



**Egyptian Accreditation Council
EGAC**

EGAC ACCREDITATION FEE STRUCTURE

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Egyptian Accreditation Council
EGAC

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GENERAL

All fees inside and outside Egypt are the same and according to the local currency prices. The actual fees for outside Egypt will be calculated according to the international exchange value of the local currency prices.

APPLICATION FEES

- Application fees represent the first stage in the process of application for accreditation. Application fees will be paid for any application from a Conformity Assessment Body (CAB) seeking accreditation/reaccreditation, and is payable in advance.
- The amounts of application fees are as follows:

CAB Nature	Fees
Test (including Medical) Laboratories	3000 L.E
Calibration Laboratories	3000 L.E
Inspection Bodies	5000 L.E
Certification Bodies	5000 L.E

DOCUMENTS REVIEW

The amount of fees for documents review (Quality Manual, Procedures and other Records of the applicant) shall be 2500 L.E per man.day.

ASSESSMENT VISITS

Assessment visits include: pre-assessment visits (if required), initial assessment visits, follow-up visits (if required), surveillance visits and reassessment visits, also, if the CAB requests an extension of scope during the surveillance visits.

Pre-assessment visits:

- Pre-assessment visits are conducted only if:
 - The document review did not prove the status CAB to be ready for assessment.
 - Although the CAB Documents were alright but it was found during the assessment visit that the CAB is far from conforming to the requirements and it is not following what is written in these document.
 - Requested by the CAB to assure its readiness before the initial assessment.
- The amount of fees for the pre-assessment visit shall be calculated with the rate of 2500 L.E per man.day for all CABs (Labs, CB & IB).

Administration fees:

- EGAC will charge all CABs 1500 L.E. for the preparation of the visits and plans.
- The applicants from far cities and outside countries will be charged for economy airline tickets, internal transportation, full board accommodation in at least 4 star hotels, and

visa issuance fees. All days of travel are to be considered full work days.

- The applicants from cities outside Cairo will be responsible for internal transportation and full board accommodation if required. The administration fees for these applicants will be 1000 L.E.
- For the certification bodies the administration fees are collected once for the head office visit and another time after the end of the witness visits.

Initial Assessment/Reassessment Visits:

- The Initial Assessment/Reassessment visits are the main part of the assessment for the Accreditation/Reaccreditation of the CAB. These visits are performed at the beginning of each accreditation cycle (4 years) to fully assess the CAB's management system and technical competence.
- The amount of fees for the initial assessment visits shall be calculated with the rate of 2500 L.E per man.day.
- The man.days of the visit shall include the man.days of the Lead assessor, the Assessor, and the Experts when needed.
- The man.days of the visit will include additional man.days for corrective action resolution (one man.day) and reporting (one half man.day).
- The visit day time is up to 8 hours. Any time more than 8 hours by at least 1 hour will be considered an extra half day. Working hours will be calculated from the time of the signing of the attendance sheet of the opening and the closing meeting.
- For CB & IB:
 - The initial assessment visits man.days shall include the head office assessment visit and the witnessing assessment visits.
 - For the witnessing visits an Assessor will be assigned for each auditor/inspector.
- EGAC has the right to assign one more assessor and/or one more Expert for each extra Technical discipline during the visit.

Note: Technical disciplines and sub-disciplines are displayed on EGAC's website and are subject to continuous review.

Measurement audits:

- Measurement audits are conducted if its appropriate and available for CABs which did not participate in a PT scheme, its results were un satisfactory, or if EGAC sees that it needs to be done.
- The amount of fees for the Measurement audits shall be calculated according to how many tests or audits to be done with the rate of 1000 L.E for the calculation and the report in EGAC. This fee does not include the price of the samples to be tested or the use of artifacts to be calibrated. The samples and/or the artifacts will normally be bought or hired from a pivot laboratory. The use or hire of these samples or artifacts will be paid for by the CAB which is to be audited.

Follow-up visits:

- Follow-up visits are conducted if the CAB corrective actions (for the non-conformities raised during the assessment visit) needed to be verified on-site.

- The amount of fees for the follow-up visits shall be calculated according to man.day rate of 2500 L.E for all CABs (Labs, CB & IB), for all activities during this visit and according to the same rules of the initial assessment/reassessment visits.

Surveillance Visits:

- Accredited bodies seeking continuing accreditation after they are accredited must be subjected to surveillance visits.
- The amount of fees for the Surveillance visits shall be calculated according to man.day rate of 2500 L.E for all CABs (Labs, CB & IB), for all activities during this visit and according to the same rules of the initial assessment/reassessment visits.

Extension of Scope:

- Accredited Bodies seeking to modify or extend their accreditation scope during the surveillance shall need to complete an application form (free of charge) for their extension.
- The amount of fees for the Extension of Scope visits shall be calculated according to man.day rate of 2500 L.E for all CABs (Labs, CB & IB), for all activities during this visit and according to the same rules of the initial assessment/reassessment visits.

Preparation of reports and corrective actions reviews:

- This will be a one time charge of 2500 L.E for all CABs.
- For the certification bodies the fees for the preparation of reports and corrective actions reviews are collected once for the head office visit and another time after the end of the witness visits.

TRAVEL AND SUBSISTENCE EXPENSES:

- Including travel and subsistence expenses for all assessment team: (Air Tickets, Internal Transportation, Full Hotel Accommodation, 4 stars at least, and all subsidiary expenses), shall be the responsibility of the applicant body.
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- The traveling days shall be considered as man.days.
- The size of the assessment team is dictated by the complexity and extent (Technical discipline) of the application. Most CABs seek accreditation for a limited range of work at the core of their business, and seek extension to their scope of accreditation once they have gained experience of the accreditation process.
- The number of assessor man/days required to complete the accreditation process will depend on various factors including but not limited to the following:
 - Size of the CAB facilities & number of employees.
 - Range and complexity of Technical discipline.
 - Ability of the CAB to correct the non-conformities and the consequent follow-up visits required.

APPEAL FEES

Appeal fees will include the following:

- Administration fee of 1000 L.E for the application for appeal for all CABs.



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- After the appeal decision is issued there will be two states:
 - If the CAB had any right in any part of the appeal, then CAB will not be charged for any more expense.
 - If the CAB had no right in all parts of the appeal, then the CAB will be charged for the rest of the expense of the appeal committee, which will be 2000 L.E.

QUOTATIONS

EGAC may issue quotations in advance and shall not exceed such quotations unless there has been an agreed increase in the work to be carried out, or unless there is some other justification such as unforeseen follow-up visits.

NOTES

1. Invoices are to be paid (at the amount stated), without deduction and with no penalty charge if paid within 30 days from receipt.
2. EGAC will add penalty charge at the rate of 20% to outstanding bills if payment is delayed up to 3 months, and at the rate of 40% after that.
3. CAB will pay regulatory taxes if applicable.
4. EGAC fees are reviewed annually and are subject to alteration. Fees will be invoiced at the current rate of the date when the chargeable work was carried out.