



Accreditation Services Fee Structure

DAC-G2-03

August 2011



1. DESCRIPTION:

The fee structure defined in this document *is as per Regulation 2 issued by Dubai Government in July 2010* refers to DAC services including accreditation, training, *registration* and proficiency testing.

2. FEE CATEGORIES:

2.1 Accreditation Services Fee:

Accreditation service fee consist of the following categories:

Application Fee

All new applicant Conformity Assessment Bodies (CABs) or those accredited CABs applying for extension of scope shall be charged a fixed application fee of AED 500 for reviewing its application and carrying out the contract review.

Document Review Fee

Document review is conducted at DAC office and AED 3,500 shall be charged as fee from new applicants.

Pre assessment Fee

Pre-assessment visit is optional for the CABs. It is a short visit of 3-4 hours. AED 2,500 shall be charged as fees.

Assessment Fee

The fee for number of actual man-days spent on-site for the assessment shall be charged at the rate of AED 6,500 per man day. *This fee represents: preparation of assessment plan, selection of assessment team, on site quality/ technical assessment, preparation of assessment report and review of corrective action report. The assessment fees is applicable for all type of assessment visits such as: initial assessment, surveillance assessment, scope extension assessment, special assessment (if any), re-assessment, follow-up assessment (if any).*

Accreditation Symbol Fee:

The fee shall be charged at the rate of AED 5,000 per scope **field** once in a three years accreditation cycle through separate invoice. For new applicants this fee shall be charged at the time of accreditation while for already accredited CABs the fee is payable on receiving of DAC invoice. *The examples of scope fields and fee to be charged are given in below table:*



For Laboratories: The details of scope are not exclusive and may vary in case of addition in scope.

#	Scope Field	Fee to be charged
1	Construction Materials Testing/Geo Technical Investigations/Metallurgical Testing	5,000
2	Food Testing/Environmental Testing/Veterinary Testing	5,000
3	Petrochemical & Petroleum Products Testing	5,000
4	Calibration	5,000
5	Medical Testing	5,000

For Inspection Bodies: The details of scope are not exclusive and may vary in case of addition in scope.

#	Scope Field	Fee to be charged (AED)
1	Lifting Equipment & Accessories Inspection	5,000
2	Pressure Equipment Inspection	5,000
3	NDT	5,000
4	Food Inspection	5,000
5	Inspection of various products covering more than two fields	15,000

For Certification Bodies: The details of scope are not exclusive and may vary in case of addition in scope.

#	Scope Field	Fee to be charged
1	ISO 9001 Certifications	5,000
2	ISO 14001 Certifications	5,000

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3	<i>OHSAS 18001 Certifications</i>	<i>5,000</i>
4	<i>ISO 22000/HACCP Certifications</i>	<i>5,000</i>
5	<i>Product Certifications (Construction Products Schemes)</i>	<i>5,000</i>
6	<i>Product Certifications (Various Products covering more than two Schemes)</i>	<i>15,000</i>
7	<i>Personnel Certifications (PIC & Trainers of PIC Schemes)</i>	<i>5,000</i>
8	<i>Personnel Certifications (Operators of Lifting Equipment/Inspectors of Lifting Equipment schemes)</i>	<i>5,000</i>

Accreditation Certificate Fee

The fee of AED 1,200 shall be charged for accreditation certificate & scope issue.

Re-instatement from suspension Fee

The fee of AED 1,200 shall be charged for re-instatement of CAB's suspension in addition to the actual expenses incurred for any follow-up visit.

Traveling & Accommodation

The CABs shall have to bear the national/ international air fare [preferably by Emirates Air](#), local travel (by suitable saloon car), 5 star hotel stay, lodging/ boarding, internet expenses of DAC assessor(s) in addition to the payment of fees mentioned above and invoiced to CABs. The CABs shall be responsible for these arrangements at their own with coordination of DAC assessor(s).

2.2 Training Services Fee

The training fee of AED 1,000 per participant per day shall be charged. Fee for each training program is separately published along with the program schedule and available on DAC website.



2.3 Registration Fee

All conformity assessment bodies working in Dubai shall be registered by Dubai Accreditation Department before getting the permission to provide services in Emirates of Dubai.

The registration fee is as follows:

- Issuing a No Objection Letter shall be charged at the rate of AED 500*
- Issuing Registration Letter shall be charged at the rate of AED 4,000. This fee represents the compliance audit visit for the new registered conformity assessment bodies and includes: preparation of audit plan, onsite quality audit, preparation of audit report and review of corrective action report.*
- Renewing the Registration Letter shall be charged at the rate of AED 500*

2.4 Inter-Laboratory Proficiency Testing Program Fee

The fee for Inter-Laboratory Proficiency Testing Program (PTP) organized by DAC is in the range of AED 500 to AED 2,000 depending upon the various factors. Fee for each PTP is separately published along with the program schedule and available on DAC website www.dac.gov.ae .

The PT sample shipment charges shall be borne by participants based outside U.A.E.

3. TERMS OF PAYMENT:

- 3.1 DAC invoices are issued in advance. Payment shall be made within specified time mentioned on the invoice.
- 3.2 Accreditation Application fees shall be paid immediately upon submission of application. No application shall be reviewed before receiving the application fee.
- 3.3 Payments can be made by one of the following methods:
 - Credit card/ Cash,
 - Cheque, and
 - EFT (Electronic Funds Transfer).
- 3.4 All sending and receiving bank charges, local taxes, difference of currency conversion etc must be included in the payment to ensure full invoiced amount is received by DAC.
- 3.5 If the CAB is suspended due to nonpayment of fee or any other reason then re-instatement fee shall be applicable.