



LABORATORY ACCREDITATION PROGRAM (PALCAN) FEE STRUCTURE

1. INTRODUCTION

Besides full cost recovery, this fee structure is also aimed at making it easier for clients to budget for participation in the program. The following are the key considerations in the design of the LABORATORY ACCREDITATION PROGRAM (PALCAN) fees:

- a) Clear and discernible differences between client types which can be quantified and made available to applicant and accredited laboratories. Consider laboratory size, number of tests and fields of testing, so as not to disadvantage small and medium enterprises (SME's) in the fee structure;
- b) A simple method of calculating the cost of participation in the program for applicant and accredited laboratories that can be used by laboratory management to make accreditation decisions during their budget cycles. The explanations given below make it easier for labs to calculate their cost of participation, from initial application through to maintenance of accreditation;
- c) Equitable 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 most current Treasury Board guidelines for travel costs.
- d) This fee structure applies to all laboratories directly assessed by SCC even if they have additional capabilities that are assessed by a Partner Organization.
- e) All charges quoted below are expressed in Canadian dollars (CDN\$). Actual expenses incurred in foreign currencies will be converted and invoiced in CDN\$.

2. COSTS APPLICABLE IN THE PROCESS OF BECOMING ACCREDITED AND MAINTENANCE OF ACCREDITATION

The information given in section 2 of this document outlines the consecutive steps and associated costs for each process from application to maintaining accreditation. There are additional processes involving changes to the approved scope described in section 3 of this document.

2.1 Application

The applicant submits an application according to F0200 – Application for Accreditation. An estimate for the laboratory's consent will be prepared and include:

- the evaluation of the application (Application Fee)
- the cost of becoming accredited (Accreditation Fee)
- the anticipated cost of maintaining the accreditation (Maintenance of Accreditation Fees)

The Application Fee for new applicants is \$2 575.00. **This fee is non-refundable.** A "Cost Estimate for the Accreditation and Maintenance of Accreditation Fees" will be sent to the applicant and will be accompanied by an invoice for the Application Fee. These items will be sent to the laboratory after the application is reviewed and ensured to be complete.



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

The application fee covers the evaluation of the application. This includes a complete documentation review for compliance with CAN-P-4E (ISO/IEC 17025:2005) 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 laboratory may be charged additional staff time, at the rate of \$1 250 per day.

2.2 Evaluation of the Application

The Senior Program Officer (SPO) assigned to the file will evaluate the application documents and confirm:

- the eligibility of the applicant
- the estimate provided at the time of the application

The report of the evaluation and the confirmation of the fee estimate will be forwarded to the applicant laboratory.

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 laboratory 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.

Once both parties agree to proceed with the complete on-site assessment, the applicant laboratory 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.

2.3 On-site Assessment Visit Fees (Accreditation)

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



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TABLE C1 - ACCREDITATION and ANNUAL MAINTENANCE of ACCREDITATION FEE STRUCTURE

Base Fee	\$4 075.00
First Field of Testing OR First Forensic Discipline	\$850.00
Subsequent Fields of Testing or Subsequent Forensic Disciplines	\$800.00
Number of Program Specialty Areas	\$850.000 per Area
Number of Scope Listings OR Number of Forensic Techniques	\$83.00 per Listing or Technique

Where a laboratory is serviced both by SCC and an SCC Partner (CLAS or BNQ-EL), the fee structure below is applicable:

TABLE C2 – ACCREDITATION AND ANNUAL MAINTENANCE OF ACCREDITATION FEES FOR JOINTLY ASSESSED LABORATORIES

Joint Lab Designation based on predominant scope (Note 1)	Lead Partner and Team Leader	Governing Fee Structure for Laboratories
SCC – NRC/CLAS	SCC	SCC Fee Structure (Table C1) for Testing Scope. Refer to NRC-CLAS for the non-testing.
BNQ-EL – NRC/CLAS	BNQ-EL	BNQ-EL Fee Structure for Testing Scope; refer to NRC-CLAS for the calibration scope fees.



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Note 1: based on an evaluation conducted by SCC and the SCC Partner. The laboratory will be informed of the Lead Partner who will act as Team Leader upon acceptance of the application.

The Accreditation Fee and the Annual Maintenance Fee will not exceed \$28 325.00.

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 laboratory 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 requiring additional work for the Team Leader. Should this situation arise, the laboratory will be provided with the details and an estimate. All additional Team Leader professional time will be charged out at \$1 250.00 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 laboratory 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;
- first 50% of any applicable additional Team Leader professional fees;
- remaining 50% of the Accreditation Fee.

Where there are serious and critical non-conformances (Refer to CAN-P-1625 LABORATORY ACCREDITATION PROGRAM (PALCAN) Policy on Serious and Critical Non-Conformities), 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.

The laboratory is then required to address any findings. Once the Team is satisfied with the responses and evidence, the report is forwarded for approval.

Upon being granted accreditation, the laboratory 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 labs 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 laboratory or the documentation/implementation of their quality management system. Refer to the CAN-P-1625 LABORATORY ACCREDITATION PROGRAM (PALCAN) Policy on Serious and Critical Non-Conformities. An estimate for the visit will be provided. Team Leader and Technical Assessor professional fees



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apply to these visits. Team Leaders are charged out at \$1 250.00 per day and Technical Assessor professional fees depend on the individual assessor.

Upon completion of a verification visit, the laboratory 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)
- technical Assessor professional fees (travel time, visit and follow up)

Team Leader professional time will normally be charged out at \$1 250.00 per day. Technical Assessor professional time charges will vary. 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 laboratories will be charged the applicable annual fees for the upcoming year, invoiced according to the Fee Schedule in Table C1 or Table C2 as applicable. 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 laboratory shall exceed \$28 325.00.

Labs that are assessed by SCC's partner organizations are assessed a flat annual fee of \$825. This fee may be invoiced by SCC or the partner organization.

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 laboratory 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;



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- any applicable Technical Assessor professional fees or additional Team Leader professional fees.

Where the laboratory 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 (Refer to CAN-P-1625 LABORATORY ACCREDITATION PROGRAM (PALCAN) Policy on Serious and Critical Non-Conformities), 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.

The laboratory is then required to address any findings. Once the Team is satisfied with the responses and evidence, the report is forwarded for approval.

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 laboratories must submit requests for scope deletions (including: deletion of tests from the scope, withdrawal of a PSA 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 laboratories 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.

Each Scope Extension request must be accompanied by:

- a scope extension application - the application document and instructions are included in F0200- Application for Accreditation.
- a cheque made payable to the Standards Council of Canada for the applicable fees as defined in Table C3 below. The application costs are for the evaluation of the application.



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The laboratory 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 laboratory 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.

The Senior Program Officer assigned will evaluate the scope extension application to determine if the application qualifies as a Minor Scope Extension or a Major Scope Extension.

TABLE C3–SCOPE EXTENSION APPLICATION FEES

NUMBER OF ADDITIONAL LISTINGS	Application Fee
1 to 10	\$775.00
11-20	\$1 150.00
21 or more	\$1 575.00

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 laboratory’s competence to perform the requested tests. The criteria are set forth in Section 10 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 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 Program Specialty Areas, Fields of Testing, or Scope Listings. 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 \$28 325.00.

These costs will be determined during the evaluation process and as applicable an estimate will be provided to the laboratory. 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 laboratory’s competence to perform the requested additional tests. The criteria are set forth in Section 10 of CAN-P-1570. In addition to the Scope Extension Application Fees, the following additional fees may apply:



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- 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 \$1 250.00 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 \$1 250.00 (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 Program Specialty Areas, Fields of Testing, or Scope Listings. 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 \$28 325.00.

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:

- reinstatement of listings suspended due to Proficiency Testing (PT) results **;
- reinstatement of listings suspended for other reasons than PT;
- editorial changes;
- changes in ownership or changes to organization or laboratory name, laboratory address
- scope contact person and contact information;
- full or partial suspensions;
- full or partial withdrawals.

**There will be a single flat rate charge of \$155.00 for any changes to the scope due to PT results.

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;



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b) changes in ownership or changes to organization or laboratory name, laboratory 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 POLICY FOR REFUND FOR APPLICANT AND ACCREDITED LABORATORIES

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 Laboratories

4.1 Applicant Laboratories

- The application fee of \$2 575.00 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 laboratory 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.

4.2 Accredited Laboratories

- As annual fees are billed on the anniversary date of accreditation, laboratories 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 laboratory 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 laboratories, 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 laboratory whose accreditation is officially withdrawn by SCC.

4.3 Partner Assessed Laboratories (BNQ, NRC-CLAS)

Partner refund policies would apply. Check directly with the Partner for more specifics. Please note however that SCC Annual Fees charged to these laboratories are non-refundable.