

The Slovenian Accreditation Board has based on Article 17 of the Statute at its 68th session of 25 October 2023 adopted the following internal regulation laying down the

RULES ON PRICE FORMATION FOR THE SERVICES PROVIDED BY SLOVENIAN ACCREDITATION

I.

These Rules on Price Formation for Services regulate the specification and scope of the services provided by the public institute Slovenian Accreditation (hereinafter called "SA") and the prices for individual services and/or the way of their formation.

II.

1. The application fee shall comprise:
 - Briefing meetings;
 - Documents issued by SA or information on documents issued by the organisations of accreditation services to which SA is a member (EA, ILAC, IAF);
 - Drawing up a contract of accreditation;
 - Preparing and organising initial assessment; and
 - Drawing up and issuing Accreditation Certificate with Annex (scope of accreditation).
2. The rate for extending the scope of accreditation shall comprise:
 - Costs incurred through application for extension of scope;
 - Organising additional assessment needed for extension of scope; and
 - Drawing up and producing a new Annex to Accreditation Certificate.
3. The rate for maintaining accreditation of a laboratory or inspection body shall comprise:
 - Preparing and organising surveillance;
 - Notifying and informing of novelties and amendments to the accreditation system;
 - Updating the documents issued by SA or organisations of accreditation services to which SA is a member (EA, ILAC, IAF);
 - Informing of interlaboratory comparison tests in which SA is involved;
 - Maintaining of accreditation shall be invoiced once per surveillance period.
4. The rate for maintaining accreditation of a certification body, a verifier and an environmental verifier shall comprise:
 - Preparing and organising surveillance;
 - Notifying and informing about novelties and amendments to the accreditation system;
 - Updating the documents issued by SA and informing of amendments to documents issued by the organisations of accreditation services to which SA is a member (EA, ILAC, IAF);
 - Maintaining of accreditation shall be invoiced once per surveillance period.
5. The rate for a preliminary visit shall comprise:
 - Reviewing the client's documentation;
 - Preparing for preliminary visit;

- Carrying out preliminary visit at the client's site; and
 - Travel and other expenses of assessor/s.
6. The rate for one assessment day per assessor shall comprise assessment of the client's competence carried out by one assessor in one day, regardless of the assessor's origin. The rate shall also include all additional expenses incurred by the assessor or expert while carrying out the assessment, regardless of where he/she comes from. The rate shall include the execution of initial assessment, regular and extraordinary surveillance as well as re-assessment. One assessment day shall be considered to last 8 hours.

The rate for one assessment day shall be defined on the basis of the following rule:

$$X = \frac{A + B + C - D}{N}$$

where

X – rate for 1 assessment day

A – direct costs of external assessors (fee, travel and other expenses of assessors, translation)

B – part of SA's wages relating to the performance of accreditation procedures

C – part of recurring material costs directly related to the performance of accreditation procedures

D – other income from performance of accreditation (application, extension of scope, maintenance of accreditation, preliminary visit)

N – number of assessment days

The rate for an assessment day shall be defined by the SA Board in accordance with the above-given methodology.

The number of days needed for assessment and the number of assessors shall be defined by the SA Director separately for each procedure, on the basis of the requested scope of accreditation and availability of the assessors. Pursuant to accreditation rules, SA will inform the client of the expected scope of assessment prior to the assessment.

In addition to the work performed by the assessors at the client's site, the rates shall also take into account the time spent by the assessors on preparation of the assessment, drawing up assessment reports, and assessment of corrective actions (once only, provided that no additional assessment or re-assessment at the client's site is needed).

The following norms shall be taken into account for the preparation and post-assessment activities:

Senior assessor:

Initial assessment, re-assessment:

- Preparation: min. 1 day – max. 50 % of the time foreseen for assessment at the client's site;
- Post-assessment activities: min. 1 day – max. 50 % of the time foreseen for assessment at the client's site.

Surveillance:

- Preparation: min. 0.5 day – max. 50 % of the time foreseen for assessment at the client's site;
- Post-assessment activities: min. 0.5 day – max. 50 % of the time foreseen for assessment at the client's site.

Technical assessor and expert – all types of assessments:

- Preparation: min 0.5 day – max. 50 % of the time foreseen for assessment at the client's site;
- Post-assessment activities: min. 0.5 day – max. 50 % of the time foreseen for assessment at the client's site.

The time needed for preparation for assessment and post-assessment activities shall be determined by the SA Director, separately for each procedure, as a function of: scope of accreditation; complexity of assessment; complexity of the area under assessment; complexity or extent and transparency of the client's documentation; extent of the corrective action needed; and it may – in exceptional cases (e.g. very large scope of accreditation, very narrow scope of accreditation, very versatile scope, ...) – deviate from the above-given norms.

Should the assessment be extended for reasons that could not be foreseen at the time of assessment planning, the additional time spent on the assessment shall be additionally invoiced per each started hour.

Should additional assessment of corrective actions through studying the documentation or additional assessment at the client's site be required due to inadequateness of the proposed corrective actions, such assessment shall be additionally invoiced in proportion with the time actually spent by the assessor.

The client shall be entitled to file an appeal in accordance with the accreditation rules. The pre-condition for addressing the appeal shall be the payment on account of an amount equal to the rate of 1.5 assessment day. When the appeal is justified, the money paid on account will be reimbursed to the client.

III.

The rates for services specified in Annex 1 hereto shall apply to applications referring to one area of accreditation (calibration laboratory, testing laboratory, product certification body, quality system certification body, environmental management certification body, certification body for persons, inspection body) per one accredited body or body under procedure. Two bodies shall be considered as separate/independent when they do not have a common executive management team and/or when they do not have a common quality system.

IV.

In the case of a client expressing and justifying any special needs, which deviate from the standard procedures and which would result in an increase of SA's expenses, SA will define the rate in agreement with the client. In such a case, the provisions hereof as well as the actual expenses of the procedure shall apply, *mutatis mutandis*.

V.

The costs incurred through SA's requirements to participate in inter-laboratory comparisons or other proficiency testing programmes shall be defrayed by the accredited body.

VI.

The expenses (travel expenses, overnight stays, and the like) related to assessments performed outside Slovenia, shall be invoiced according to the actual expenses.

VII.

The accredited body shall pay the expenses of extraordinary surveillance under the same terms and conditions and in the same way as the expenses of regular surveillance. Exception shall be made of extraordinary surveillances carried out by SA as a result of complaints or in order to check information on the performance of the accredited body obtained from other sources, when the extraordinary surveillance fails to find any obvious relevant nonconformities in the performance of, or unfair work of the accredited body. In such cases the expenses of extraordinary surveillance shall be borne by SA.

VIII.

The rates for services specified in Annex 1 hereto shall not include VAT.

IX.

The rates for single SA's services not related to accreditation shall be determined in a non-profitable way by the SA Director

X.

These Rules on Price Formation shall enter into force on the date of their approval by the Government of the Republic of Slovenia.

These Rules on Price Formation shall be put out on the notice board of SA and shall permanently feature on SA's website, and shall be accessible to all SA's clients.

The new rate for assessment day referred to in Annex 1 shall be in force to the parties from 1 January 2024 onwards.

Done in Ljubljana, on 25 October 2023

The Board's Chairman
MSc Irena Možek Grgurevič

By its Decision No. 00731-1/2014/4 of 22 May 2014, the Government of the Republic of Slovenia gave its consent to these Rules on Price Formation.



ANNEX 1

RATES FOR SERVICES

Seq. No.	Type of service	Price in EURO
1	Application	480.00
2	Extension of scope of accreditation	260.00
3	Maintenance of accreditation of a laboratory or inspection body	260.00
4	Maintenance of accreditation of a certification body, a verifier and an environmental verifier	490.00
5	Preliminary visit	710.00
6	Assessment day per assessor	784.00