

## **Fees and Charges Decision 2019 Dutch Accreditation Council**

Having regard to Section 7 of the National Accreditation Body Appointment Act, on 14 December 2018 the executive board of the Dutch Accreditation Council Foundation (RvA) adopted the following fees and charges decision for its services.

### **Decision:**

To adopt the Dutch Accreditation Council Fees and Charges Decision 2019 and the associated scale of fees and charges.

### **Article 1**

The RvA charges for its services under the National Accreditation Body Appointment Act as stated in this Decision and the associated scale of fees and charges.

### **Article 2**

The charges are billed to the applicant or the person for whom the service is provided.

### **Article 3**

1. The annual fee will be billed in January of the current year
2. Pre-assessments and initial assessments will be invoiced before the assessment, by advanced invoice, based on the estimated time to be spend and will only be carried out on receipt of payment. If, after the assessment the time estimate has proven to be incorrect, the difference between the time estimate and the time actually spent will be either invoiced or credited.
3. Other activities may be invoiced in full or in part before they are carried out and will only be carried out on receipt of payment.

### **Article 4**

1. The charges billed must be paid within 30 days of invoice date.
2. By way of derogation from paragraph 1, with respect to bodies established outside the Netherlands, the RvA may reduce the term of payment for the invoices as mentioned in articles 3, paragraphs 2 and 3.

### **Article 5**

1. If a body (applicant) is accredited in the course of the year, an equivalent portion of the applicable annual fee will be charged for the remainder of the year.
2. If the accreditation ends or is terminated in the course of the year, there will be no refund of the annual fee.

### **Article 6**

This Decision comes into force with effect from 1 January 2019.

This Decision with the following explanatory notes will be placed in the Government Gazette and on the RvA web site.

Utrecht, 14 december 2018

J.C. van der Poel  
Chief executive, Dutch Accreditation Council

## SCALE OF FEES AND CHARGES

Subject (see also the explanatory notes)	Fee/charge for 2019 in € excl. VAT
<b>Assessments</b>	
Hourly rate for lead assessor	169,25
Hourly rate for assessor	169,25
Hourly rate for specialist	151,50
Charges for the deployment of external specialists above the current day rate reduced by EUR 300	Additional charges
Handling charges with reference to the engagement of a foreign national accreditation body for assessments abroad (per assessment)	449
Handling charges with reference to an assessment carried out on behalf of a foreign national accreditation body. (In addition, there will be charges for the hours spent by the assessors in accordance with the applicable hourly rate for assessor(s) as well as travel and subsistence costs).	449
Handling charges with reference to planning and organizing assessments abroad.	449
<b>Travel and subsistence expenses</b>	
Assessment in the Netherlands	
Standard travelling expenses in the Netherlands (per person per day)	57
Travel and subsistence expenses of foreign assessors and/or experts in the Netherlands	actual cost
Assessment abroad	
Subsistence expenses of assessors for assessments abroad	Reisregeling buitenland (Travel arrangement abroad; refer to link in the explanatory note)
Travel expenses of assessors for assessments abroad	actual cost
Other expenses, for example the engagement of interpreters	actual cost
<b>Annual accreditation fees</b>	
Annual fee for an accredited body	3.410
Annual fee for an accredited body with no more than three persons (small body)	1.960
Annual fee for each subsequent accreditation within the same legal entity	1.325
<b>Other charges</b>	
Hourly rate for information to bodies applying for accreditation	169,25
Hourly rate for office staff	169,25
Hourly rate for project co-ordinator / project support	84,60
Additional accreditation documents, first copy	57
Additional accreditation documents, each subsequent document within the same application	15
Charges for translation of documents by recognised translator	actual cost plus €343 administrative costs
Administration charges for cancellation more than two weeks before first visit date, per team member for whom the assessment is cancelled	350

Administration charges for cancellation one to two weeks before first visit date, per team member for whom the assessment is cancelled, plus 25% of the cancelled assessment time and travel time according to the rate for the team member concerned	350 plus 25% of the cancelled assessment time
Administration charges for cancellation within one week before first visit date, per team member for whom the assessment is cancelled, plus 100% of the cancelled assessment time and travel time according to the rate for the team member concerned	350 plus 100% of the cancelled assessment time
Other cancellation charges in the event of assessments abroad or assessments by foreign assessors in the Netherlands	actual cost

## EXPLANATORY NOTES TO THE RvA FEES AND CHARGES DECISION

### **Introduction**

These explanatory notes describe the structure of the charges that the Dutch Accreditation Council makes for its activities. All amounts quoted are exclusive of VAT.

The term 'body' in this document means the independent legal entity that is registered, to which accreditation has been granted or that has applied for accreditation.

It should be noted that all costs associated with the payment of invoices, such as local taxes (*withholding taxes*), bank costs or other levies, are for the customer's account. The RvA uses the Euro as currency.

### **Assessments**

#### **Day rate**

The RvA charges the time for its assessments on the basis of the time actually spent. The number of man-days that the RvA charges consists of the days needed for the performance of the assessment and the days that the members of an assessment team need for the preparation of the assessment and for the reporting and completion of the assessment. A distinction is made between a rate for team leaders and assessors on the one hand and a rate for specialists on the other. Team leaders and assessors are team members who operate independently, while the specialists always work under the supervision of a team leader or assessor. If the cost of hiring in experts for the RvA is more than the day rate for specialists reduced by EUR 300,- then the RvA will charge the body these additional charges.

#### **Travel time**

If the assessment time is less than 8 hours, travel time within the Netherlands is charged at 50% of the rate for the assessment time, limited (including assessment time) to 8 hours. The time that a member of the assessment team needs to visit several locations on the same day during an assessment is charged as assessment time. The actual travel time for assessments abroad and the assessments by foreign assessors or experts in the Netherlands is charged.

#### **Estimates**

Before an assessment the RvA will provide the body with an estimate of the time required. It may be necessary to depart from this estimate as a consequence of the progress of an assessment and any follow-up assessments needed for the verification of non-conformities found. The invoiced time spent shall be a minimum of two hours.

#### **Engagement of a foreign national accreditation body**

If the RvA uses outsourcing of activities to counterpart accreditation bodies in the context of assessments abroad, then where the assessed body is billed the charges for this outsourcing by the counterpart accreditation body without the intervention of the RvA, the RvA shall bill the assessed body handling charges per outsourced assessment. If the counterpart accreditation body bills the RvA the charges, the RvA will bill the body these charges plus the handling charges.

#### **Assessments carried out on behalf of a foreign accreditation body**

If the RvA carries out assessments on request of an foreign accreditation body, the costs per assessment increased with the handling charges will be invoiced to the foreign accreditation body.

### ***Travel and subsistence expenses***

The day rates are exclusive of travel and subsistence expenses. For assessments within the Netherlands a standard amount is charged for travelling expenses per person per day. Subsistence expenses in the Netherlands are not in principle charged. Where foreign assessors or specialists are used in the Netherlands, the actual travel and subsistence expenses are charged.

For assessments outside the Netherlands the travel expenses are charged based on the actual expenses and the subsistence expenses are charged based on the Reisregeling buitenland (Travel arrangement abroad). You can find more information about this arrangement via the link below: <https://wetten.overheid.nl/BWBR0006914/2018-10-01>

On flights of 4 hours or longer, in principal, assessment team members travel business class. The actual costs will be charged.

### ***Terms of payment***

The charges billed must be paid within 30 days of invoice date. However, the RvA can reduce the term of payment of advanced invoices, with respect to bodies established outside the Netherlands, because of the time needed for planning and organizing assessments.

### ***Annual accreditation fees***

The RvA charges accredited bodies a fixed annual fee, which pays for a significant part of the RvA's basic organisation.

Accredited bodies in which a maximum of three people are involved in undertaking accredited work are eligible for a reduced fee. The RvA defines accredited work as all work that can be traced back to the activities stated on the scope attributed to the accredited body. This includes executive and supporting activities, decisions, management activities and policy development. The persons involved in policy setting for the accredited body also include persons working for policy-setting bodies outside of the immediate organisation.

An accredited body that holds a second or subsequent accreditation within the same legal entity is charged a reduced annual charge for this second or subsequent accreditation. This concerns accredited bodies with different organisational units such as departments or laboratories which are accredited separately. However, a condition for this is that these organisational units are covered by the same management and the same management system and that the management has the possibility to substantially influence and manage the various organisational units. The management must be able to demonstrate that this influence and management take place and are effective. The management has ultimate responsibility for the accredited activities.

The management system for the application of this arrangement is defined as: a set of linked rules and procedures that are set by the management and which allow the management to take ultimate responsibility for the accredited activities.

Excluded from this reduced charge are accredited bodies with their own corporate personality that are (partly) managed by a different accredited body, such as subsidiaries in the sense of Article 2:24a of the Netherlands Civil Code and groups or group companies in the sense of Article 2:24b of the Netherlands Civil Code.

## **Other charges**

### **Information**

If a body applying for accreditation needs information on procedures, ways of working or the accreditation standards and their application and this information involves more than the answering of a few questions by telephone or email, the RvA will invite the body to an information meeting. The time used for this (with a minimum of two hours) is charged at the hourly rate given in the scale.

### **Hourly rate for office staff**

If a visit is made to the body as part of a preliminary assessment, the RvA office staff member responsible for the account in question shall be in attendance. The costs will be charged according to the said hourly rate.

No charge is usually made for the time that RvA office staff, who are not members of the assessment team, spend on an assessment (planning, preparation, completion, provision of support). If however the office staff have to spend a disproportionate amount of time on an assessment as a result of the conduct of the body, the body will be charged for this time on the basis of the hourly rate given in the scale.

Examples of situations in which this will happen are:

- inadequate provision of documents for an assessment so that a great deal of time has to be spent in the RvA office on sorting, printing and/or copying documents;
- consultation between the body and the RvA about the conclusion of assessments, as in the event of an (impending) suspension or withdrawal.

The RvA will notify the body in advance about charging for the time mentioned above.

### **Accreditation documents**

Following the granting of the accreditation and positive conclusion of reassessments, an accredited body will among other things receive a set of accreditation documents from the RvA consisting of:

- one A4 declaration of accreditation in Dutch (not for foreign bodies),
- one A4 declaration of accreditation in English (for Dutch bodies on request),
- one A3 declaration of accreditation in Dutch (in English for foreign bodies),
- one A4 appendix in Dutch (not for foreign bodies),
- one A4 appendix in English (for Dutch bodies on request).

Amended appendices will be provided in the event of amendments of the scope during an accreditation period.

Additional accreditation documents as above are available at a cost of EUR 57,- for the first document and EUR 15,- for each subsequent document within the same application.

### **Charges for translation of documents by recognised translator**

If the body requests documents, produced by the RvA, in other languages than Dutch or English, the RvA will charge the body the costs of translation by a recognised translator.

If the body provides documents, necessary for an assessment, in another languages than Dutch or English, the RvA will charge the body the costs of translation by a recognised translator.

In these cases, administrative costs of the RvA itself are added to the charges.

**Assessment cancellation charges**

If an assessment that has been confirmed to the body by the RvA in writing is cancelled as a whole or in part by the body, the following charges will be made:

- cancellation more than two weeks before the first visit date: administration charges according to the rate given in the Scale of fees and charges, per team member for whom the assessment is cancelled;
- cancellation one to two weeks before first visit date: administration charges according to the rate given in the Scale of fees and charges, per team member for whom the assessment is cancelled, plus 25% of the cancelled assessment time and travel time, excluding estimated time for preparation and reporting (according to the rate for the team member concerned);
- cancellation less than one week before the first visit date: administration charges according to the rate given in the Scale of fees and charges, per team member for whom the assessment is cancelled, plus 100% of the cancelled assessment time and travel time, excluding estimated time for preparation and reporting (according to the rate for the team member concerned).

In the case of assessments abroad or assessments by foreign assessors in the Netherlands, any charges for travel reservations and cancellations will also be charged.