



**Procedure**

Financial & Administrative Activities

Code: P10

Version: 01

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## 1 Purpose and scope

This procedure describes the finance & administration processes related to SOAC's accreditation process.

This procedure applies to all accreditation fees including the amount to pay to experts & assessors.

## 2 References

- ISO/IEC 17011, Conformity assessment — Requirements for accreditation bodies
- accrediting conformity assessment bodies;
- C03-Suspensions, résiliations et retraits de l'accréditation
- C05 - Accreditation fees;
- C06- Rates And Price List;
- P06-Accreditation process management
- P08- Decision-Making and Granting of Accreditation.

## 3 Distribution list

All services concerned.

## 4 Effective date and review

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

## 5 Summary of changes

Version 00: creation.

Version 01: revision to some sections and update of the table of modifications.

## 6 Terms and definitions

**AFO:** Administrative & Financial Officer

**AFD:** Administrative & Financial Department

**CAB:** Conformity Assessment Body

**QTSO:** Quality & Technical Senior Officer

**Accreditation activities:** The accreditation activities include notably the documents review, assessment visits, corrective action review, etc.

**Assessment fees:** Are calculated per man/day. rates according to C06 regulation, for all CABs; before accreditation activities.

**The unit used for the invoices:** A man/day unit corresponds to the number of workers to mobilize for one day to achieve a specific activity.

## 7 Process description

The sequence of the process is illustrated as follows:

7.1	CAB that applies for SOAC accreditation must receive the related information from the QTSO (including Regulation C01 "Accreditation rules", Regulation C05 "Accreditation fees" and Regulation C06 "Rates and price list" as well as the forms to be completed).
7.2	When the CAB sends the completed forms and other required documents, QTSO verifies that the information provided is complete (see P06-Accreditation process management).
7.3	If the information is complete, QTSO ensures that the assessment is feasible. If feasible, QTSO informs AFO with a view to issuing the pro forma invoice.
7.4	The pro forma invoice is issued by the AFO in accordance with regulations C05 and C06; it will be verified by QTSO and then validated by DG before forwarding to the client.
7.5	NB: SOAC may recommend a preliminary visit after a file review. The CAB may also request it. If accepted by the CAB, it will be taken into account in the pro forma.
7.6	The customer will have to validate the SOAC pro forma invoice. This validation is materialized by the return, by e-mail, of the signed and sealed pro forma followed by the mention "Agreed and signed".
7.7	On this basis, the accreditation agreement between the CAB and SOAC is prepared.
7.8	Also, the standard invoice, which represents a deposit of at least 50% of the total amount of the validated pro forma invoice, is issued by AFO to the attention of the CAB.  NB: The invoice does not include the annual fee due once the accreditation has been pronounced.
7.9	The invoice and the accreditation agreement shall be sent together as much as possible to the CAB.
7.10	The agreement between the CAB and SOAC, once signed by both parties, is scanned and archived physically and electronically.
7.11	A scanned copy is sent to the customer electronically as well as a physical copy (usually by e-mail or physical deposit).
7.12	The related invoice is recorded in the internal accounting system. The physical original may be forwarded at the same time as the Agreement.
7.13	SOAC identifies the members of the assessment team, confirms their interest and availability for the mission, and agrees with them on the fees and conditions for organizing the mission.
7.14	SOAC obtains the agreement of the CAB on the identified members.
7.15	It ensures that there is no conflict of interest between the CAB and the members concerned by contacting the latter after having received the agreement of the CAB.

7.16	<p>In the absence of conflicts, SOAC draws up the contracts of the assessment team members concerned and ensures follow-up until they are signed.</p> <p>NB: In case of mobilization of technical experts, he contracts of the latter and the other the team members, in particular the Team leader will specify that the technical expert cannot assess alone; this will be reminded to the Team leader when he/she is put in contact with his/her team. Preferably, the first instalment of the contract is a maximum of 40% of the total amount. The contracts shall enter into force at least 30 calendar days after the signature of the Agreement in order to allow payment of the invoice by the CAB.</p>
7.17	The persons Concerned receive the signed electronic version of their contract.
7.18	AFO collects the bank account numbers from the team members and makes the various payments according to the deadlines specified in the contracts.
7.19	Team members should provide SOAC with travel insurance whenever possible if International travel is planned.
7.20	<p>The CAB shall settle the invoice within 30 calendar days of receipt to facilitate the accreditation process.</p> <ul style="list-style-type: none"> <li>- When payment is made by bank transfer, AFO then requests from the CAB the SWIFT or proof of transfer of funds for recording in the accounting system and follows up until receipt.</li> <li>- When payment is made by cheque, AFO arranges to retrieve it and remit it in the account specified by DG after recording it in the accounting system and keeps a copy.</li> <li>- When payment is made in cash, AFO receives the funds and issues a cash receipt (see receipt book) to the client, of which the counterfoil will be used to record in the accounting system.</li> </ul> <p>(Cash receipts, copies of cheques banker's orders and SWIFT are used to record transactions).</p>
7.21	AFO informs QTSO of the payment made by the CAB, who facilitates the continuation of the assessment process.
7.22	If the CAB does not pay the invoice due on time, SOAC will consider how to suspend the accreditation process (see C03 and C05).
7.23	Note: If the accreditation process is suspended, the CAB will be required to reimburse in full the costs already incurred by SOAC, including fees for activities and tasks already performed by members of the assessment team such as document review, if any.
7.24	In order to prepare the field mission, the CAB should be sensitized on the management of logistics issues at least one month before the mission.
7.25	The balance invoice is sent after the on-site assessment has been completed and must be paid within 30 calendar days.
7.26	Upon receipt of the assessment report with all necessary attachments, QTSO verifies the documents submitted by the members of the assessment team in accordance with the tasks assigned to them in the terms of reference (ToR) of their contracts the concrete/measurable outputs expected.

<b>7.27</b>	He then informs DG of the effectiveness of the work carried out, who in turn gives his approval to AFO to proceed with the payment of the balance of the assessment team members concerned.
<b>7.28</b>	The <i>pro rata temporis</i> fee invoice shall be sent to the body at the same time as the initial accreditation or extension notification.
<b>7.29</b>	During consecutive assessments and reassessments, the relevant steps of the process are repeated (cf. 7.6 à 7.28). In the event of suspension and/or withdrawal of accreditation due to non-compliance with contractual requirements, the provisions of regulation C03 must be respected.

## 8 Related documents

Refer to F02P01-Current QMS Control list

## 9 Table of modifications

<b>No.</b>	<b>Source</b>	<b>Modification in brief (Relevant changes)</b>
P10.00- 21 July 2019		
Creation		
P10.01- 16 October 2019		
1	§ 2	The references have been revised in line with the wording of the standards
2	§ 6	The words “abbreviation” (title) has been replaced by “Terms” (title) and the content reorganized
3	§ 7	All the sections of this chapter addressing the sequence of the process description have been technically revised and updated.
4	§ 8	This section has been revised: the words “related forms” (title) have been replaced by “related documents” (title)