.2.1 For each Inter-Laboratory Proficiency Testing Program (PTP) organized by DAC, each participant (from inside U.A.E) is requested to pay to Dubai Accreditation Department in advance the participation fee "*AED 850*" which represents an average of half man-day per participant spent on the preparation of the program including samples preparation, samples distribution, analysis of participants' results and report preparation. For those who participated in DAC PTP programs from outside U.A.E; a PT sample shipment

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charges for sending the PT samples to the participants shall be added to the participation fees.

2.3 Training services fees:

2.3.1 For each training course organized by DAC, each course shall be charged according to the Administration Decision no. 191/ 2006. Each participant is requested to pay to Dubai Accreditation Department in advance the participation fee.

3. INVOICE PREPARATION

3.1 For Accreditation Services: Prior to any visit DAC shall issue to the CAB an invoice.

3.2 For PT programs: *no invoice shall be issued.*

3.3 For Training Courses: DAC shall issue and send the invoice to the participants before 10 working days from conducting the course.

4. TERMS OF PAYMENT

4.1 Accreditation Application *fees* shall be paid immediately upon submission of application; no application shall be reviewed before receiving the application fees.

4.2 All other *accreditation services* invoices shall be paid within 10 working days from issuing the invoice.

4.3 Payments can be made by one of the following methods:

- **Credit card:** By visiting Dubai Central Laboratory Department, Administration Building- Finance department cashier- DCLD counter- ground floor.
- **Cheque:** by addressing it to Dubai Municipality and submitting it by hand to Dubai Central Laboratory Department, Administration Building- Finance department cashier- DCLD counter- ground floor.
- **EFT (Electronic Funds Transfer):**

Bank Name: Dubai Islamic Bank,

Branch: Dubai Main Branch, P.O. Box 1080 UAE,

Account Name: Dubai Municipality – Revenue A/C,

Account Number: 001 – 520 – 0050991 – 01,

SWIFT Code: DUIBAEAD



Note:

- All sending and receiving bank charges must be included in the payment to ensure full invoice amount is received.
- The CAB should make sure that the payment is referring to *DAC Income Alias Numbers*:
 - Alias No. 631 for Laboratories accreditation services;*
 - Alias No. 782 for Inspection Bodies accreditation services;*
 - Alias No. 783 for Certification Bodies accreditation services;*
 - Alias No. 773 for PTP payments, and*
 - Alias No. 645 for training courses*

Regardless of the payment method.

- 3.4 After payment a copy of the receipt shall be submitted to DAC Planning and Development office, specifically the name mentioned in the invoice
- 3.5 *If no payments are received after passing 10 working days from the date of the issue of invoice following actions shall be taken by DAC;*
 - *The accredited CAB shall be suspended.*
 - *The further proceedings for applicant CAB shall be stopped.*
 - *The CAB shall not be allowed to participate in the proficiency testing program.*
 - *The nominated delegate/participant shall not be allowed to participate in the organized training course.*