



Hong Kong Certification Body Accreditation Scheme

HKCAS 006

Schedule of Accreditation Fees for
Certification Bodies and Validation/Verification Bodies
within the Hong Kong Special Administrative Region
(with effect from October 2017)

Item	Fee
Application for Accreditation	
(i) First type of certification or validation/verification activity (includes one preliminary visit)	\$13,040 lump sum
(ii) Each additional type of certification or validation/verification activity	\$6,530 per type of certification or validation/verification activity
(iii) Extension of scope of accreditation within each type of accredited certification or validation/verification activity	\$1,315 per application
Annual Subscription	\$8,000 plus \$300 per certification with HKAS accreditation under HKCAS
On-site Assessment/Reassessment/Follow-up/ Surveillance Visit	\$5,000 per man-day
Additional Certificate of Accreditation	\$1,315 per certificate

The above schedule of fees is subject to periodic review.

HONG KONG ACCREDITATION SERVICE
36/F, Immigration Tower, 7 Gloucester Road, Wanchai, Hong Kong.
Tel : 2829 4840 Fax : 2824 1302 E-mail : hkas@itc.gov.hk

Explanatory Notes

Application Fee

An applicant will pay \$13,040 for the initial application for one type of certification or validation/verification activity. This fee includes administration, one preliminary visit and, where applicable, the certificate of accreditation for one type of certification or validation/verification activity. A type of certification or validation/verification activity may include one type of management system certification (e.g. quality management system certification, environmental management system certification, food safety management system certification, information security system certification, energy management system certification, and residential care homes (elderly persons) service providers' management system certification), product certification or greenhouse gas assertion validation/verification. Application for accreditation for more than one type of certification or validation/verification activity will attract a fee of \$13,040 for the first type plus \$6,530 per each additional type of activity. Application for extension of scope of accreditation within each type of accredited certification or validation/verification activity will attract a fee of \$1,315. The cost of on-site assessment will be charged separately.

Annual Subscription Fee

By 1st April of each year, accredited certification bodies shall pay an annual subscription fee of \$8,000 plus \$300 per valid management system certification and product certification granted with HKAS accreditation under HKCAS as at 1st April of the year. The \$300 per certification is not applicable to those types of product certifications without on-going surveillance activity. For accredited validation and/or verification bodies, they shall pay an annual subscription fee of \$8,000 and the \$300 per certification is not applicable to them.

Preliminary Visit

Charge of the first preliminary visit is included in the initial application fee. Subsequent preliminary visit is charged at the rate of \$2,500 per half man-day.

On-site Assessment/Reassessment/Follow-up Visit/Surveillance Visit

A basic fee of \$5,000 per man-day is charged for each assessment team member including HKAS accreditation officer, assessor or technical expert. An assessment which requires more than one man-day is charged at \$2,500 per each additional half man-day. Each follow-up visit after an assessment or reassessment to check response to assessment findings or each surveillance visit to monitor the conformity of an accredited certification body or validation/verification body is charged at \$2,500 per half man-day. Fees will not be levied for surveillance visits for other purposes that are not initiated by accredited certification bodies or validation/verification bodies.

Additional Certificate of Accreditation

After accreditation is granted to a certification body or validation/verification body, a certificate of accreditation for specific type of certification or validation/verification activity will be issued by HKAS Executive and its charge is included in the application fee. An accredited certification body or validation/verification body may request an additional copy of the certificate at a cost of \$1,315 per copy. The same fee will be levied for replacing an issued certificate due to any changes in its contents that are initiated by an accredited certification body or validation/verification body.

Overseas Assessors/Technical Experts

If overseas assessors/technical experts are engaged in assessment or related visits, additional charges will be levied to cover any necessary expenses incurred.

Travel time/Transportation/Accommodation/Subsistence

If the assessment is conducted outside Hong Kong, the applicant shall pay, in addition to the above fees, the travel expenses and, where applicable, the cost of accommodation, subsistence and other incidental costs incurred by the assessment team.