

Quality and Accreditation Institute

Centre for International Accreditation



Change Adapt Improve

FEE STRUCTURE FOR ACCREDITATION OF REFERENCE MATERIAL PRODUCERS

Issue No.: 01

Issue Date: November 2023

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Centre for International Accreditation		
Doc. No.: QAI-CIA 705 (A)	Fee Structure for Accreditation of Reference Material Producers	
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CHANGE HISTORY

Sl. No.	Doc. No.	Current Issue No.	Revised Issue No.	Date of Issue	Reasons

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**Fee structure for Reference Material Producers (covering all categories)
operating within India**

S. No.	Description	Fee Structure (QAI)
1.	Application Fee (non-refundable, to be paid along with the application)	
	Per Category – up to 2 subcategories e.g., Metals & Organic Reference Materials under Chemical Composition	Rs. 25,000/-
	For each additional sub-category in the same category	Rs. 5,000/-
2.	Accreditation Fee (Per discipline/ per year from the date of accreditation)	Rs. 40,000/-
3.	Renewal of Accreditation	
	Per Category – up to 2 subcategories e.g., Metals & Organic Reference Materials under Chemical Composition	Rs. 25,000/-
	For each additional sub-category in the same category	Rs. 5,000/-
3.	Change of Certificate	Rs. 3,000/-
4	Enhance of scope	
	Addition in sub discipline	Rs. 5,000/-
	Addition in sub discipline in existing discipline	Rs. 10,000

In addition to the above-mentioned fee, GST @18.0 % or as applicable from time to time to be paid

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Assessment Charges: In addition to the above fee, RMP shall bear the cost of following:

- a) Travel of the assessment team
- b) Accommodation and meals

No other overhead charges

Guidelines for Travel and Lodging:

- a. Travel to be made by Air in economy class (Apex fare) or by train in 2nd AC Class or by AC bus or by Taxi.
- b. The CAB will provide the tickets for travel as per above guidelines. If the journey is made by own car, the re-imbusement will be as per company's rules or restricted to 2nd AC Class fare by train.
- c. The CAB shall also make arrangements for travel & lodging for the Assessment team. A single occupancy AC accommodation may be provided for each Assessor/ Observer in a reasonably good hotel/ guesthouse and arrangement for local transportation from temporary residence to the CAB site and airport/ railway station/ bus stand.

Scope Extension:

In case of any extension in the existing accredited scope per additional category, INR 10000/man day would be applicable at the time of applying.

Fee Payment:

All payments through Bank Transfer shall be made as per following details:

Beneficiary name: Quality and Accreditation Institute Pvt. Ltd.

Beneficiary Address: A-34, Sector 48, Noida-201304, India

Bank Account number: 003105031612

Bank Details: ICICI Bank Limited, K-1, Senior Mall, Sector 18, Noida-201301, India

Bank IFSC Code: ICIC0000031

Bank Swift Code: ICICINBBNRI

PAN No.: AADCI3230L

GSTIN: 09AADCI3230L1ZK

Note: Any bank charges for transfer of fee is to be paid by the RMP.

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