



Hong Kong Laboratory Accreditation Scheme

HOKLAS 013

Schedule of Accreditation Fees for Laboratories outside of 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)	\$26,060 lump sum
(ii) Each additional test category	\$13,040 per test category
(iii) Extension of scope within each test category	\$2,610 per application
Annual Subscription	\$5,590 per year
Advisory Visit	\$4,750 per assessment unit per day
On-site Assessment/Reassessment/Follow-up	\$4,750 per assessment unit per day
Surveillance Visit	\$4,750 per assessment unit per day
Interview of Proposed Signatories	\$4,750 per assessment unit per 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 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.

HONG KONG ACCREDITATION SERVICE

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Explanatory Notes

Travel/Hotel/Subsistence

Clients will, in addition to the basic fees, be required to bear the travel expenses and where applicable hotel/subsistence and other incidental costs.

Application Fee

An applicant will pay \$26,060 for initial accreditation. 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 \$13,040 per test category. Applications for extension of scope within a test category for which the laboratory already holds accreditation will attract a fee of \$2,610 per application. The cost of the on-site assessment is additional.

Annual Subscription Fee

Accredited laboratories are required to pay annual subscription fee \$5,590 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 \$4,750 per assessment unit per day.

On-site Assessment/Reassessment/Follow-up Visits

An assessment unit is typically the assessment of one test area per assessor per 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 \$4,750 per assessment unit per day. Follow-up visits after assessments and reassessments to check response to assessment findings will be charged at \$4,750 per assessment unit per 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 \$4,750 per assessment unit per day. Fees will not be levied for unannounced surveillance visits initiated by HKAS Executive.

Interview of Proposed Signatories

Visit to interview proposed signatories will be charged at \$4,750 per assessment unit per day. Fees will not be levied for visit to interview proposed signatories during assessment or reassessment visit.

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.