



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 organisation shall pay \$13,040 for initial application for accreditation for one type of certification or validation/verification activity. This amount includes the fee for initial administration, one preliminary visit and one certificate of accreditation. 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. Applications 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, and such amount includes the fee for one certificate of accreditation for that type of activity. An 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. The annual subscription fee of \$8,000 is required as long as the accreditation status of the certification body remains active as at 1st April each year.

3. On-site assessment

An on-site assessment refers to a visit to the office(s) of the applicant/accredited organisation and also the site(s) where the accredited/applicant organisation conducts accredited activities/activities for which accreditation is sought. The 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 number and complexity of activities to be covered. The duration also includes the travel time from Hong Kong to any site outside Hong Kong and the subsequent return trip. The initial application fee has included the fee for the first preliminary visit. Any subsequent preliminary visits are charged at a rate of \$3,000 per half man-day. In case conducting an on-site assessment is necessary but not practicable under extraordinary circumstances, e.g. travel restriction, HKAS may conduct remote assessment using information and communication technology. Such a remote assessment also incurs a fee which is the same as that for an on-site assessment. However, no fee will be levied for a surveillance visit not initiated by the accredited organisation, e.g. an unannounced visit. The final decision on the format of the assessment shall be made at HKAS' discretion.

4. Additional certificate of accreditation

After accreditation is granted to a certification body or validation/verification body, one certificate of accreditation for each specific type of certification or validation/verification activity will be issued by the HKAS Executive without an additional fee. An accredited certification body or validation/verification body may request additional copies of the certificate of accreditation by paying a fee of \$1,580 per copy. The same fee will be levied for issuing a replacement certificate arising from any change initiated by an accredited certification body or validation/verification body. Certificates of accreditation are 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 Assessor/Technical Expert

If an overseas assessor/technical expert is appointed for conducting an assessment, an additional amount will be levied to cover the necessary expenses incurred by such assessor/technical expert.

6. Transportation/Accommodation/Subsistence

If the assessment is conducted outside of the HKSAR, the certification body or validation/verification body shall pay, in addition to the basic fees, the transportation expenses and, where applicable accommodation, meals and other subsistence and incidental costs incurred by the assessment team.