



Pennsylvania Accreditation Centre

ACCREDITATION SERVICE FEES Management System Certification Bodies

As of 01/04/2023

INITIAL ACCREDITATION

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SERVICE	FIRST PROGRAM	EACH ADDITIONAL PROGRAM
Application Fees	US\$ 2,500	US\$ 1000
	<i>For management system certification bodies the first fifteen (15) sector codes are covered by the "first program" fee. Each additional set of up to fifteen (15) sector codes, and/or each additional management system standard is considered an "additional program"</i>	
Document Review (policy manual and related procedures)	US\$ 1,500	US\$ 500
	<i>For the first Management System Standard</i>	<i>For the each additional Management System Standard</i>
Initial Management System Assessment (office assessment)	US\$ 5,000 <i>First site/first standard</i> US\$3 ,000 <i>each additional critical site + travel, lodging and meals for up to two evaluators</i>	US\$ 1,200 <i>each additional standard + evaluator travel, lodging and meals</i>
Initial Technical Assessment (*witness assessment)	<i>Fees will depend on duration of service and will be billed at US\$ 1,500 per evaluator per day + evaluator travel, lodging and meals.</i> <i>*The actual number of witness assessment days will depend on the audit selected for witnessing. The audit must be a full management system audit covering all elements, clauses and requirements of the standard for which accreditation is sought.</i>	
Initial Accreditation Fee	US\$ 2,000	US\$ 1,000

ON-GOING ACCREDITATION ACTIVITIES

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SERVICE	FIRST PROGRAM	EACH ADDITIONAL PROGRAM
Annual Management System Surveillance Assessment	First site: US\$ 3,000 + travel, lodging and meals for up to two evaluator	US\$ 750 <i>for each additional standard + evaluator travel, lodging and meals</i> US\$ 3,000 <i>for each additional critical site + evaluator travel, lodging and meals</i>
Annual Technical Assessment (*witness assessment)	The minimum fee is US\$ 1,500 for witness day per standard. <i>*The actual number of witness assessment days will depend on the audit selected for witnessing. The audit must be a full management system audit covering all elements, clauses and requirements of the standard 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 certificate issued bearing the PAC Logo (US\$ 1500 minimum quarterly fee)	US \$ 10 per certificate issued bearing the PAC Logo (US\$ 1000 minimum quarterly fee)
Re-Accreditation (Every 3 years)	The fees associated with re-accreditation shall be at the prevailing rates for <i>Document Review, Management System Evaluation, Technical Evaluation and Initial Accreditation</i> . <u>No re-application fee</u> is required for continual accreditations	

Surveillance Evaluations

Surveillance evaluations will be conducted at least once a year of the management system and technical I service delivery. For organizations with multiple sites may be subject to sample evaluations based on the sample of the sites. A follow-up evaluation may be required if non-conformities are detected. PAC reserves the right to vary the frequency of surveillance evaluations 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 evaluation 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 evaluation 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 evaluator.

Cancellation Policy

If the client organization cancels or postpones an evaluation 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 evaluation 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.