

**SNAS****SLOVENSKÁ NÁRODNÁ AKREDITAČNÁ SLUŽBA**

Karloveská 63, P. O. Box 74, 840 00 Bratislava 4

Decision**RR-02****PRICE LIST OF SNAS SERVICES**

Approved by: **Mgr. Martin Senčák**
Director

Effective from: 01.01.2022	Edition: 3 Updating: 0	Document label: RR-02
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Date of elaboration: **30.09.2021**

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By coming into force of this RR expired the validity of **RR-02** from **01.08.2021**

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1 INTRODUCTION

This document provides principles for calculating fees for accreditation services and GLP as well as the method of payment for services provided by the Slovak National Accreditation System (hereinafter only the "SNAS").

2 RELATED DOCUMENTS

ISO/IEC 17011:2017 Conformity assessment - General requirements for accreditation bodies accrediting conformity assessment bodies

European Parliament and Council Directive (EC) no. 765/2008 laying down requirements for accreditation and market surveillance concerning placing products on the market and repealing the Directive (EEC) no. 339/93 (Text with EEA relevance)

The Act no. 67/2010 Coll. on conditions of placing chemical substances and chemical mixtures on the market and on the amendment and supplementation of certain acts (Chemical Act) as amended

The Act no. 222/2004 Coll. on value added tax as amended

The Act no. 505/2009 Coll. on the accreditation of the conformity assessment bodies and on the amendment and supplementation of certain laws as amended

3 PAYMENT FOR SNAS SERVICES

Price list for SNAS services includes rates and conditions of their application pursuant to the Act no. 505/2009 Coll. on the accreditation of the conformity assessment bodies and on the amendment and supplementation of certain laws as amended and pursuant to the European Parliament and Council Directive (EC) no. 765/2008. The non-profit and transparency principle is applied in accordance with the principles of ILAC, IAF and EA as well as with the principle of equal treatment with all accreditation applicants and accredited bodies.

All rates included in the Price list of services are stated excluding the value added tax (VAT). VAT shall be added to the rates included in the Price list of services in the amount as set forth by the law.

SNAS shall provide information and data on calculation of fees for a specific service free of charge.

Invoices for provided accreditation, reaccreditation and extended accreditation - shall be issued after the day on which decision on granting accreditation / certificate was issued.

Invoice for surveillance shall be issued after the day of decision of:

1. competent managing department (if result of surveillance isn't a change),
2. director (if result of surveillance is a change),
3. director (for every GLP surveillances).

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Invoice for annual fee for maintaining accreditation shall be issued until the end of January of the respective year.

Each invoice shall be due within 30 days after issuance. Based on a request of the applicant / accredited body / certificate holder, for whom a SNAS service is provided, extended maturity may be agreed; however, it shall not exceed 60 days after the date of issue.

For applicant / accredited body / certificate holder established outside of the Slovak Republic, maturity period can be agreed otherwise as mentioned above, however, it shall not exceed 60 days after the date of issue. An advance payment prior to the performance of assessment on site may be required under the contract.

Payments for provided services shall be made based on issued invoices via wire transfer to the SNAS's bank account held with the Statna pokladnica, Radlinskeho 32, 810 05 Bratislava, Slovakia, IBAN: SK02 8180 0000 0070 0036 9571.

4 TYPES OF FEES

The Price list contains detail rules on calculating the following fees:

- Application fee;
- Fees related to the accreditation services (assessment, surveillance);
- Annual fee for maintaining accreditation;
- Other fees.

5 APPLICATION FEE

Fee related to submission, registration and assessment of application is EUR 500 for each field of accreditation. The fee is due only with the first application for accreditation, when applying for an extension of another management system, a sector-specific scheme for certification bodies, and a request for the granted of a GLP compliance certificate. The applicant's identification number (IČO) is indicated as a variable symbol. The invoice (tax document) will be issued upon receipt of payment.

The fee shall be paid in advance when submitting the application and it is non-refundable.

6 FEES RELATED TO PROVISION OF ACCREDITATION SERVICES AND GLP

Overview of rates is divided according to individual fields of accreditation and individual tables contain basic rates for reaccreditation. Basic rates (in EUR) are divided into categories depending on the number of determining data from the scope of accreditation included in the following table.

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Field of accreditation	Determining data from the scope of accreditation
Calibration laboratories	Quantity
Calibration laboratories performing the calibration of recording equipment in road transport	Workplace
Testing laboratories	Principle / Kind / Type of method
Medicinal laboratories	Principle / Kind / Type of method
Bodies certifying management systems, environmental verifiers	EA code / Food chain categories / Technical Areas
Verifiers of greenhouse gas emissions	Activity group
Bodies certifying persons	Activity type/category
Bodies certifying products	Group of products
Inspection bodies	Inspection sub-field
PT and ILC providers	PT/ILC subject

Other services	Determining data
Good laboratory practice	Number of employees

Calculation of basic fees depends on the average time needed for complex assessment of meeting all accreditation requirements. The calculation includes all costs related to administrative works associated with provided accreditation service, study and assessment of the subject's documentation, costs for on-site assessment as well as costs for assessment completion.

Amount of the fee shall be notified to the applicant / accredited body / certificate holder together with a Proposal of the composition of the Assessment Group.

The basic rates are further regulated depending on time necessary for complex assessment of meeting all accreditation requirements, particularly:

- Assessment of more workplaces or workplaces situated in several locations;
- Assessment of flexible scope in case of laboratories;
- Assessment of employees expressing opinions and interpretations;
- Assessment of integrated management systems;
- Witness assessment (of certification bodies and verifiers).

In case of assessment in several locations of the accreditation applicant / accredited body or in several places of business, the fee shall be further adjusted. For every additional workplace / place of business, (unless explicitly stated otherwise below) the fee shall be

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increased by 25 per cent of the fee of respective category according to the number of determining data from the scope of accreditation in the given workplace/place of business. (Note: for purpose of the fee calculation: first workplace / place of business is one that has the highest number of determining data).

Particularities in individual fields of accreditation shall be taken into consideration through additional financial units specified below individual tables.

In other cases (e.g. extraordinary assessment, preliminary assessment, transfer of accreditation, evaluation of conformity with a new or updated regulation etc.) the hourly rate is used to calculate. The time capacity will be determined based on the actual time required for the assessment, including the preparation and completion of the assessment.

Hourly rate of SNAS	EUR 49.00
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CALIBRATION LABORATORIES

(IN EUR)

number of quantities	rate for accreditation	rate for reaccreditation	rate for surveillance	rate for annual fee for maintaining accreditation
1	3,920	3,136	1,568	500
2	4,704	3,920	2,156	600
3 – 5	6,664	5,488	3,136	700
6 – 10	9,016	7,840	4,704	1,000
11 – 17	11,368	9,800	5,880	1,200
18 – 25	13,720	11,760	8,624	1,500
for each additional 5	2,352	1,960	1,568	300

Field and scope of accreditation of calibration laboratories are defined in MSA-L/01.

(IN EUR)

Item	rate for accreditation	rate for reaccreditation	rate for surveillance
Flexible scope	980	980	392* ¹
Eligibility to issue opinions and interpretations* ²	100	100	-
In-home calibration	500	500	100

^{*1} For each two announced changes to the extent of the required flexibility

^{*2} For each worker issuing opinions and interpretations (at accreditation / re-accreditation / advanced accreditation and subsequently only for changes in persons issuing opinions and interpretations).

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CALIBRATION LABORATORIES – sector-specific scheme

Calibration laboratories performing the calibration of recording equipment used in road transport

(IN EUR)

Number of workplaces	rate for accreditation	rate for reaccreditation	rate for surveillance	rate for annual fee for maintaining accreditation
1	4,312	3,920	1,960	600
2 – 3	5,096	4,704	2,450	750
4 – 5	5,880	5,488	2,940	900
for each additional 2	784	784	490	150

For a calibration laboratory and a calibration laboratory performing the calibration of recording equipment used in road transport together, the resulting rate is calculated as the sum of rates for all quantities and sector specific scheme: reduced by EUR 1,960 for accreditation / re-accreditation and reduced by EUR 784 for surveillance.

TESTING AND MEDICINAL LABORATORIES

(IN EUR)

number of principles / / kinds / types of method	rate for accreditation	rate for reaccreditation	rate for surveillance	rate for annual fee for maintaining accreditation
1 – 2	3,528	2,744	1,568	500
3 – 5	4,312	3,528	1,960	600
6 – 10	5,096	4,312	2,744	700
11 – 15	7,056	6,272	4,312	1,000
16 – 20	8,624	7,448	5,096	1,200
21 – 30	10,584	9,016	6,272	1,400
31 – 40	12,936	10,976	7,448	1,700
41 – 50	13,328	12,544	8,624	2,000
for each additional 10	2,352	1,960	1,568	300

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Field and scope of accreditation of testing and medicinal laboratories are defined in MSA-L/01.

For each additional workplace / place of business, the fee shall be increased by 35 per cent of the fee of respective category according to the number of determining data from the scope of accreditation in the given workplace / place of business.

(IN EUR)

Item	Accreditation	Re-accreditation	Surveillance
Flexible scope	784	784	250 ^{*1}
Attestation / Review of Notification / Authorization Requirements ^{*2}	350	350	175
Verification of notification / authorization requirements at an entity accredited by an accreditation body other than SNAS	850	850	850
Eligibility to issue opinions and interpretations ^{*3}	100	100	-
In-home calibration	500	500	100

^{*1} increased by EUR 20 for every reported change in the extent of flexibility

^{*2} concerns instances where SNAS is the notification authority under the law

^{*3} for each worker issuing opinions and interpretations (at accreditation / re-accreditation / advanced accreditation and subsequently only for changes in persons issuing opinions and interpretations).

INSPECTION BODIES

(IN EUR)

number of inspection sub-fields	rate for accreditation	rate for reaccreditation	rate for surveillance	rate for annual fee for maintaining accreditation
1 – 2	3,528	2,744	1,568	500
3 – 4	4,312	3,528	2,156	600
5 – 7	5,096	4,312	2,352	700
8 – 10	5,880	5,096	3,136	850
11 – 15	7,056	5,880	3,920	950
16 – 20	7,840	6,664	4,704	1,050
21 – 30	8,624	7,448	5,880	1,200
for each additional 10	1,568	1,176	784	300

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Field and scope of accreditation of inspection bodies are defined in MSA-I/01.

For each additional workplace / place of business, the fee shall be increased by 15 per cent of the fee of respective category according to the number of determining data from the scope of accreditation in the given workplace / place of business.

(IN EUR)

Item	rate for accreditation	rate for reaccreditation	rate for surveillance
In-home calibration	500	500	100

PROFICIENCY TESTING PROVIDERS

(IN EUR)

number of PT/ILC subjects	rate for accreditation	rate for reaccreditation	rate for surveillance	rate for annual fee for maintaining accreditation
1 – 2	3,136	2,744	1,960	500
3 – 4	3,528	3,136	2 352	600
5 – 7	4,312	3,920	2,744	700
8 – 10	4,704	4,312	3,136	800
11 – 15	5,880	5,096	3,528	1,000
for each additional 5	1,176	1,176	784	300

Field and scope of accreditation of proficiency testing providers are defined in MSA-L/01.

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CERTIFICATION BODIES – PRODUCTS

(IN EUR)

number of product types	rate for accreditation	rate for reaccreditation	rate for surveillance	rate for annual fee for maintaining accreditation
1	2 352	1,960	1,372	500
2	3,528	3,136	2,548	600
3 – 5	4,312	3,920	2,744	700
6 – 10	4,704	4,312	3,136	800
for each additional 5	392	392	392	200

CERTIFICATION BODIES – PRODUCTS – sector-specific scheme

(IN EUR)

specific scheme	rate for accreditation	rate for reaccreditation	rate for surveillance	rate for annual fee for maintaining accreditation
eIDAS	4 704	4,312	3,136	800

Scope and scope specification of accreditation of bodies certifying products are defined in MSA-CP/01.

In case of assessment of certification body certifying goods as well as processes according to sector-specific schemes – eIDAS the resulting rate shall be calculated as the sum of rates for all product types and sector-specific scheme decreased by EUR 1,176 for accreditation / reaccreditation and EUR 784 for surveillance.

(IN EUR)

Number of audit days*	rate for witness assessment
up to 2	1,372
up to 4,5	1,960
5 and more	2,548

**Note: The audit day is considered an audit day of the certification body.*

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CERTIFICATION BODIES – MANAGEMENT SYSTEMS

(IN EUR)

level	rate for accreditation	rate for reaccreditation	rate for surveillance	rate for annual fee for maintaining accreditation
1	3,528	3,136	1,960	600
2	4,312	3,920	2,548	700
3	4,900	4,508	3,136	800
4	5,488	5,096	3,920	1,000

The number of determining data for management systems and various difficulty levels is defined in the following table:

level	number of EA codes for QMS, EMS, OHSAS, QMS-W, QMS-EoW, BCMS	number of categories of foodchain for FSMS	number of technical areas for QMS - MD	number of technical areas for EnMS	management system
1	1 – 5	1 – 2	1 – 5	1 – 2	SFCS
2	6 – 10	3 – 5	6 – 10	3 – 4	ABMS
3	11 – 20	6 – 8	11 – 18	5 – 6	ISMS
4	21 – 39	9 – 11	19 – 35	7 – 8	ITSMS

Scope and scope specification of accreditation of bodies certifying management systems are defined in MSA-CS/01.

The stated rates apply to assessment of the certification body certifying the management systems according to one certification standard. This rate shall be increased in case of assessment of other management systems (integrated management systems) by 40 per cent of the basic rate for every additional management system. For purpose of the fee calculation: the basic management system for the purposes of calculation is considered to be the management system with the highest degree of difficulty according to the table.

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(IN EUR)	
Number of audit days*	rate for witness assessment
up to 2	1,372
up to 4,5	1,960
5 and more	2,548

**Note: The audit day is considered an audit day of the certification body.*

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CERTIFICATION BODIES – PERSONS

(IN EUR)

number of activity types/categories	rate for accreditation	rate for reaccreditation	rate for surveillance	rate for annual fee for maintaining accreditation
1 – 2	2,744	2 352	1,568	500
3 – 5	3,136	2,744	1,960	600
6 – 10	3,528	3,136	2,548	700
11 – 20	4,312	3,920	3,136	800
for each additional 5	392	392	392	200

CERTIFICATION BODIES – PERSONS – sector-specific scheme

(IN EUR)

sector-specific scheme	rate for accreditation	rate for reaccreditation	rate for surveillance	rate for annual fee for maintaining accreditation
in the field of cyber security, information systems	4,312	3,920	3,136	800

Scope and scope specification of accreditation of bodies certifying persons are defined in MSA-CO/01.

In case of assessment of certification body certifying persons as well as persons according to sector-specific schemes (in the field of cyber security, information systems) the resulting rate shall be calculated as the sum of rates for all activity types/categories and sector-specific scheme decreased by EUR 1,176 for accreditation / reaccreditation and by EUR 784 for surveillance.

(IN EUR)

duration of the test *	rate for witness assessment
up to 1 day	980
up to 1,5 day	1,372

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2 and more days	1,960
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ENVIRONMENTAL VERIFIERS

(IN EUR)

počet EA kódov	rate for accreditation	rate for reaccreditation	rate for surveillance	rate for annual fee for maintaining accreditation
1 – 5	3,528	3,136	1,960	600
6 – 10	4,312	3,920	2,548	700
11 – 20	4,900	4,508	3,136	800
21 – 39	5,488	5,096	3,920	1 000

Scope and Scope Specification of Accreditation of Environmental Verifiers are defined in MSA-E/01.

(IN EUR)

Number of audit days*	rate for witness assessment
up to 2	1,372
up to 4,5	1,960
5 and more	2,548

**Note: The audit day is considered one day of verification by one verifier.*

For the supervision of accredited environmental verifiers for the purposes of registration of organizations by the competent EMAS authority, the surveillance / reaccreditation rate shall be increased by:

(IN EUR)

Number of registered organizations*	rate
1 – 5	784
6 – 10	1,960
for each additional 10	980

* number of registered organizations published in the EMAS Register in the Slovak Republic.

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SUPERVISION OF FOREIGN ENVIRONMENTAL VERIFIERS

The rate for the supervision of foreign environmental verifiers is differentiated according to whether it is the first verification of the environmental verifier on the territory of the Slovak Republic and according to the method of its performance (witness assessment / review of verification documentation). In case of first verification on the territory of the Slovak Republic is supervision performed always as the witness assessment.

(IN EUR)

Number of audit days*	rate for witness assessment
up to 2	1,372
up to 4,5	1,960
5 and more	2,548

**Note: The audit day is considered one day of verification by one verifier.*

In the case of supervision in the form of examination of documentation, the following rates are applied:

(IN EUR)

Item	rate
comprehensive review of verification documentation	1,372
review of completeness of verification documentation	490

VERIFIERS OF GREENHOUSE GAS EMISSIONS

(IN EUR)

počet skupín činností	rate for accreditation	rate for reaccreditation	rate for surveillance	rate for annual fee for maintaining accreditation
1 – 5	2,744	2,352	1,568	500
6 – 11	2,940	2,548	1,960	600
12 – 14	3,332	2,940	2,352	700

Scope and scope specification of accreditation of greenhouse gas verifiers are defined in MSA-V/01.

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(IN EUR)

Number of audit days*	rate for witness assessment
to 2	1,372
to 4,5	1,960
5 and more	2,548

**Note: The audit day is considered one day of verification by one verifier.*

GLP

(IN EUR)

number of employees	rate for granted/renewed certificate
1 – 10	4,312
11 – 20	5,488
21 – 30	6,272
for each additional 10	784

The rate for pre-inspection is EUR 1,764.

EXTENSION

The rate for extension is set at the rate corresponding to the scale of the extension multiplied by a coefficient of 0.50. In case of extension by an additional management system or sector-specific scheme (calibration of recording equipment in road transport; eIDAS; in the field of cyber security, information systems) the adjusted rate for extension (using a coefficient of 0.50) shall be increased by EUR 1,960 for each additional system or scheme.)

EXTRAORDINARY / ADDITIONAL ASSESSMENT

Extraordinary assessment is performed as accreditation service, which is not preliminary assessment, assessment for the purpose of accreditation, reaccreditation, extension of accreditation or surveillance. Fee for extraordinary assessment shall be calculated by multiplying the number of hours required for assessment (time required for taking into account necessary extent of assessment) and hourly rate.

WITNESS ASSESSMENT

The prescribed number of witness assessment in case of certifying bodies and verifiers is stated in applicable methodological accreditation guidelines (MSA-CO/03, MSA-CP/03, MSA-CS/15, MSA-E/05, MSA-V/03).

PRELIMINARY ASSESSMENT

The fee for preliminary assessment has to be paid prior to the performance of the assessment on site based on the issued invoice. Fee for preliminary assessment shall be calculated by multiplying the number of hours required for assessment (time required for taking into account

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necessary extent of assessment) and hourly rate.

SUBCONTRACTS

If the accreditation services for SNAS is subcontracted and performed by another accreditation body, SNAS shall add to the price calculated by the accreditation body (excluding travel costs if they are calculated separately) costs related to administrative preparation and completion of the accreditation service amounting to 15 per cent of the price specified by the subcontractor , or a minimum of EUR 392.

If SNAS performs the accreditation service upon request of another accreditation body, it shall be added to the amount of the fee determined as the product of the number of hours required to perform the accreditation service (time taking into account the necessary scope of assessment) and the hourly rate, the cost of translating the relevant documents into English.

TRAVEL, LODGING AND OTHER COSTS RELATED TO ASSESSMENT

Travel expenses and other costs (e.g. lodging) of the assessors are for the performance of services in the territory of the Slovak Republic included in the calculated amount in accordance with the above procedures.

For applicants / accredited bodies / certificate holders based in the Slovak Republic, for whom the assessment is performed by foreign assessors or experts, as well for applicants / accredited bodies / certificate holders based outside the Slovak Republic and for services provided outside the Slovak Republic, the travel expenses expenses (accommodation, transport, visa fees, etc.) and other costs (e.g. interpreting services, processing of services outside of the Slovak Republic, increased time spent by assessment in foreign language , etc.) shall be calculated separately, in "Other necessary costs" for the accreditation service and shall be invoiced in the amount of actual costs.

The basic rate is increased by EUR 392 for administrative tasks associated with cross-border accreditation.

The basic rate is increased by EUR 392 for assessment in a foreign language.

For the time spent traveling on services outside the Slovak Republic (back and forth), the financial compensation will be applied as follows: if transport takes less than 4 hours, double of the hourly SNAS rate for each assessor; if transport takes more than 4 hours and less than 8 hours, quadruple of the hourly SNAS rate for each assessor; for transport lasting more than 8 hours, eight times of the hourly SNAS rate for each assessor.

SPECIAL CASES

If the accreditation service may not be completed from reasons on the part of the applicant / accredited body or if SNAS and the applicant / accredited body / certificate holder agree that it is no longer possible to proceed in accordance with the assessment plan, the invoice shall include performed activities (up to 100 per cent).

If SNAS paid non-refundable travel or lodging costs, they shall be invoiced to the applicant / accredited body / certificate holder in the full amount.

If using of the services of a foreign assessor / expert (e.g. because the applicant / accredited body / certificate holder refuses Slovak assessors / experts respectively in the Slovak Republic is not required assessor / expert or abroad it is necessary to use the local assessor / expert) is necessary, all costs incurred in this connection shall be invoiced in the amount of actual costs.

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7 ANNUAL FEE FOR MAINTAINING ACCREDITATION

SNAS shall charge the accredited bodies an annual fee for maintaining accreditation to ensure proper functioning of the accreditation system in accordance with requirement of international accreditation organisations, whose membership is essential for SNAS (EA, ILAC, IAF).

Annual fee for maintaining accreditation must be paid on an invoice bases.

If an applicant is granted accreditation during the year, it shall be charged the aliquot part of the annual fee. Suspension of accreditation of an accredited body shall not affect payment of the annual fee. If the accreditation is ceased or repealed during the year, the aliquot part of annual fee is refundable.

The rates of the annual fee for maintaining accreditation are listed above in the individual tables according to the areas of accreditation, depending on the number of determining data from the scope of accreditation.

In the case of certification bodies certifying management systems, the rate is for one accredited system. For each additional management system (integrated management systems), this is increased by EUR 300; whereas the basic management system for calculation purposes is considered to be the management system with the highest degree of complexity.

If one legal person has accredited several laboratories, inspection bodies or certification bodies or their combination, the annual fee for maintaining accreditation shall be calculated as a sum of fees for the individual granted accreditations.

8 OTHER FEES

ISSUANCE OF ACCREDITATION CERTIFICATES

First certificate in the Slovak language resp. English language is included in the fee for the accreditation service or in the fee for maintaining accreditation.

9 INTERIM PROVISIONS

Services commenced prior to the effective date of this document shall be completed at a fee determined by the original document.

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