



## Hong Kong Laboratory Accreditation Scheme

### HOKLAS 013

Schedule of Accreditation Fees for Organisations  
outside of the Hong Kong Special Administrative Region  
(with effect from 5 January 2024)

Item	Fee
Application for HOKLAS Accreditation	
(i) Initial Application - First test category (includes one preliminary visit)	\$26,840 lump sum
(ii) Each additional test category	\$16,150 per test category
(iii) Extension of scope within each test category	\$3,220 per application
Annual Subscription	\$8,240 per year
On-site Assessment	\$3,090 per half man-day
Assessment of Nominees for Personnel Approval	\$3,090 per half man-day
Additional Certificate of Accreditation	\$1,630 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 : (852) 2829 4840

Fax : (852) 2824 1302

E-mail : [hkas@itc.gov.hk](mailto:hkas@itc.gov.hk)

## Explanatory Notes

### 1. Application Fee

An applicant organisation shall pay \$26,840 for initial application for accreditation in one test category. This amount includes the fee for initial administration, one preliminary visit and one certificate of accreditation. Applications for accreditation in more than one test category will attract a fee of \$16,150 per additional test category and such amount includes the fee for one certificate of accreditation in that test category. An application for extension of scope within test category(ies) for which the organisation has already held accreditation will attract a fee of \$3,220 per test category. The cost of the on-site assessment will be charged separately.

### 2. Annual Subscription Fee

Each accredited organisation is required to pay an annual subscription fee of \$8,240 as long as its accreditation status remains active as at 1<sup>st</sup> April each year. Only one annual subscription fee is payable per registration number irrespective of the extent of accreditation.

### 3. On-site Assessment

An on-site assessment refers to a visit to 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 \$3,090 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 and the number of nominees for personnel approval to be assessed. The duration also includes the travel time from Hong Kong to the site 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 \$3,090 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. Assessment of Nominees for Personnel Approval

An assessment of nominees for personnel approval, e.g. signatory and operator approval, will be charged at \$3,090 per half man-day for each HKAS accreditation officer, lead assessor, assessor or technical expert involved. Such assessment may be conducted at HKAS office, through an on-site assessment or other means as deemed appropriate by HKAS. The duration of the assessment depends on the number of nominees to be assessed and the activities to be covered, as well as the travel time if the assessment is going to take place outside the HKSAR. No additional fee will be levied for the assessment of nominees for personnel approval during an on-site assessment as described in Note 3 above.

## 5. Additional Certificate of Accreditation

If an organisation is successful in achieving accreditation, one certificate of accreditation will be issued by HKAS Executive for each test category without an additional fee. An accredited organisation may request additional copies of the certificate of accreditation by paying a fee of \$1,630 per copy. The same fee will be levied for issuing a replacement certificate arising from any change initiated by an accredited organisation. 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.

## 6. 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.

## 7. Transportation/Accommodation/Subsistence

The applicant/accredited organisation shall, in addition to the basic fees, be required to bear the transportation expenses and where applicable accommodation, meals and other subsistence and incidental costs.