

## SADCAS SERVICE FEES

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**Approved by:** SADCAS Board of Directors

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<b>Table of Contents</b>	<b>Page</b>
1. PURPOSE AND SCOPE.....	3
2. DEFINITIONS.....	3
3. SADCAS FEE STRUCTURE.....	3
3.1 Application Fee .....	3
3.2 Pre-assessment Fees.....	3
3.3 Initial Assessment Fees .....	3
3.4 Annual Accreditation Fees .....	4
3.5 Scope Extension Fees.....	4
3.6 Fees for Assessing Technical Competence.....	4
3.7 Fees for Clearance of Nonconformities .....	4
3.8 Fees for Additional Visits .....	5
3.9 Surcharges.....	5
4. VALUE ADDED TAX (VAT) .....	5
5. TERMS AND CONDITIONS OF PAYMENTS .....	5
5.1 General.....	5
5.2 Payment Methods.....	5
5.3 Withdrawal/Cancellation .....	6
5.4 Refund of Monies Paid.....	6
6. GUIDELINES FOR BILLABLE TRAVEL AND SUBSISTENCE COSTS.....	6
APPENDIX – AMENDMENT RECORD .....	7

## 1. PURPOSE AND SCOPE

This document defines the fees payable by organizations seeking or holding SADCAS accreditation. The document covers all fees payable to SADCAS. The fees are reviewed annually but are subject to amendment at any time. Current rates are published on the SADCAS website: [www.sadcas.org](http://www.sadcas.org). The fees contained in this document are effective from 1 April 2023 until 31 March 2024.

**Please note that fees contained in this document are an estimate. Individual quotations will be given based on the fee estimates contained in this document. For service fees that are not covered in this document, please contact SADCAS for a quotation.**

## 2. DEFINITIONS

An assessor unit is one assessor for one day or part thereof.

Base Fee is the cost of a Team Leader and Technical Assessor for one day.

## 3. SADCAS FEE STRUCTURE

### 3.1 Application Fee

Organizations seeking accreditation shall submit a completed application form, Quality Manual and shall pay an application fee. The application fee covers one document review. The application fee is not refundable should the applicant organization decide to withdraw the application.

The minimum application fee is BWP 12,565.00

Resubmitted documentation review – BWP 7,975.00.

Application for extension of scope – non-critical scopes (Desk Review) – BWP 7,975.00

**Please note application fees are not refundable on cancellation of the application.**

### 3.2 Pre-assessment Fees

Pre-assessments shall be charged at a minimum rate of BWP 16,745.00 per assessor unit.

This amount excludes travel and subsistence costs which will be billed to the client in addition to the above charge.

### 3.3 Initial Assessment Fees

An initial assessment will be carried out by a minimum of two assessors, i.e. one Team Leader and one technical assessor. However, the inclusion of more technical assessors/technical experts will depend on the number of the facility's scopes and test methods.

The initial assessment base fee shall be BWP 35,865.00. Additional assessors shall be charged at a rate of BWP 11,555.00 per assessor unit.

This amount excludes travel and subsistence costs which will be billed to the client in addition to the above.

### 3.4 Annual Accreditation Fees

The annual accreditation fee is made up of a base fee which shall be BWP 35,865.00. Additional assessors shall be charged at a rate of BWP 11,555.00 per assessor unit. This amount excludes travel and subsistence costs which will be additional to the above costs.

Annual accreditation fees for satellite facilities are charged at three fifths ( $\frac{3}{5}$ ) of the equivalent annual fee.

An organization that is granted accreditation or scope extension during the SADCAS financial year (1 April to 31 March) shall pay annual fees on a pro-rata basis.

### 3.5 Scope Extension Fees

The fees for scope extension assessed as part of a planned annual assessment with prior agreement by SADCAS are included as part of the annual fee unless additional technical time is required to cover the extended scope.

A scope extension that requires an assessment other than planned annual assessment shall be charged at a minimum rate of BWP 16,745.00 per assessor unit and at a rate of BWP 11,555.00 for each additional assessor unit. This amount excludes travel and subsistence costs and will be billed at cost to the client in addition to the above.

### 3.6 Fees for Assessing Technical Competence

The fees for assessing technical competence (Technical Signatory) of laboratory personnel shall be charged at a minimum rate of BWP 16,745.00 for a maximum of three candidates per assessor per day. Each additional assessor required will be charged at a rate of BWP 11,555.00 per day. This amount excludes travel and subsistence costs where applicable and will be billed at cost to the client in addition to the above.

### 3.7 Fees for Clearance of Nonconformities

In those instances where SADCAS requires that clearance of nonconformities be verified through an additional onsite visit, this will be charged at a minimum rate of BWP 16,745.00 per assessor unit. Each additional assessor required will be charged at a rate of BWP 11,555.00 per assessor unit. This amount excludes travel and subsistence costs where applicable and will be billed, at cost, to the client in addition to the above.

### 3.8 Fees for Additional Visits

Any other additional visits that are undertaken upon client's request will be charged at BWP 16,745.00 per assessor unit and BWP 11,555.00 per assessor unit for any additional assessors. This amount excludes travel and subsistence costs which will be billed to the client in addition to the above.

### 3.9 Surcharges

A 10% surcharge will be applied on all accreditation fees for facilities from those SADC Member States serviced by SADCAS who renege on their financial obligation towards SADCAS sustainability.

A 15% surcharge will be applied on all accreditation fees for facilities from outside SADCAS' operational boundary.

## 4. VALUE ADDED TAX (VAT)

Value added tax and any other country specific statutory costs will be charged as appropriate.

## 5. TERMS AND CONDITIONS OF PAYMENTS

### 5.1 General

5.1.1 Invoices are raised in BWP/USD and are due and payable in full. Terms of payment are **30 days** from the date of invoice.

5.1.2 All costs regarding transfer must be paid by the facility and must be communicated to their bank.

5.1.3 Initial assessment fees must be paid before accreditation is granted.

5.1.4 Annual fees are invoiced in April of each year and cover the period until 31 March of the following year. Accredited facilities that do not effect payment within **60 days** or fail to make an arrangement to pay the annual fees will be placed on suspension.

5.1.5 Failure to pay fees within the stipulated time shall result in accreditation being withdrawn.

### 5.2 Payment Methods

SADCAS accepts payments by bank cheque/bank drafts and electronic transfers. SADCAS Bank details are indicated on each raised invoice.

### 5.3 **Withdrawal/Cancellation**

- 5.3.1 Should an organization voluntarily decide to withdraw its accreditation within the first **six (6) months** of the SADCAS financial year i.e. before September, and if they have not been assessed yet in the current financial year, then a pro-rata percentage of their annual fees will still be due to SADCAS.
- 5.3.2 In the event that an organization cancels an assessment after written confirmation of acceptance of the scheduled date of the assessment, SADCAS reserves the right to recover from the organization, any costs associated with the cancellation.

### 5.4 **Refund of Monies Paid**

Application fees are non-refundable.

If monies have been paid to SADCAS for an initial assessment or additional visit for scope extension and the visit is cancelled at the request of the organization prior to the scheduled date, then the fee for the visit is refunded less expenses already incurred by any arrangements for the visit. The organization shall contact SADCAS in writing requesting a refund of monies paid.

## 6. **GUIDELINES FOR BILLABLE TRAVEL AND SUBSISTENCE COSTS**

The following travel and subsistence costs are reimbursable by the company:

- Air travel costs (The class of travel by air by SADCAS assessor/experts is standard economy class);
- Accommodation in a single room in a hotel of reasonable standard (minimum 3 star); and
- Daily allowance to cover accommodation and out of pocket expenses.

Local travel costs shall be arranged by the applicant/accredited organization.

**APPENDIX - AMENDMENT RECORD**

Revision status	Change			Approved by	Effective Date
	Page	Clause	Description of change		
Issue 7	3	Clause 1	<ul style="list-style-type: none"> <li>Paragraph 1, last line – Delete “1 April 2015 to 31 March 2016” and substitute with “1 April 2016 to 31 March 2017”.</li> </ul>	SADCAS Board	2016-04-01
Issue 8	3 to 5	Clause 3.1 to 3.8	<ul style="list-style-type: none"> <li>Applied a 5% inflationary increase to all fees</li> </ul>	SADCAS Board	2017-04-01
Issue 9	3 to 5	Clauses, 3.1 to 3.8	<ul style="list-style-type: none"> <li>Applied a 10% increase on all fees</li> </ul>	SADCAS Board	2018-04-01
Issue 10	3	Clauses 2 and 3.3	<ul style="list-style-type: none"> <li><u>Deleted “Lead Assessor” and substituted with “Team Leader”</u></li> </ul>	SADCAS Board	2019-04-01
	3 to 5	Clauses, 3.1 to 3.8	<ul style="list-style-type: none"> <li>Applied a 2% increase on all fees</li> </ul>		
	5	3.9	<ul style="list-style-type: none"> <li><u>Added clause 3.9 on Surcharges which reads “A 10% surcharge will be applied on all accreditation fees for facilities from those SADC Member States serviced by SADCAS who renege on their financial obligation towards SADCAS sustainability.</u></li> </ul> <p>A 15% surcharge will be applied on all accreditation fees for facilities from outside SADCAS’ operational boundary.”</p>		
Issue 11	3 to 5	Clauses, 3.1 to 3.8	<ul style="list-style-type: none"> <li>Applied an 8% inflationary increase on all fees</li> </ul>	SADCAS Board	2020-04-01
Issue 12	3 to 5	Clauses 3.1 to 3.8	<ul style="list-style-type: none"> <li>Applied a 6% inflationary increase on all fees</li> </ul>	SADCAS Board	2021-04-01
Issue 13	3 to 5	Clauses 3.1 to 3.8	<ul style="list-style-type: none"> <li>Applied an 8% inflationary increase on all fees</li> </ul>	SADCAS Board	2022-04-01
Issue 14	3 to 5	Clauses 3.1 to 3.8	<ul style="list-style-type: none"> <li>Applied an 4.5% inflationary increase on all fees</li> </ul>	SADCAS Board	2023-04-01