

## **Fees and Charges Decision 2024 Dutch Accreditation Council**

Having regard to Section 7 of the National Accreditation Body Appointment Act, on 12 December 2023 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 2024 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 at the start 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 2024.

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

Utrecht, 12 December 2023,

On behalf of the Board of the Dutch Accreditation Council,

Mr. R.D. Nieuweboer

## SCALE OF FEES AND CHARGES

Subject (see also the explanatory notes)	Fee/charge for 2024 in € excl. VAT
<b>Assessments</b>	
Hourly rate for lead assessor	203,50
Hourly rate for technical assessor	188
Hourly rate for technical expert	182,25
Charges for the deployment of assessors and/or experts above the current day rate reduced by EUR 342,-	additional charges
Handling charges Cross border accreditations:	752
- per assessment per location abroad	
- per assessment outsourced to a foreign (national) accreditation body	
- per assessment performed on request of a foreign (national) accreditation body	
- per assessment per work area regarding foreign regulation	
<b>Travel and subsistence expenses</b>	
<i>Assessment in the Netherlands</i>	
Standard travelling expenses in the Netherlands (per person per day)	78,50
Travel and subsistence expenses of foreign assessors and/or experts in the Netherlands	actual costs
Hourly rate for travel time in the Netherlands for assessments < 8 hours	97,50
<i>Assessment abroad</i>	
Subsistence expenses of assessors and/or experts for assessments abroad	Conform amounts "Tarieflijst verblijfkosten buitenlandse Dienstreizen, CAO Rijk" (refer to Explanatory notes)
Travel expenses of assessors and/or experts for assessments abroad	actual costs
Other expenses, as for example costs for visa	actual costs
<b>Annual accreditation fees</b>	
Annual fee for an accredited body	4.095
Annual fee for an accredited body in which a maximum of 3 persons is involved in accredited activities	2.370
Annual fee for subsequent accreditation within the same legal entity	1.605
<b>Other services and charges</b>	
Hourly rate for information to bodies applying for accreditation	188
Hourly rate for project coordinator / technical coordinator	188
Hourly rate for accreditation development	188
Additional accreditation documents, first copy	68
Additional accreditation documents, each subsequent document within the same application	15
Charges for engagement of interpreters for assessment support and translation of documents by a recognised translator or translation agency	actual cost plus 419 administrative costs
Administration charges for cancellation more than two weeks before first visit date, per team member for whom the assessment is cancelled	419
Administration charges for cancellation one to two weeks before first visit date, per team member for whom the	419

Subject (see also the explanatory notes)	Fee/charge for 2024 in € excl. VAT
assessment is cancelled, plus 25% of the cancelled assessment time and travel time according to the rate for the team member concerned	plus 25% of the cancelled assessment time and travel 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	419 plus 100% of the cancelled assessment time and travel time
Other cancellation charges in the event of assessments abroad or assessments by foreign assessors and/or experts in the Netherlands	actual costs

## **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 the rate for lead assessors, technical assessors and technical experts. Lead assessors are generally responsible for accreditation assessments and categorise non-conformities. Technical assessors assess conformity assessment aspects autonomously against technical requirements, draw up non-conformities and report to the lead assessor. Technical experts work under the supervision of an assessor, provide specific knowledge and expertise and do not draw up non-conformities or reports. If the cost of hiring in a specific expert for the RvA is more than the day rate for specialists reduced by EUR 342,- 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 a fixed rate of EUR 97,50 per hour, limited (including assessment time) to 8 hours. This rate is an average of approximately 50% of the rate of the assessment time.

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.

### **Cross border accreditations**

#### **Per assessment per location abroad**

If the RvA conducts assessments abroad, handling costs are charged for organizing the assessment and eventual cooperation with the foreign (national) accreditation body.

#### **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 assessed body these charges plus the handling charges.

#### **Assessments carried out on behalf of a foreign (national) 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 charged to the foreign accreditation body.

### ***Per assessment and per work area regarding foreign regulation***

If RvA has granted accreditation regarding foreign regulations or if accreditation here fore is applied for, RvA is obliged to seek cooperation with the relevant national accreditation body for this purpose. A handling fee will be charged for this.

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

The hourly 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 experts 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 actual expenses. On flights of 4 hours or longer, in principal, assessment team members travel business class.

As subsistence expenses regarding assessments outside the Netherlands, tariffs as stated in the most recent version of the “Tarieflijst verblijfkosten buitenlandse Dienstreizen” of “CAO Rijk” (hereinafter referred to as the “Tariff Schedule”) will be charged. The Tariff Schedule is available via the following website: <https://www.caorijk.nl>

If the Tariff Schedule is amended or updated and the tariffs change, the subsistence expenses that are charged by the RvA will change accordingly. The Tariff Schedule is updated regularly, usually as per January 1st and July 1st.

### ***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. The RvA distinguishes three different annual fees; a regular annual fee, a reduced annual fee for accredited bodies in which a maximum of three people are involved in accredited activities, and a reduced annual fee for subsequent accreditation within the same legal entity.

#### ***Annual fee for accredited bodies in which a maximum of three people are involved in accredited activities***

Accredited bodies in which a maximum of three people are involved in accredited activities are eligible for a reduced fee. The RvA defines accredited activities as all activities 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.

#### ***Annual fee for subsequent accreditation under the same legal entity***

An accredited body that holds a second or subsequent accreditation within the same legal entity can be charged a reduced annual charge for this second or subsequent accreditation. This concerns accredited bodies with different organisational or operational units such as departments or laboratories which are accredited separately. However, a condition for this (next to the condition that these units are part of the same legal entity) is that the management and management system of these units correspond sufficiently for the RvA to be able to conduct joint assessments.

The RvA can conduct a joint assessment if the relevant units share the same management and if the same management system is used for the relevant accredited activities. The management should not only share ultimate responsibility for the relevant accredited activities of each unit, but should also effectively manage the operability of these units.

## **Other services and 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 project coordinators and technical coordinators**

If a visit is made to the body as part of a preliminary assessment, the RvA 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 staff, who are not members of the assessment team, spend on an assessment (planning, preparation, completion, provision of support). If however the 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.

### **Hourly rate accreditation development**

If a new accreditation service is developed at the request of 1 or more parties, the associated time spent will be charged.

### **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 68,- for the first document and EUR 15,- for each subsequent document within the same application.

### **Charges for engagement of an interpreter and translation of documents by a recognised translator or translation agency**

If, for an assessment, an interpreter is engaged, actual costs will be charged to the conformity assessment body by the RvA.

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 or translation agency.

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 or translation agency.

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 or experts in the Netherlands, any charges for travel reservations and cancellations will also be charged.