



ACCREDITATION SCHEME FOR CERTIFICATION BODIES

FEE STRUCTURE - BODIES CERTIFYING PERSONS

1. Application fee:

Application fee should be submitted with the completed application form. The application fee covers the cost of the process of evaluation of applicants' readiness for accreditation, and other administrative costs involved in processing of applications. The application fee is nonrefundable. (Processing of the application will start only after effecting the application fee by the Certification Body)

A certification scheme up to 05 Occupational/Skilled Categories	LKR	50 000
Each Additional Occupational/Skilled Category within the same scheme	LKR	10 000
Renewal fee for each certification scheme	LKR	50 000
Each Critical Location	LKR	40 000

(Please see Note 01)

2. Application fee for scope extension/new scheme/new critical location:

Scope extension for each new Occupational/Skilled Category	LKR	10 000
New scheme	LKR	50 000
Extension to each Critical Location	LKR	40 000

(Please see Note 01)

3. Pre-assessment and Initial-assessment fee:

Pre-assessment and initial assessment are required for the grant of accreditation under the accreditation criteria and the client will be charged according to the assessor man days required to carry out the assessment.

	Assessor man day charge
Certification Bodies operate in Sri Lanka	LKR 15 000
Certification Bodies operate in SAARC countries	USD 275
Certification Bodies operate in other countries	USD 400

(Please see Note 02)

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Local Assessments

Transportation and lodging expenses of assessment team, will be either charged separately or the client has the option to arrange as per the assessment plan.

Foreign assessments

Following expenditure to be borne by the Certification Body.

- Airfare & Transport (Assessors home to airport & local travel related to assessment)
- Accommodation and meals of the assessment team

(Please see note 03)

4. Annual Accreditation fee:

An annual fee to be paid from the date of accreditation based on the number of persons certified covered by the accredited Occupational/Skilled Categories during the previous year under each certification scheme as detailed below.

Number of certified persons	Up to 05 Occupational/Skilled Categories	Above 05 Occupational/Skilled Categories
Up to 1 st 500 certified persons	LKR 80 000	LKR 100 000
More than 500 certified persons	LKR 400 per person up to a maximum of LKR 120 000	LKR 600 per person up to a maximum of LKR 200 000

Each Critical Location

LKR 50 000

(Please see Note 01)

5. Surveillance and Re-assessment fee:

Generally, one surveillance assessment will be carried out per year. Re-assessment will be carried out once in 3 years. Assessment charges for surveillance assessment and re-assessments will be charged according to assessor man-days required to carry out assessment.

	Assessor man day charge
Certification Bodies operate in Sri Lanka	LKR 15 000
Certification Bodies operate in SAARC countries	USD 275
Certification Bodies operate in other countries	USD 400

(Please see Note 02)

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Local Assessments

Transportation and lodging expenses of assessment team, will be either charged separately or the client has the option to arrange as per the assessment plan.

Foreign assessments

Following expenditure to be borne by the Certification Body.

- Airfare & Transport (Assessors home to airport & local travel related to assessment)
- Accommodation and meals of the assessment team

(Please see note 03)

6. Certificate of Accreditation:

A Certification Body will be issued with one certificate of accreditation.

Each additional copy will be charged

LKR 5 000

(Please see Note 01)

7. Local Certification Bodies with Foreign Accreditation:

If the assessment is conducted in a Certification Body operating in Sri Lanka on behalf of foreign accreditation body, fees relevant for foreign assessment will apply.

Note 01

In case of foreign Certification Bodies, fee will have to be paid in USD calculated as per the prevailing exchange rate.

Note 02

A sum calculated as 40% of the total assessor man day charge (assessor man day charge multiplied by the number of assessors) will be charged separately as administrative expenses subject to a minimum of LKR 10 000.

Note 03

Local Assessments

If travelling is on previous day/ day after the assessment and the travel time is between 03-06 hrs, additional fee for 01 man day per assessor or if the travel time is more than 06 hrs, additional fee for 02 man days per assessor will be added to the assessment fee.

Foreign Assessments

All expenses of air travel, visa, airport taxes, transport, meals & lodging of assessment team and any additional charges from local authorities will have to be arranged by the Certification Body.

Note 04

All fees are subjected to applicable Taxes.

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