

## Services and Fee Schedule

### Biological Testing and Chemical Testing Laboratory Accreditation Programmes



The NZ mark of competence  
Tohu Matatau Aotearoa

#### Effective July 2020

The following are services and current fees applicable for these IANZ programmes. All prices are exclusive of GST. The hours charged will include all time involved in servicing clients. Every effort is made to keep time and expenses to a minimum.

#### 1. Getting Started

An information package describing the Accreditation Programme is provided free of charge. It contains the criteria, procedures and conditions for accreditation, an application form, questionnaire and general information.

#### 2. Advisory Visit

On request, an IANZ assessor can visit your organisation to discuss all aspects of the accreditation process and criteria for accreditation. Some indication of the present status of your management system in relation to the criteria may be provided either verbally or in writing.

**Fee** Time @ \$230.00 per hour  
Travel time @ \$115.00 per hour  
Meals, accommodation and travel at cost

#### 3. Application for Accreditation

The application fee should normally accompany your application for accreditation. An exception to this is if your business unit is already accredited by IANZ within another programme.

**Fee** \$1,008.00 per organisation

#### 4. Initial Assessment

The initial assessment covers the review of your documents prior to the visit, briefing of assessors and arrangements for the visit, the on-site assessment and post-assessment procedures. If successful, accreditation will be granted once all outstanding fees are paid.

**Fee** Time @ \$230.00 per hour  
Travel time @ \$115.00 per hour.  
Meals, accommodation, travel and Technical Expert fees (when charged) at cost.

#### 5. Annual Administration Fee

Administration Fees are charged as a fixed fee annually to accredited organisations to offset some of the fixed costs of administering IANZ as a user-

funded organisation. These include not only the day-to-day administration and on-going development of the IANZ Accreditation Programmes (such as the maintenance of the accreditation register, the database of accredited organisations and their scopes of accreditation, the handling of enquiries about the accreditation status of organisations, logistical support for the conduct of assessments and the operation of the Professional Advisory Committees), but also the corporate costs associated with any service organisation and those particular to IANZ's role as a Crown Entity. It also includes an international recognition levy of \$580.00 per accreditation (up to a maximum of \$1,160 per laboratory).

**Fee** \$1,164.00 per assessment unit (plus \$580.00 per accreditation international recognition levy, up to a maximum of \$1,160.00 per accredited laboratory)

#### 6. Ongoing Assessments

Each year IANZ will visit your organisation and assess your management system for compliance with the criteria. Every second year, an assessment will be undertaken using external Technical Experts along with an IANZ Lead Assessor (Technical Assessments and Reassessments). Continuing accreditation is conditional on timely payment of fees.

**Fee** Time @ \$230.00 per hour  
Travel time @ \$115.00 per hour.  
Meals, accommodation, travel and Technical Expert fees (when charged) at cost.

#### 7. Special Assessments

Special assessments may be undertaken at your request to effect an extension to the scope of accreditation. Occasionally, additional assessments may be carried out by IANZ as a result of a complaint or non-conformance.

**Fee** Time @ \$230.00 per hour  
Travel time @ \$115.00 per hour.  
Meals, accommodation, travel and Technical Expert fees (when charged) at cost.