



ACCREDITATION FEES

For Organizations of Specialized Competence

As of 03/25/2011

INITIAL ACCREDITATION

SERVICE	FIRST PROGRAM	EACH ADDITIONAL PROGRAM
APPLICATION PROCESSING	US\$1,500 — 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”. — For EDUCATIONAL/TRAINING ORGANIZATIONS each additional course beyond the first course is considered an “additional program”. — For LABORATORIES the first thirty (30) methods are considered the “first program”. Each additional set of up to thirty (30) methods and/or each additional accreditation standard is considered an “additional program”. — For PERSONNEL CERTIFICATION BODIES each discipline beyond the first certification discipline is considered an “additional program”. — For INSPECTION BODIES each field of inspection beyond the first field is considered an “additional program”.	US\$500
DOCUMENT REVIEW (policy manual and related procedures)	US \$1,500	US \$500
MANAGEMENT SYSTEM EVALUATION	First site: US\$3,750 Each additional site: US\$2,500 + travel, lodging and meals for up to two evaluators	First site: US\$1,250 Each additional site: US\$1,250 + evaluator travel, lodging and meals
TECHNICAL EVALUATION	— Fees will depend on duration of service and will be billed at US \$1,250 per evaluator per day + evaluator travel, lodging and meals. — For laboratories and personnel certification bodies this activity depends on the number of programs and is performed during the on-site evaluation. The total time and fees will be reflected in the proposal.	
INITIAL ACCREDITATION	First site: US\$2,000 Each additional site: US\$500	First site: US\$1,000 Each additional site: US\$250

ON-GOING ACCREDITATION ACTIVITIES

SERVICE	FIRST PROGRAM	EACH ADDITIONAL PROGRAM
ANNUAL SURVEILLANCE – Mgmt. System Evaluation	First site: US\$2,500 Each additional site: US\$1,250 + travel, lodging and meals for up to two evaluators	First site: US\$1250 Each additional site: US\$1,250 + travel, lodging and meals for up to two evaluators
ANNUAL SURVEILLANCE – Technical Evaluation	The minimum fee is US\$1,250 for a 1-day evaluation. Total fees for <i>Technical Evaluations</i> will depend on the duration of service to be witnessed and shall be billed at US \$1,250 per evaluator per day + evaluator travel, lodging and meals. For laboratories and personnel certification bodies this activity depends on the number of methods or certification disciplines, respectively, and is performed during the on-site evaluation. The total time and fees would be confirmed upon defining the actual number of programs.	
CONTINUAL ACCREDITATION	US \$ 10 per certificate issued bearing the IAR Logo (US\$ 250 minimum quarterly fee)	US \$ 10 per certificate issued bearing the IAR Logo (US\$ 125 minimum quarterly fee)
REACCREDITATION (Every 3 years)	Laboratories and inspection bodies pay an Annual Accreditation Fee of US\$1,000 . The fees associated with re-accreditation shall be at the prevailing rates for <i>Document Review, Management System Evaluation, Technical Evaluation</i> and <i>Initial Accreditation</i> . No re-application fee is required for continual accreditations.	

Surveillance Evaluations

IAR Accreditation Services, LLC, heretofore and hereafter referred to IAR, shall conduct surveillance evaluations of the Client Organization’s management system and technical service delivery to ensure all the criteria requirements are met. These evaluations shall be conducted at least once per year. Follow-up evaluations may be required if non-conformities are detected. The rate for follow-up activities shall be US\$1.250 per day.

Other Accreditations

If the Client Organization has achieved other accreditations for which it would like consideration to be given, a copy of the accreditation certificate and evaluation report should be submitted. IAR may waive the on-site assessment fees and only charge US\$1,250 for reviewing the reports.

Travel Policy

Unless otherwise specified, the Client Organization shall be responsible for coordinating all evaluation or travel related to the accreditation process. IAR will work cooperatively with the client organization to determine the best course of action depending on the Client Organization’s 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.

Complaints

Complaints that are lodged with IAR regarding its accredited organization shall be investigated. If the complaints are deemed to be valid, the Client Organization shall compensate IAR for the time dedicated to the investigation of the situation at a rate of US\$ 100 per hour.

Accreditation Rules, Requirements and Procedures

Upon receiving a formally completed application signed by an authorized officer, along with the Client Organization’s policy manual and an official Purchase Order reflecting the items listed in this fee schedule, IAR staff would proceed to invoice the Client Organization for the corresponding application and document review fees. Upon receiving the said fee the evaluation processes would initiate. Upon successfully completing the evaluation process if there are no open non-conformities to the corresponding accreditation criteria the Client Organization would be recommended for accreditation. A member of the IAR Accreditation Board would review the case and if there are no outstanding issues would confirm the accreditation and the IAR staff would be instructed to issue the final accreditation agreement which outlines the obligations of each party. Once the formally executed agreement is signed by the Client Organization and one of IARs officers, IAR staff would proceed to issue the accreditation certificate indicating the Client Organization’s areas of competence. Upon achieving accreditation the applicant organization agrees to abide the accreditation criteria and any related IAR advisories. The accreditation certificate is property of IAR Accreditation Services, LLC and is to be returned to upon request. The applicant organization is hereby advised that under no circumstance is IAR obligated to refund any of the fees herein cited. All of the aforementioned processes are formally conducted using the requirements of ISO/IEC 17011 as guidance. By submitting an application and corresponding P.O. the applicant Client Organization agrees to amicably resolve any disputes with IAR via arbitration. The venue for such cases shall be Orange County, Florida, USA. In these instances IAR and applicant organization agree to first giving thirty (30) calendar days of written notice of such party’s intention to pursue any legal action. By submitting an application and corresponding P.O. the applicant Client Organization hereby releases and agrees to indemnify and hold harmless IAR and its directors, employees, and agents from any losses, damages, claims, liability, causes of actions or demands, and all costs and expenses incidental thereto (including costs of defense, settlement, and reasonable attorney’s fees) made at any time by any party arising out of, resulting from, or in any way relating to the accreditation services provided by IAR to the applicant organization, except such losses, damages, claims, liability, or causes of actions or demands arising exclusively from the gross negligence or willful misconduct of IAR or its directors, officers, employees, or agents. The applicant Client Organization shall have arrangements to cover liabilities arising from its operations and/or activities that specifically include these obligations in its scope of coverage, or shall show evidence of appropriate self-insurance.