



Hong Kong Laboratory Accreditation Scheme

HOKLAS 006

Schedule of Accreditation Fees for Laboratories within the Hong Kong Special Administrative Region

(with effect from 1 April 2001)

Item	Fee
Application for Laboratory Accreditation	
(i) First test category (includes one advisory visit)	\$13,040 lump sum
(ii) Each additional test category	\$6,530 per test category
(iii) Extension of scope within each test category	\$1,315 per application
Annual Subscription	\$2,800 per year
Advisory Visit	\$2,375 per assessment unit per half-day
On-site Assessment/Reassessment/Follow-up	\$2,375 per assessment unit per half-day
Surveillance Visit	\$2,375 per assessment unit per half-day
Interview of Proposed Signatories	\$2,375 per assessment unit per half-day
Additional Certificate of Accreditation	\$1,315 per certificate

Note : The term assessment unit is a measure of the assessment effort required to service a laboratory. An assessment unit is usually the assessment of one test area per assessor per half-day. The number of days required for a visit will depend on the number of tests covered.

The above scale of fees is subject to periodic review.

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Explanatory Notes

Application Fee

An applicant will pay \$13,040 for the initial application. This fee includes initial administration, one free advisory visit and the certificate of accreditation for one test category. Applications for accreditation in more than one test category will attract an additional fee of \$6,530 per test category. Applications for extension of scope within a test category for which the laboratory already holds accreditation will attract a fee of \$1,315 per application. The cost of the on-site assessment is additional.

Annual Subscription Fee

Accredited laboratories are required to pay annual subscription fee \$2,800 every year on 1st April. Only one annual subscription fee is payable per organisation irrespective of the extent of accreditation.

Advisory Visit

The first advisory visit is included in the application fee. Subsequent advisory visits are charged at the rate of \$2,375 per assessment unit per half-day.

On-site Assessment/Reassessment/Follow-up Visits

An assessment unit is typically the assessment of one test area per assessor per half-day. However, for related technical disciplines and where the number of tests is limited, it may be possible to charge one assessment unit for two or more test areas. On-site assessment and reassessment visits are charged at \$2,375 per assessment unit per half-day. Follow-up visits after assessments and reassessments to check response to assessment findings will be charged at \$2,375 per assessment unit per half-day.

Surveillance Visit

Visits to ensure that an accredited laboratory continues to comply with HOKLAS requirements in addition to scheduled reassessment visits will be charged at \$2,375 per assessment unit per half-day. Fees will not be levied for unannounced surveillance visits initiated by HKAS Executive.

Interview of Proposed Signatories

Interview of proposed signatories will be charged at \$2,375 per assessment unit per half-day. Fees will not be levied for visit to interview proposed signatories during assessment/reassessment.

Additional Certificate of Accreditation

If a laboratory is successful in achieving accreditation, a Certificate of Accreditation will be issued by HKAS Executive. The charge for this certificate is included in the application fee. Additional copies of Certificate of Accreditation will be made available at a cost of \$1,315 per copy.

Overseas Assessors

If overseas assessors are engaged for assessment or related visits, additional charges may be levied to cover expenses necessary for engaging such assessors.