



WEST AFRICAN ACCREDITATION SYSTEM (SOAC)

ACCREDITATION FEES (C05.03)

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1. PURPOSE AND SCOPE

This document defines the basic rules for invoicing SOAC services to accredited conformity assessment bodies (CABs) or applicants for accreditation.

2. REFERENCES

C01- Accreditation Rules;
C02- SOAC Mark General Rules
C06- Rates and Price List;

3. EFFECTIVE DATE AND REVIEW

This document is applicable from the date mentioned on the cover page. It will be updated as necessary.

4. SUMMARY OF CHANGES

Version 00: creation.

Version 01: revision and update for a new disposition addressed.

Version 02: revision and update for some sections.

5. TERMS AND DEFINITIONS

CAB: Conformity Assessment Body

VAT: Value-added Tax

UEMOA: West African Economic and Monetary Union

XOF: Franc CFA, currency in UEMOA Countries

Technical field: an area of technical competence established by SOAC.

Technical Unit: operational entity within an organization, bringing together a set of resources and specific personnel to a defined technical field, all forming a technically coherent whole, placed under the responsibility of a technical manager and governed by the same management system.

Follow-up assessment: Assessment of the conclusions of an assessment in order to verify the implementation and effectiveness of corrections and corrective actions. Follow-up assessment may occur as part of initial accreditation, consecutive assessment, extension or reaccreditation.

Extraordinary assessment: Assessment carried out of the accreditation cycle, which is not initiate following the conclusions of a previous assessment;

Examples:

- Assessment following major changes in the organization of the body's means of production
- Other matters that may affect the ability of the conformity assessment body to fulfill requirements for accreditation. The accreditation body shall advise conformity assessment bodies of this possibility.

Extension of accreditation: the process of extending the scope of accreditation.

6. OPENING OF ACCREDITATION FILES

For CABs, a file is opened per technical field and geographical location.

7. INITIAL ACCREDITATION

By technical field, the accreditation fees are subdivided as follows:

- File application fees;
- File follow-up fees;
- On-site assessment fees;
- Fees for the use of accreditation symbols (in case of granting of accreditation).

The CAB may request a pre-assessment prior to the initial assessment.

7.1. File Application fees

File application fees are charged for each initial application for accreditation or during an initial assessment after a final withdrawal of accreditation.

These fees are based on the **scope of accreditation** requested and the **number of geographical sites** concerned. (See C06. Rates and Price List).

In case of an initial application for accreditation concerning different technical fields, the file application fees are charged once per the technical field. (See C06. Rates and Price List).

File application fees for a pre-assessment are specified in document C06. Rates and Price List.

7.2. Assessment fees

On-site assessment fees include:

- Fee for assessors and experts;
- Ticket and living expenses of assessors and experts.

The same applies in case of pre-assessment.

7.2.1. Fees

The number of days billed to the CAB is equal to the number of days of on-site assessment + **0.5 days** (a half-day flat rate for preparing the assessment and writing the report).

The duration of the on-site assessment depends, in particular, on the number of assessors and experts, the size of the scope of accreditation requested by the CAB.

The initial assessment of a CAB for a geographical location and for a field of technical competence takes about **02 days** and involves at least one assessment leader and one assessor or technical expert per technical unit, with recognized experience in the parameters covered by the assessment.

Thus, for extended scopes of accreditation, several technical assessors/experts may be required.

The assessment fees of the assessment leader are calculated on the basis of:

[(0.5 + Number of days of on-site assessment) * 220,000] XOF not excluding taxes (excluding VAT).

The assessment fees of each assessor or technical expert, not responsible for an assessment, are calculated on a basis of:

[(0.5 + Number of days of on-site assessment) * 180,000] XOF excluding VAT.

The assessment fees of the technical expert who is in qualification to become technical assessor, not responsible for an assessment, are calculated on a basis of:

[(0.5 + Number of days of on-site assessment) * 80,000] XOF excluding VAT.

When local expertise is not available for a given technical field, SOAC uses international expertise for accreditation of the specified scope. If the fees to pay to the international expert are higher than the base rate of SOAC, the surplus is subjected to a cost estimate paid for by the CAB.

These rates apply for a pre-assessment.

7.2.2. Travel and subsistence fees for assessors

Travel and accommodation fees are invoiced to the customer.

7.3. File follow-up fees

SOAC invoice internal file follow-up fees according to the type of assessment.

They are XOF **930,000** excluding VAT for an initial assessment/reassessment and XOF **580,000** excluding VAT for a consecutive assessment.

7.4. Fees for the use of the accreditation symbol

The fees for the use of the accreditation symbols are set by SOAC (see C02). For an accreditation granted during the year, these fees are calculated pro-rata to the number of months remaining until the end of the year.

The fees for **each technical field** depend on **the number of parameters submitted** for accreditation in that field.

It is as follows, VAT excluded, especially by technical field:

- Number of parameters ≤ 10: XOF 770,000;
- Number of parameters between 10 and 20: XOF 850,000;
- Number of parameters > 20: XOF 950,000.

8. CONSECUTIVE ASSESSMENT - RENEWAL - EXTENSION

8.1. Consecutive assessment

The consecutive assessment operations of an accredited CAB do not result in file application fees.

Consecutive assessments of a CAB for a geographical location and a field of competence take approximately **01 to 02 days** depending on the number of assessors and technical experts. For a technical unit, the assessment involves at least one assessor (Refer to C01 document). When the scope of accreditation includes conformity assessments in the field, this may increase the previously defined duration.

8.2. Renewal

Accreditation renewal operations do not result in file application fees.

The renewal assessment is carried out under the same conditions that an initial assessment.

When the scope of accreditation includes conformity assessments in the field, this may lead to an increase in the previously defined duration.

8.3. Extension

An application for an extension of accreditation for a CAB will result in billing for in file application fees.

8.3.1. Extension to a technical field or geographic location

A request for an extension to a technical field or a geographical location is treated as an initial request for accreditation. It thus generates the same costs.

8.3.2. Extension of the same technical field

An application for extension of accreditation within the same technical field leads to billing for file application fees, equivalent to half of the file application fees of an initial assessment.

Such an extension assessment lasts **01** or **02 days**. Depending on the importance of the extension, SOAC may include a quality specialist assessor in the assessment team (s) or technical(s) expert(s).

When the assessment for an extension is coupled with a consecutive assessment or renewal, the duration of the assessment and the composition of the assessment team shall be adapted accordingly.

8.4. Follow-up assessment

Follow-up assessment fees following an assessment report demonstrating the existence of differences in the accreditation requirements are on the CAB's expenditure. These costs are in accordance with the provisions of § 7.2.

8.5. Extraordinary assessment

Extraordinary assessment fees, requested by SOAC following changes within the CAB, shall be paid for by the accredited body.

It must be remembered that in accordance with CABs Accreditation Regulations, based on information in its possession, SOAC can, at any time, visit the premises of the accredited organization.

Fees for this visit which can be unannounced are taken on the expenditure of SOAC when the resulting report shows that the CAB continues to meet the requirements of accreditation.

Otherwise, the CAB shall support these fees and can lay itself open to SOAC sanctions. In this case, the provisions of § 7.2 are applied.

8.6. Request for transfer of accreditation

The request for transfer of accreditation (e.g. following a change in status, corporate name, merger, demerger, etc.) leads SOAC to examine the new situation and make major changes to the accreditation file or close it to open a new one if necessary.

The organization will be charged for associated assessment fees. They include flat-rate document assessment fees of XOF 300,000, VAT excluded and on-site assessment fees as defined in § 7.2 when the findings of the document assessment justify the execution of such an assessment.

8.7. Request for lifting the voluntary suspension

Suspensions of voluntary accreditations may be lifted on the basis of a review of an internal audit report, or an assessment conducted by SOAC.

Application review, based on the internal audit report, is subject to a flat-rate document assessment fee of XOF 300,000, VAT excluded.

When an on-site assessment is required, the assessment fees, as defined in § 7.2, shall be charged to the organization.

9. PAYMENT TERMS

Invoices are payable within 30 days of the invoice date.

9.1. General principle

Each invoiced service must be fully paid for before the start of the next step. Normally, no accreditation is issued until all fees generated have been paid.

9.2. File application fees and assessment fees

File application fees and assessment fees are charged together.

Normally, the assessment cannot be performed until at least fifty per cent (50%) of the assessment and application fees (if any) have not been paid by the applicant.

The invoice for the application and assessment fees and the accreditation agreement are forwarded together as much as possible to the CAB.

The balance invoice is sent to the CAB after completion of the on-site assessment.

In the event that the accreditation process is suspended by SOAC, the CAB shall reimburse in full the costs already incurred by SOAC, including fees for activities and tasks already performed by the assessment team members such as document review, if any.

9.3. Fees for the use of the accreditation symbols

Fees for the use of the accreditation symbols are subject to an annual fee. It is payable for all CABs whose accreditation is valid or suspended on 1 January of the current year.

For any initial accreditation issued during the year and for an extension of accreditation, the rights on the pro-rata basis, for the use of the accreditation symbols give rise to the invoicing of the annual fee as soon as the accreditation decision is made.

Thus, the *pro-rata temporis* fee invoice is sent to the organization at the same as the initial accreditation, renewal or extension notification.

If within **30 days** of receipt of the invoice, it is not honored, suspension of accreditation can be imposed within after reminder by recorded delivery letter.

If the CAB does not sort out its situation in the month following suspension, withdrawal of accreditation can be pronounced.

This latter rule also applies to the payment of fees related to follow-up assessments, extraordinary, consecutive, renewal, and extension.

10. RATES

Rates of accreditation services listed in C06- Rates and price list document are subject to annual review. The financial offer proposed by SOAC for an assessment service is valid for **03 months**.

It is recalled here that an appeal or complaint expressed to SOAC does not suspend the payment of fees owed by the CAB.

11. TABLE OF MODIFICATIONS

No.	Source	Modification in brief (Relevant changes)
C05.00- 24 January 2019		
Creation		
C05.01- 30 July 2019		
1	§ 7.2.1	Section 7.2.1 has been updated to define the rate to pay to a technical expert who would like to upgrade as a technical assessor.
C05.02- 03 September 2019		
1	§ 2	References have been revised
2	§ 7	Technical revision and update of all the sections of this chapter
3	§ 8	Update of all the sections
4	§ 9	Technical revision and update of all the sections of this chapter