



Hong Kong Certification Body Accreditation Scheme

HKCAS 006

Schedule of Fees for Accreditation of
Certification Bodies and Validation/Verification Bodies
Within the Hong Kong Special Administrative Region
(with effect from 30 March 2018)

Item	Fee
Application for accreditation	
(i) Initial application	\$13,040 lump sum
(ii) Extension of scope of accreditation to other types of certification or validation/verification activity	\$7,840 per type of certification or validation/verification activity
(iii) Extension of scope of accreditation within each type of accredited certification or validation/verification activity	\$1,580 per application
Annual subscription	\$8,000 plus \$300 per certification with HKCAS accreditation
On-site assessment	\$3,000 per half man-day
Additional certificate of accreditation	\$1,580 per certificate

The above schedule of fees is subject to periodic review.

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Explanatory Notes

1. Application for accreditation

An applicant will pay a fee of \$13,040 for initial application. This fee includes initial 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 validation/verification. Application for accreditation in more than one type of certification or validation/verification activity, or that for extension of scope of accreditation to other types of activity, will attract a fee of \$7,840 per 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 \$1,580 per application. The cost of on-site assessment will be charged separately.

2. Annual subscription

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 or product certification granted with HKCAS accreditation as on 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 but the \$300 per certification is not applicable to them.

3. On-site assessment

On-site assessments refer to visits to the office(s) of the applicant/accredited organisations and also the site(s) where the accredited/applicant organisations conduct accredited activities/activities for which accreditation is sought. Types of on-site assessments include, but not limited to, preliminary visit, initial assessment, reassessment, assessment for extension of scope of accreditation, follow-up visit to verify response to assessment findings, surveillance visit to verify continued conformity with accreditation criteria, assessment for reinstatement of accreditation, etc. A basic fee of \$3,000 per half man-day is charged for each assessment team member, including HKAS accreditation officer, lead assessor, assessor and technical expert, but excluding observer, for an on-site assessment. The duration of an on-site assessment depends on the activities covered. The duration also includes the travel time from Hong Kong to any site outside Hong Kong and the subsequent return trip. Please note that for initial applications, the first preliminary visit is included in the application fee. Any subsequent preliminary visits are charged at the rate of \$3,000 per half man-day. Besides, fees will not be levied for surveillance visits for purposes that are not initiated by accredited organisations (e.g. unannounced visit).

4. Additional certificate of accreditation

After accreditation is granted to a certification body or validation/verification body, a certificate of accreditation for each specific type of certification or validation/verification activity will be issued by the HKAS Executive and its charge is included in the application fee. An accredited certification body or validation/verification body may request additional copy of the certificate at a cost of \$1,580 per copy. The same fee will be levied for replacing an issued certificate due to any changes initiated by an accredited certification body or validation/verification body. Certificates of accreditation remain the property of HKAS and shall be returned to HKAS Executive forthwith upon termination of accreditation or the request of HKAS Executive, e.g. when the certificate is no longer valid as determined by HKAS Executive.

5. Overseas Assessors/Technical Experts

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

6. Transportation/Accommodation/Subsistence

If the assessment is conducted outside of HKSAR, the certification body or validation/verification body 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.