



Pennsylvania Accreditation Centre

ACCREDITATION SERVICE FEES

Inspection Bodies

ISO/IEC 17020:2012

As of 01/04/2023

INITIAL ACCREDITATION

SERVICE	FIRST PROGRAM	EACH ADDITIONAL PROGRAM
Application Fees	US\$ 1,500 <i>For inspection bodies each field of inspection is considered an "additional program".</i>	US\$ 500
Document Review (policy manual and related procedures)	US\$ 1,500 <i>For the first field of inspection</i>	US\$ 500 <i>For the each additional field of inspection</i>
Initial Management System Assessment (office assessment)	US\$ 3,750 <i>First site/ first field of inspection + assessor travel, lodging and meals</i>	US\$ 1,250 <i>each additional field of inspection + assessor travel, lodging and meals</i>
Initial Technical Assessment (*witness assessment)	<i>Fees will depend on duration of service and will be billed at US\$ 1,250 per assessor per day + assessor travel, lodging and meals. *The actual number of witness assessment days will depend on the Inspection selected for witnessing. The Inspection must covering all element of the pertinent technical criteria, for which accreditation is sought.</i>	
Initial Accreditation Fee	<i>Up to 25 employees = \$ 1,000 26 to 50 employees = \$ 2,000 51 to 250 Employees = \$ 3,000 Over 250 Employees contact us</i>	<i>Up to 25 employees = \$ 500 26 to 50 employees = \$ 1,000 51 to 250 Employees = \$ 1,500 Over 250 Employees contact us</i>

ON-GOING ACCREDITATION ACTIVITIES

SERVICE	FIRST PROGRAM	EACH ADDITIONAL PROGRAM
Annual Management System Surveillance Assessment	First site: US\$ 2,500 <i>+ travel, lodging and meals for up to two assessor</i>	US\$ 1,250 <i>for each additional field of inspection + assessor travel, lodging and meals</i>
Annual Technical Assessment (*witness assessment)	<i>The minimum fee is US\$ 1,250 for witness day per field of inspection *The actual number of witness assessment days will depend on the audit selected for witnessing. The Inspection must cover all elements of the pertinent technical criteria, for which accreditation is sought.</i>	
Annual Accreditation Fee	US\$ 1,500	US\$ 750
Logo Usage / Accreditation Fees - Due on each quarter on the anniversary of Initial Accreditation	US \$ 10 per inspection report issued bearing the PAC Logo (US\$ 1500 minimum quarterly fee)	US \$ 10 per inspection report issued bearing the PAC Logo (US\$ 1000 minimum quarterly fee)
Re-Accreditation (Every 3 years)	<i>The fees associated with re-accreditation shall be at the prevailing rates for Document Review, Management System assessment, Technical Assessment and Initial Accreditation. No re-application fee is required for continual accreditations</i>	

Surveillance Assessment

Surveillance Assessment will be conducted at least once a year of the management system and technical service delivery. For organizations with multiple sites may be subject to sample assessment based on the sample of the sites. A follow-up Assessment may be required if non-conformities are detected. PAC reserves the right to vary the frequency of surveillance assessment as it deems necessary to ensure all the criteria requirements are met.

If the organization has achieved other accreditations for which it would like consideration to be given, a copy of the certificate and accreditation assessment report should be submitted. Complaints that are lodged with PAC regarding its accredited organization shall be investigated. If the complaints are deemed to be valid, the organization shall compensate PAC for the time dedicated to the investigation of the situation at a rate of US\$ 100 per hour.

Travel Policy

Unless otherwise specified, PAC shall be responsible for coordinating all assessment or travel related to the accreditation process. PAC will work cooperatively with the client organization to determine the best course of action depending on the organizations situation. Any door-to-door travel that exceeds 4 hours shall be billed at US\$ 100 per hour per assessor.

Cancellation Policy

If the client organization cancels or postpones an assessment within 30 – 14 days of planned initial date of the service there will be a cancellation fee of 30 % of the associated fees. If the client organization cancels or postpones an assessment within 14 days of planned initial date of the service there will be a cancellation fee of 50 % of the associated fees. If there is no formal notification of cancellation of the service, the client organization shall be responsible for and shall be billed the full fees.