

Pursuant to Article 6 of the Law on Accreditation (“Official Gazette of SCG”, No. 44/05), Article 10 of the Decision on the Establishment of the Accreditation Body (“Official Gazette of RCG”, No. 21/07), and Article 14 of the Statute of the Accreditation Body of Montenegro (ATCG), the Governing Board of the Accreditation Body of Montenegro, at its session held on 03 December 2007, adopted:

## **DECISION ON THE AMOUNT OF ACCREDITATION COSTS**

### **Article 1**

This Decision establishes the amount of fees, as well as the method and deadlines for the payment of accreditation costs incurred in the accreditation procedure before the Accreditation Body of Montenegro (hereinafter referred to as: the Accreditation Body).

The definitions used in this Decision are set out in the document Rules of Accreditation.

### **Article 2**

The applicant for accreditation and the accredited organization undergoing the assessment procedure shall be obliged to pay the accreditation costs in accordance with this Decision.

The fees covering the accreditation costs shall amount to:

<b>A - Review and acceptance of the application for granting accreditation</b>	<b>300 €</b>
<b>B - Extension of the scope of accreditation</b>	<b>150 €</b>
<b>C - Maintenance of accreditation of a laboratory or an inspection body</b>	<b>200 €</b>
<b>D - Maintenance of accreditation of a certification body</b>	<b>250 €</b>
<b>E - Pre-assessment</b>	<b>360 €</b>
<b>F - Assessor day (per assessor/expert)</b>	<b>300 €</b>

Value added tax (VAT) is not included in the fees referred to in paragraph 2 of this Article.

### **Article 3**

The fee for the review and acceptance of the application for granting accreditation includes:

- providing information and communication with the applicant and assessors,
- delivery of documentation applied by the Accreditation Body and information on the documentation used by accredited organizations as reference documents,
- formal review of the submitted documentation,
- preparation of the accreditation agreement,
- preparation and organization of the initial assessment,
- preparation and issuance of the decision on accreditation with annex (scope of accreditation).

### **Article 4**

The fee for extension of the scope of accreditation includes:

- costs of the application for extension of the scope of accreditation,
- organization of additional assessment required as a result of the extension of the scope,
- preparation and issuance of a new annex to the decision on accreditation.

### **Article 5**

The fee for maintenance of accreditation of a laboratory or inspection body includes:

- preparation and organization of surveillance,
- notification and provision of information on developments within the accreditation system,
- updating of documentation applied by the Accreditation Body,
- information on interlaboratory comparisons in which the Accreditation Body is involved.

Maintenance of accreditation is calculated once per year.

### **Article 6**

The fee for maintenance of accreditation of a certification body includes:

- preparation and organization of surveillance,
- notification and provision of information on developments within the

accreditation system,

- updating of documentation applied by the Accreditation Body.

Maintenance of accreditation is calculated once per year.

### **Article 7**

The pre-assessment fee includes:

- review of the applicant's documentation,
- preparation for the pre-assessment,
- conducting the pre-assessment of the applicant,
- travel and other costs of the assessors.

### **Article 8**

The assessor day fee includes one day (an assessor day is calculated as eight hours) of one assessor/expert with all additional costs incurred by the assessor, regardless of where within the territory of Montenegro the assessor comes from.

The number of assessor days depends on the scope of the submitted documentation, the type of assessment, the scope of accreditation, the time required for witnessing, report writing, additional witnessing, etc.

Norms for preparation of the assessment and activities after the assessment:

#### **Lead assessor**

*Initial assessment, reassessment.*

- preparation: minimum 1 day - maximum 1/2 of the planned time for on-site assessment (at the applicant's premises)
- after assessment activities: minimum 1 day - maximum 1/2 of the planned time for on-site assessment (at the applicant's premises)

*Surveillance:*

- preparation: minimum 1/2 assessor day - maximum 1/2 of the planned time for on-site assessment (at the applicant's premises)
- after assessment activities: minimum 1/2 assessor day - maximum 1/2 of the planned time for on-site assessment (at the applicant's premises)

**Assessor or technical expert - all types of assessments:**

- preparation: minimum 1/2 assessor day - maximum 1/2 of the planned time for on-site assessment (at the applicant's premises)

- after assessment activities: minimum 1/2 assessor day - maximum 1/2 of the planned time for on-site assessment (at the applicant's premises)

### **Article 9**

The number of assessor days required for conducting the accreditation procedure shall be determined for each individual case and depends on: the type of assessment, the number of employees in the organization applying for accreditation, the number of applied methods, the number of applied measured quantities, i.e. the scope of accreditation, etc.

For the estimated costs referred to in paragraph 1 of this Article, the Accreditation Body shall issue a pro forma invoice which the applicant must pay before the start of the assessment procedure.

Upon completion of the accreditation procedure, the Accreditation Body shall issue an invoice including the actual assessment costs.

The difference between the pro forma invoice and the actual costs shall be paid within 15 days from the date of issuance of the invoice containing the actual assessment costs.

### **Article 10**

If, for any type of assessment, it is necessary to engage assessors/experts from outside Montenegro, the applicant for accreditation or the accredited organization shall bear the full costs of their engagement.

### **Article 11**

The accredited organization or the organization applying for accreditation must settle its obligations in accordance with the (pro forma) invoice issued by the Accreditation Body prior to the assessment/surveillance visit.

### **Article 12**

Costs within the accreditation system shall be paid in accordance with the instructions provided in a written notification issued by the Accreditation Body.

### **Article 13**

Costs incurred by accredited organizations for participation in interlaboratory testing or other proficiency testing programmes shall be borne by the accredited organization.

#### **Article 14**

The accredited organization shall be obliged to pay the costs of extraordinary surveillance under the same conditions and in the same manner as the costs of regular surveillance.

#### **Article 15**

This Decision shall enter into force on the eighth day following the date of its publication in the "Official Gazette of Montenegro".

Chairman of the Management Board  
Prof. Dr Zdravko Krivokapić

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