

# R10.02

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## Guideline on Accreditation Service Fees



# TURKISH ACCREDITATION AGENCY

## 1. PURPOSE AND SCOPE

The purpose of this guideline is to specify the fees to be charged for the accreditation services and accredited certificate/report equivalency check services provided by Turkish Accreditation Agency (TURKAK) and for the sub-contracted assessments carried out by TURKAK in Turkey on behalf of foreign accreditation bodies, for providing assessors/experts support to foreign accreditation bodies performing their own assessments outside of Turkey and for other capacity development activities of foreign accreditation bodies carried out within the scope of a project as well as to explain the financial obligations of conformity assessment bodies (CABs). This guideline contains the fees to be charged for the mentioned services.

## 2. FEES TO BE CHARGED TO CONFORMITY ASSESSMENT BODIES FOR THE ACCREDITATION SERVICES

The new tariff of fees given under this clause is effective as of **1<sup>th</sup> January 2024**.

In accordance with the TÜRKAK Management Board's Decision numbered 2022/853, the Service Fee Tariff is updated every year based on the Revaluation Rate announced by the Ministry of Treasury and Finance, to be effective from the beginning of the fiscal year. In case the Revaluation Rate determined by the President within the framework of the repeated article 414 of the Tax Procedure Law is lower than the Revaluation Rate announced by the Ministry of Treasury and Finance, the rate determined by the President is taken into account.

The fee items to be paid by a conformity assessment body which seeks accreditation for the first time or has already been accredited are given in the following sub-clauses. While Application Fee is only charged to the conformity assessment bodies in the initial assessment, Administrative Service Fee and Assessment Fee are charged in the initial assessment, surveillance assessment, re-assessment and scope extension assessment. In general, Document Review Fee is only charged in the initial accreditation application, yet if needed it can also be charged to accredited conformity assessment bodies for document review activity performed before the assessment.

### 2.1 Application Fee

Application Fee shall be paid by the CAB for the accreditation application, after the CAB submits its application to TURKAK via <https://portal.turkak.org.tr> and if a file is opened to the CAB (designating a file number to the CAB in a format of AB-XXXX-Y) following acceptance of the application by TURKAK. After opening a file to the CAB, even if the CAB wants to give up and cancel its application, it is obliged to pay the application fee.

CABs established in Turkey or in Turkish Republic of Northern Cyprus (TRNC): **3.400 Turkish Lira (TL) + VAT**

CABs established abroad: 300 Euro

### 2.2 Administrative Service Fee

Administrative Service Fee is a fixed fee charged to the CAB for the evaluation of status of all its quality handbook, procedures and other documents submitted to TURKAK in accordance with the related accreditation scheme with respect to the requested scope, for selecting and appointing the assessment team, preparing the assessment program and all kinds of administrative works done by the Case Officer before and after the assessment. Whereas



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Administrative Service Fee is charged with F701-059 Assessment Team Proposal Form in initial accreditation application, it is charged with F701-015 Assessment Proposal Form in the preliminary visit, surveillance assessment, re-assessment and scope extension assessment.

CABs established in Turkey or in TRNC: **5.200 Turkish Lira (TL) + VAT**

CABs established abroad: 500 Euro

## 2.3 Document Review Fee (person/day)

Document Review Fee is the fee charged to the CAB in the initial accreditation application for reviewing the documents supplied to TURKAK by the assessment team in order to determine whether further on-site assessment can be proceeded. If deemed necessary; in scope extension assessment, surveillance assessment, re-assessment a fee may be charged for the document review performed by the assessment team.

CABs established in Turkey or in TRNC: **10.400 Turkish Lira (TL) + VAT**

CABs established abroad: 1.000 Euro

## 2.4 Assessment Fee (person/day)

The Assessment Fee is charged per day for each assessor/technical expert assigned for the activities including preliminary preparation, on-site assessment, reporting and evaluation of corrective actions carried out by the assessment team in scope of preliminary visit, initial accreditation assessment, follow-up assessment, surveillance assessment, scope extension assessment and re-assessment.

CABs established in Turkey or in TRNC: **10.400 Turkish Lira (TL) + VAT**

CABs established abroad: 1.000 Euro

For the assessment of the activities performed outside of Turkey by the CABs established in Turkey or in TRNC: 1.000 Euro

For some areas where it is difficult to find an assessor/a technical expert since it is required special expertise, an assessor/ a technical expert from outside of Turkey can be assigned. Due to the variation in the fees of the assessors/technical experts to be provided from outside of Turkey, the CAB is informed about the fee to be paid and the assessment is planned after receiving the approval of the CAB.

## 2.5 Expenses of the Assessment Team

It is essential that the assessment team's meal, accommodation and travel expenses during the assessment (including the time spent on the way to the assessment site and returning to the residence) are covered in kind by the CAB assessed. In cases where the expenses in question are not covered in kind by the CAB, the expenses incurred by the assessment team are invoiced together with the assessment fee to the assessed CAB based on the criteria in the R10.16 guideline.

In case the Case Officer and/or an Observer is assigned by TÜRKAK in the assessment, then assessment fee (person/day) is not charged for the Case Officer and/or Observer. However;



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meal, accommodation and travel expenses of the Case Officer and/or Observer are also covered by the assessed CAB.

## 2.6 Fee Paid From Accreditation Revenues (Contribution Fee)

Accredited CABs are obliged to declare to TURKAK and pay the contribution fee determined every year in compliance with “Communiqué on Accreditation Usage Fee/Share to be Implemented by the Turkish Accreditation Agency” published in the Official Gazette, from the gross income they have earned during the relevant year from the activities carried out within the scope of their accreditation in accordance with the Article 638 of the Presidential Decree No. 4 on Organization of Affiliated, Related, Associated Institutions and Organizations with Ministries and Other Institutions and Organizations published in the Official Gazette dated 15/7/2018 and numbered 30479. At the beginning of each year, an announcement containing detailed information about the contribution fee is published on the TURKAK's website.

The contribution fee is calculated on the basis of the relevant budget year (1<sup>th</sup> January – 31<sup>th</sup> December).

TÜRKAK has the right to conduct an examination in accredited CAB at any time in order to determine whether the contribution fee paid from accreditation revenues is declared correctly. In this context; if requested by the assessment team during the assessment, the calculations made by the CAB regarding the revenues obtained within the scope of accreditation, the invoices issued by the CAB to its clients and the financial documents that are the basis for the declaration amount shall be provided to the assessment team.

## 2.7 Calculation of Duration of the Assessment Preparations and Reporting

In calculating the above-mentioned fees for the service provided by TÜRKAK to the CABs accredited or applying for accreditation; apart from the time spent by the assessment team during the visit to the CAB for the assessment, the number of days allocated to the assessment team members (Lead Assessor, Assessor and where necessary Technical Experts) for the assessment preparations, reporting and evaluating the correctiv actions are also taken into account. Detailed information on the time spent on assessment preparations and reporting the assessment result is given in the “R10-09 Guideline on Calculation of Assessment Time (Person-Day) for Accreditation Assessments” and in the annex example “Calculation of Accreditation Fee for the Test/Calibration Laboratories”.

## 2.8 Other Issues

In the accreditation services provided to the CABs established outside of Turkey, the invoice containing the assessment fee and, if any the cost of the flight ticket is issued and payment is made before the assessment. The assessment of the CAB that does not pay the assessment fee is not carried out. Expenses of the assessment team will be sent to CAB as a separate invoice after the assessment.

The assessment team’s expenses incurred for the accreditation service provided to the CABs established outside of Turkey are calculated from foreign exchange selling rate of the Central Bank of the Republic of Turkey based on the invoice date, converted into Dollars or Euros and invoiced.



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If the assessment is interrupted due to a reason not arising from the CAB, then the assessment will be performed/completed on an appropriate date without charging any additional assessment fee to the CAB. However, if the assessment is interrupted due to reasons such as the CAB not completing its preparations, not making its key personnel available during the assessment and/or their other deficiencies, faults or omissions; pursuant to the provisions of the Accreditation Contract the assessment shall be deemed to have been fully completed, the entire fee in the assessment proposal shall be invoiced to the CAB and the assessment is concluded as unsuccessful.

If the CAB gives up to continue accreditation at any stage of the accreditation process, it is obliged to pay all the fees calculated up to that point. If the applicant gives up to continue accreditation during the assessment process, then it is obliged to pay the full cost of the assessment team's expenses if any, as well as the fee for the entire assessment.

## **2.9 Financial Obligations of Conformity Assessment Bodies**

The assessment fee is invoiced within 15 (fifteen) days following the date of completion of the assessment, together with the assessment team expenses and Case Officer/Observer expenses, if any. For new applications, the application fee and document review fee are invoiced together with the accreditation assessment fee.

Fees for the follow-up assessments are invoiced separately within 15 (fifteen) days following the completion of the follow-up assessment.

Where it is understood that the accreditation process will be terminated before the completion of the assessment or if it is deemed necessary by TÜRKAK, the fees are invoiced immediately.

Invoice costs accrued by TÜRKAK shall be paid by the CAB to TURKAK's bank accounts pursuant to the provisions of the Accreditation Contract. The payment shall be made within 30 (thirty) days from the invoice date. If the invoice is not paid at the end of this period, both the legal proceedings and the suspension of accreditation are initiated pursuant to the Law on the Procedure for the Collection of Public Receivables.

In case the CABs established in Turkey do not declare the contribution fee to TURKAK within the period specified in the "Communiqué on Accreditation Usage Fee/Share to be Implemented by the Turkish Accreditation Agency" published in the Official Gazette or pay the calculated fee within the period, both legal proceedings and suspension of accreditation are initiated about the CAB.

## **3. FEES FOR OTHER ACCREDITATION SERVICES**

Within the scope of the R10.10 TURKAK Cross-Frontier Accreditation Rules Guideline, the fees given below are charged for the subcontracted assessments that TURKAK performs on behalf of foreign accreditation bodies.

- Subcontracted Assessment Fee (person/day): 1.000 Euro
- Subcontracted Assessment Administrative Service Fee (person/day): 500 Euro
- Subcontracted Assessment Reporting Fee (per CAB): 500 Euro



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Service fee to be invoiced to a foreign accreditation body for providing assessors/experts in assessment carried out by a foreign accreditation body on their behalf outside of Turkey (person/day): 1.000 Euro

Service fee for the trainings provided to the foreign accreditation bodies and the capacity building activities carried out within the scope of the project (person/day): 1.000 Euro

As of **1<sup>th</sup> January 2024**, the fee for checking the equivalence of the accredited certificate/report shall be charged as follows:

- Organizations applying from Turkey and TRNC: **5.800 Turkish Lira (TL) + VAT**
- Organizations applying from abroad: 300 Euro VAT included

**It is possible to cooperate between ILAC MRA and IAF MLA signatory accreditation institutions to share/verify assessment documents in order to make accreditation decisions of CABs. It is forbidden to share with third parties TÜRKAK assessment reports and information and documents related to the assessment team provided by TÜRKAK to CABs, which are not publicly available, except with TÜRKAK's permission or legal requirements.** In this context, in cases where document sharing is in question, our Agency provides the verification of assessment documents, and the fees for this service are as follows:

- Turkish assessment document (assessment report etc.) verification fee (per each assessment document) to be shared with other accreditation bodies: 75 Euro (VAT Included),
- English assessment document (assessment report etc.) verification fee (per each assessment document) to be shared with other accreditation bodies: 250 Euro (VAT Included).



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## Annex:

### Calculation of Accreditation Fee for the Test/Calibration Laboratories (Sample Study for the organizations applying from Turkey and TRNC)

Accreditation cost of a test/calibration laboratory applying for accreditation (Excluding assessor/expert's transportation, meal and accommodation expenses)

Name of Test/Calibration Lab: TCL  
Scope : 10 Test/Calibrations\*  
Working Personnel : 4  
Enclosed Laboratory Area : 120 m<sup>2</sup>

(\*) It is assumed that sample preparation, test and calibration methods would be finalized in a short period of time.

#### APPLICATION:

Application Fee: **3.400 Turkish Lira (TL) + VAT**

#### ASSESSMENT:

Number of Assessors: 2 persons (Lead Assessor (LA) + 1 Assessor/Technical Expert (A/TE))  
On-Site Assessment: 2 Days

Full Name	Position	Administrative Services (Day)	Document Review (day)	On-site Assessment (day)	Reporting and Corrective Action Examination (Day)	Total Days	Daily Fee	TOTAL
Lead Assessor	LA	-	1	2	1	4	<b>10.400 TL</b>	<b>41.600 TL + VAT</b>
Assessor/Technical Expert	A/TE	-	0.5	2	0.5	3	<b>10.400 TL</b>	<b>31.200 TL + VAT</b>
Case Officer	CO	1	-	-	-	1	<b>5.200 TL</b>	<b>5.200 TL + VAT</b>
Assessment Fee Total								<b>78.000 TL + VAT</b>



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## Calculation of Accreditation Fee for the Test/Calibration Laboratories (Sample Study for the organizations applying from abroad)

Accreditation cost of a test/calibration laboratory applying for accreditation (Excluding assessor/expert's transportation, meal and accommodation expenses)

Name of Test/Calibration Lab: TCL  
Scope : 10 Test/Calibrations\*  
Working Personnel : 4  
Enclosed Laboratory Area : 120 m<sup>2</sup>

(\*) It is assumed that sample preparation, test and calibration methods would be finalized in a short period of time.

### APPLICATION:

Application Fee: 300 Euro

### ASSESSMENT:

Number of Assessors: 2 persons (Lead Assessor (LA) + 1 Assessor/Technical Expert (A/TE))  
On-Site Assessment: 2 Days

Full Name	Position	Administrative Services (Day)	Document Review (day)	On-site Assessment (day)	Reporting and Corrective Action Examination (Day)	Total Days	Daily Fee	TOTAL
Lead Assessor	LA	-	1	2	1	4	1.000 Euro	4.000 Euro
Assessor/Technical Expert	A/TE	-	0.5	2	0.5	3	1.000 Euro	3.000 Euro
Case Officer	CO	1	-	-	-	1	500 Euro	500 Euro
Assessment Fee Total								7.500 Euro