



Standards Council of Canada
Conseil canadien des normes



PALCAN
Proficiency Testing (PT) Program

Fee Schedule
April 2006

STANDARDS COUNCIL OF CANADA

PALCAN PROFICIENCY TESTING (PT) PROGRAM

PROGRAMME DES ESSAIS D'APTITUDE (EA) DU PALCAN

FEE SCHEDULE

April 2006

This document supersedes the PT Fee Structure dated March 2002.

Copyright © Standards Council of Canada, 2006

All rights reserved. No part of this publication may be reproduced, stored in a retrieval system, or transmitted, in any form or by any means, electronic, mechanical, photocopying, recording or otherwise, without the prior written permission of the publisher:



Standards Council of Canada
270 Albert Street, Suite 200
Ottawa, Ontario
K1P 6N7
Canada
Tel.: (613) 238-3222
Fax.: (613) 569-7808
Email: info@scc.ca

NOTE : A French version of this document is available from the:

Standards Council of Canada
270 Albert Street, Suite 200,
OTTAWA, Ontario
K1P 6N7
Tel.: (613) 238-3222
Fax.: (613) 569-7808
Email: info.palcan@scc.ca
Website: www.scc.ca

NOTE : On peut obtenir un exemplaire français de ce document en écrivant au :

Conseil canadien des normes
270 rue Albert, bureau 200
OTTAWA (Ontario)
K1P 6N7
Tél.: (613) 238-3222
Fax.: (613) 569-7808
Courriel: info.palcan@scc.ca
Site web: www.scc.ca

PALCAN PROFICIENCY TESTING (PT) PROGRAM FEE STRUCTURE

1. INTRODUCTION

Key considerations in the design of the PT Program fees include:

- a. Clear and discernible differences between client types that can be quantified and made available to applicant and accredited PT providers. Each specific PT parameter for which a PT provider seeks accreditation will be made up of the following:
 - i. analyte,
 - ii. matrix,
 - iii. physical composition,
 - iv. physical dimension
 - v. physical property
 - vi. electrical or optical propertyExamples: “lead in foods”, “chlorine in water”, “100mm 30 MPa concrete samples”, “0.5 inch T6062 Aluminum tensile samples”, 10 Ohm resistance”
- b. Fields of testing as defined in CAN-P-1570 Appendix B.
- c. A simple method of calculating the cost of participation in the program for applicant and accredited PT providers, which can be used by management to make accreditation decisions during their budget cycles. Table C1 makes calculation easy for PT providers to calculate their cost of participation.
- d. Recovery of assessment team member travel and accommodation costs. Only actual travel costs are charged at the end of each visit and all team members adhere to the Treasury Board guidelines for travel costs.

2. COSTS FOR OBTAINING ACCREDITATION AND MAINTENANCE OF ACCREDITATION

The process for obtaining accreditation as a PT Provider is outlined in CAN-P-1593 - PROGRAM SPECIALITY AREA - PROFICIENCY TESTING (PSA-PT) The information below outlines the associated costs for each process from application to maintaining accreditation.

2.1 Application

The application fee for new applicants is \$3,250. The application fee covers the evaluation of the application. This includes a complete documentation review for compliance with CAN-P-43 and a detailed report of any findings or suggestions. This is based on a standard period of two days for the evaluation of the application by SCC staff. Where an application received at SCC requires more than the standard 2 days for review, and additional follow-up is required to complete the evaluation, the applicant may be charged additional staff time, at the rate of \$1,250/day.

Note that the application will not be formally evaluated by SCC staff until payment is received for the application fee. This fee is non-refundable

2.2 Evaluation of the Application

The Senior Program Officer (SPO) assigned to the file will evaluate the application and prepare a report of the evaluation and the confirmation of the fee estimate.

The applicant is required to review the report and confirm their intent to proceed. Where an application evaluation indicates that substantial amendments to the Quality System are required, the PT Provider can be required to undergo a pre-assessment visit to discuss the findings. An estimate for the Pre-Visit will be provided and includes the SPO professional fees, travel, living and accommodation cost. This cost is in addition to the estimate provided after receipt of the application.

2.3 On-site Assessment Visit Fees (Accreditation)

The cost of becoming accredited and maintaining accreditation is based on the Proposed Scope (Appendix B) submitted by the applicant, and is determined as follows:

TABLE C1 - ACCREDITATION and ANNUAL MAINTENANCE of ACCREDITATION FEE STRUCTURE

Base Fee	\$6,250
Field of Testing	\$1,100
Program Specialty Area	\$825
Accredited Parameters	\$30

The Accreditation Fees or Annual Maintenance Fees will not exceed \$27,500.00.

Once both parties agree to proceed with the complete on-site assessment, the applicant will be invoiced the first 50% of the estimated Accreditation Fees, to be paid **prior to** carrying out the initial on-site assessment visit. The remaining 50% will be invoiced **immediately after** the on-site visit.

There are additional Team Leader fees for all teams of more than one assessor. These normally translate approximately to one additional TL day for each additional assessor. The PT Provider will be provided with an estimate for the team size determined based on the scope. Additional TL fees may apply when there are serious and critical non-conformances (Refer to CAN-P-1625 PALCAN Policy on Serious and Critical Non-Conformities), requiring additional work for the Team Leader. Should this situation arise, the PT Provider will be provided with the details and an estimate. All additional Team Leader professional time will be charged out at **\$1,250** per day.

There are normally no professional fees for Technical Assessors who participate in the on-site assessment and reassessment visits; however, where technical assessors are not willing to volunteer their time and SCC is charged professional fees by the technical assessors, these will in turn be invoiced by SCC to the PT Provider at actual cost.

Upon completion of the on-site assessment visit, the following will be invoiced:

- actual travel, living and accommodation costs incurred by the Team Leader and Technical Assessors;
- any applicable Technical Assessor professional fees;
- the first 50% of any applicable additional Team Leader professional fees;
- the remaining 50% of the Accreditation Fee.

Where there are serious and critical non-conformances the team may recommend a verification visit or a surveillance visit. Verification visits must be conducted before closure of the on-going assessment visit. Additional fees apply as defined in section 2.4 of this document.

Upon being granted accreditation, the PT Provider will be invoiced the first Annual Fee for the Maintenance of Accreditation. Refer to section 2.5 of this document.

2.4 Verification or Surveillance Visit Fees (where applicable)

Verification or surveillance visits to applicant/accredited PT providers are required only when there are serious and critical non-conformances that bring into question the confidence that SCC would have in either the technical competence of the PT Provider or the documentation/implementation of their quality management system. An estimate for the visit will be provided. Team Leader and Technical Assessor professional fees apply to these visits. Team Leaders are charged out at **\$1,250** per day and Technical Assessor professional fees depend on the individual assessor.

Upon completion of a verification visit, the PT Provider will be invoiced for:

- actual travel and accommodation costs incurred by the members of the Team;
- Team Leader professional Fees (travel time, visit and follow up)
- if applicable, technical Assessor professional fees (travel time, visit and follow up)

A verification visit will normally require three (3) to five (5) days of Team Leader time. A surveillance visit will normally require 2 to 4 days of Team Leader time.

2.5 Annual Fees for Maintenance of Accreditation

Upon granting of accreditation and every year thereafter, accredited PT providers will be charged the applicable annual fees for the upcoming year, invoiced according to the Fee Schedule in Table C1. Refer to section 2.3 of this document.

This fee structure recovers all SCC operation and maintenance costs related to the delivery of accreditation services including:

- maintenance and development of infrastructures in support of the accreditation;
- maintenance of Mutual Recognition Arrangements (MRAs);
- training and recruitment of Team members for assessments and reassessments;
- the cost of monitoring, sending and analyzing the Surveillance Questionnaire in the years interim to reassessment visits;
- overhead and administrative costs.

No annual fee paid by any PT Provider shall exceed **\$27,500**.

2.6 On-Site Reassessment Visits Fees for Maintenance of Accreditation

In addition to the Annual Fees for maintenance of accreditation in section 2.5 of this document, **on the first anniversary of the initial accreditation, and every two years thereafter**, the accredited PT Provider will be reassessed by SCC for maintenance of accreditation. The cost for this activity is as follows:

Upon completion of the on-site reassessment visit, the following will be invoiced:

- actual travel and accommodation costs incurred by the Team Leader and Technical Assessors;
- any applicable Technical Assessor professional fees or additional Team Leader professional fees.

Where the PT Provider needs/identifies tests/methods to be added to the scope of accreditation, this constitutes a scope extension and fees apply according to section 3 of this document.

Where there are serious and critical non-conformances, the team may recommend a verification visit or a surveillance visit. Verification visits must be conducted before closure of the on-going reassessment visit. Additional fees apply as defined in section 2.4 of this document.

3. COSTS FOR SCOPE EXTENSIONS AND SCOPE REVISIONS

This section applies to all requests for changes to the approved Scope of Accreditation. The most commonly occurring changes are described in section 3.1 and 3.2 of this document and all other changes are identified in section 3.3 of this document.

3.1 Scope Deletions and Editorial Changes

There are no fees for carrying out scope deletions. However, accredited PT providers must submit requests for scope deletions (including: deletion of parameters from the scope, or reduction in Fields of Testing resulting from deletions) **at least 30 days in advance of the anniversary date of accreditation**, in order that the resulting savings be applied to the upcoming Annual Fee invoice. The anniversary date of the accreditation corresponds to the month and date when accreditation was granted and is identified on the Certificate of Accreditation.

3.2 Scope Extensions

Accredited PT Providers may request a scope extension (additions to the current scope) which can be requested and reviewed concurrently with a scheduled reassessment visit, or interim to a reassessment visit. If a PT Provider wishes to have the scope extension included in an upcoming visit, the request for the extension must be submitted at least 60 days before the date of any planned reassessment visit.

Each Scope Extension request must be accompanied by:

- a Scope Extension Application - the application document and instructions are included in CAN-P-1570 Appendix A.
- a cheque made payable to the Standards Council of Canada for the applicable fees as defined in Table C2 below. The application costs are for the evaluation of the application.

The PT Provider may request an invoice prior to sending SCC the application; however, a cheque must have been received by SCC for SCC to begin the evaluation of the scope extension application.

The PT Provider may also pay for the scope extension by way of credit card. Simply provide the credit card number and expiry date to info.palcan@scc.ca and an appropriate charge will be made for the scope extension application fee.

TABLE C2–SCOPE EXTENSION APPLICATION FEES

Type of Extension	Application Fee
Additional Field of Testing	\$1,250
Additional Parameter	\$30
Maximum Application Fee	\$1,750

3.2.1 Minor Scope Extension

The minor scope extension applies when the SPO has determined that a site visit **is not required** to assess the PT Provider's competence for the new field of testing or parameter. The criteria are set forth in Section 11 of CAN-P-1570. In addition to the Scope Extension Application Fees, the following additional fees may apply:

- Assessor professional fees. While these do not generally apply, there are instances when an assessor will charge SCC for their time to review the technical aspects of the submission. In such cases, these fees will be charged by SCC to the PT Provider at actual cost.
- At the time of final approval, the PT Provider will receive an invoice for the pro-rated listing fees based on Table C1 for any additional Fields of Testing, or Parameters. The pro-rated amount is calculated based on the number of months between the approval date and the next annual invoice date. No annual fee paid by any laboratory shall exceed \$27,500.

These costs will be determined during the evaluation process and as applicable an estimate will be provided to the PT Provider. The laboratory may withdraw the scope extension application after the evaluation without additional cost. The application fee is non-refundable, except if it is determined that the application is outside SCC's scope to assess.

3.2.2 Major Scope Extension

The major scope extension applies when the SPO has determined that **a site visit is required** to assess the PT Provider's competence to perform the requested additional tests. The criteria are set forth in Section 11 of CAN-P-1570. In addition to the Scope Extension Application Fees, the following additional fees may apply:

- a Scope Extension Site Visit Fee of \$3,250, if the visit is outside of a planned reassessment;
- the actual cost of travel living and accommodation of the Team Members;
- SPO additional fees for the coordination of the visit, recruitment of the team members, follow up after the visit and approval of the report. Additional SPO fees are charged out at \$1,250 per day.
- Team Leader professional fees in cases where it is determined that a Team Leader is also required to participate in the scope extension visit. In these instances, the laboratory will be invoiced for the Team Leader Professional Fees which are normally charged out at a rate of \$1,250 (CDN) per day.

- Applicable Technical Assessor professional fees: while these do not generally apply, there are instances when assessors will charge SCC for their time to review the application, participate in the visit and review post visit submissions. In such cases, these fees will be charged by SCC to the laboratory at actual cost.
- At the time of final approval, the laboratory will receive an invoice for the pro-rated listing fees based on Table C1 for any additional Fields of Testing, or Parameters. The pro-rated amount is calculated based on the number of months between the approval date and the next annual invoice date. No annual fee paid by any laboratory shall exceed \$27,500.

These costs will be determined during the evaluation process and an estimate will be provided to the laboratory. The laboratory may withdraw the application after the evaluation without additional cost. The application fee is non-refundable, except if it is determined that the application is outside SCC's scope to assess.

3.2.3 Other Changes to the Scope

Other changes to the scope can include the following:

- editorial changes;
- changes in ownership or changes to organization or PT Provider name
- scope contact person and contact information;
- full or partial suspensions;
- full or partial withdrawals.

There are no fees for the other scope change activities noted above except as follows:

- a) reinstatement of listings suspended for other reasons than PT: this is considered a scope extension and scope extension fees apply per section 3.2 of this document;
- b) changes in ownership or changes to organization or PT Provider name, PT Provider address do not have fees for the evaluation. When the evaluation leads to conclude that a site visit is required, the fees related to the surveillance visit will apply and an estimate will be provided.

4. COLLABORATIVE PT PROVIDERS

Accreditation of PT providers is dependent, in part, on the use of competent providers of samples. This PT Program fee structure covers the cost of accreditation in the case where the PT provider has the infrastructure to prepare the samples used in the provision of PT services. In the case of a PT provider purchasing samples from a collaborative PT Provider for use in the provision of the accredited organisation's PT services, supplementary costs to assess the collaborative PT Provider will be recovered from the PT provider.

5. POLICY FOR REFUND FOR APPLICANT AND ACCREDITED PT PROVIDERS

The purpose of this section is to define the terms and conditions under which SCC will allow refunds in whole or in part of **only those fees paid to the SCC** by Accredited or Applicant Providers

5.1 Applicant PT Providers

- The application fee of \$3,250 is not refundable, unless SCC determines that the application is outside SCC's scope of activities.
- The first 50% of the estimated process completion costs may be partially refunded after the site visit if the applicant decides to withdraw before completing the accreditation process. The SCC costs associated with the visit and the administration of the application will be deducted from that amount before issuing a refund.
- The final 50% of the estimated process completion costs is not refundable.

5.2 Accredited PT Providers

- As annual fees are billed on the anniversary date of accreditation, PT Providers that apply to reduce their scopes must inform SCC **at least 30 days prior to the anniversary date**. The upcoming annual fee invoice will reflect the reduction. Requests for reductions made after that time will not result in a reduction of the annual fees that have been invoiced.
- Annual fees will be refunded on a pro-rata basis, if a PT Provider voluntarily withdraws from the accreditation program, and only upon return of their certificate. No refund will be greater than six (6) months worth of annual fees.
- For suspended PT Providers, the Annual Base Fee only is due every year until the scope is withdrawn. There are however no PSA, Fields of Testing or listing fees.
- There is no refund of Annual Fees to a PT Provider whose accreditation is officially withdrawn by SCC.