
 OFFICE LUXEMBOURGEOIS D'ACCREDITATION ET DE SURVEILLANCE	<b>A010 – Accreditation fees</b>			
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# A010



## Accreditation fees

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## Fees related to the accreditation

### Annual fees

Conformity assessments bodies (CABs) must pay an annual fee of 300 € for management costs related to every application for granting, renewal or extension, as well as for the surveillance of accreditation. No reduction pro rata temporis will be granted for the year of application for the granting of accreditation.

The refusal to grant, a suspension, a retirement and a withdrawal of an accreditation do not qualify for the refund of paid annual fees.

The accreditation procedure cannot be completed without prior payment of the annual fees for the current year.

Multiple applications for accreditation may be made at once (using one form per accreditation standard) without additional fees. However, an application, that is received over 20 working days after the receipt of an initial application, is treated as a new application and causes additional fees.

### Assessment fees

All assessment fees must be paid by the CAB.

Assessment fees are: **870 € per day / assessor**

For the preparation of the assessment and the drafting of the assessment report, technical assessors are granted one half-day and team leaders one day payment at the rate of 870 € per day.

An assessment day includes one eight-hour day not exceeding 9 hours.

Additional hours are charged at the rate of **109 € per hour**. Additional hours must be authorized by the customer.

Cancellation fees: In case of cancellation of the assessment within the 10 working days prior to the scheduled date, the cost of the assessment preparation and the redaction of the report will be charged to the CAB. If appropriate, 20 % of the costs associated with the planned assessment days may also be charged to the CAB. The annual fee will not be reimbursed in case of cancellation of any assessment.

An estimate is sent to all customers prior to each assessment.

### Travel and accommodation costs

Travel and accommodation costs of all assessors are paid by the customer.

Travel expenses by private car are charged at the **rate of 0.40 €/km**. Additional costs related to a given trip such as road tolls and parking fees are also charged to the customer. Costs such as traffic fines and any type of vehicle repair are not considered refundable. For long distance or intercontinental journeys, a fee corresponding to half a day's audit may be charged to the CAB. OLAS analyses the need on a case-by-case basis and informs the CAB.

Travel by train or air is charged at the rate of a first class train ticket or air tickets in economy, pex, apex or superapex fares. Additional travel costs related to travelling by train or plane, such as taxi or bus fares, are refunded upon presentation of receipts.

A daily allowance is to be **invoiced to OLAS at the maximum of 60 €** for each completed audit day. Payment will be made on **presentation of documents providing proof of payment** in accordance with article 2 of the Regulation of the Government in Council of 19 December 2018 determining the allowances laid down in Articles 16(1), 18 and 20(1) of the Grand-Ducal Regulation of 14 June 2015 on travel and accommodation expenses and on relocation allowances for civil servants and State employees.

Hotel costs, including breakfast, are invoiced at **a maximum of 180 €** per night in accordance with article 2 of the Regulation of the Government in Council of 19 December 2018 determining the allowances laid down in Articles 16(1), 18 and 20(1) of the Grand-Ducal Regulation of 14 June 2015 on travel and accommodation expenses and on relocation allowances for civil servants and State employees.