



## 2016–2017 Fee schedule

### Australian-based Facilities

(from 1 July 2016 to 30 June 2017)

Services	Fee (incl. GST)
Advisory Visit	Schedule A (see below)
Documentation Review	Schedule A (see below)
Application Fees <sup>1</sup>	
- Standard	\$ 2,668
- Corporate Accreditation <sup>2</sup>	
- Conversion of existing accreditations to Corporate	No Application Fee
- Additional application in same program and same location	\$ 1,334
- Additional application in different program or different location	\$ 2,668
Initial Assessment and any visits other than routine Reassessments or Surveillance Visits <sup>3</sup>	Schedule A (see below)
Administration Charge <sup>4</sup>	\$378
Linked Accreditation <sup>5</sup>	Discount may apply

Schedule A	Fee (incl. GST)
Preparation, on-site visit and/or in-office activity, and reporting time	\$ 263 / hour
Travel, accommodation and associated expenses <sup>6</sup>	At cost

#### Annual Fee<sup>7</sup> (all fees include GST):

Zone	Distance <sup>8</sup> (km)	Regional Surcharge	Admin Fee <sup>9</sup>	Fee per Unit <sup>10</sup>	Total Fee (Example: One Unit)	Total Fee (Example: Two Units)
1	0-100	0	\$ 2,028	\$ 2,497	\$ 4,525	\$ 7,022
2	100-200	5%	\$ 2,129	\$ 2,622	\$ 4,751	\$ 7,373
3	200-750	10%	\$ 2,231	\$ 2,747	\$ 4,978	\$ 7,725
4	750-1500	15%	\$ 2,332	\$ 2,872	\$ 5,204	\$ 8,076
5	Over 1500	20%	\$ 2,434	\$ 2,996	\$ 5,430	\$ 8,426

To calculate the Total Fee, multiply the number of units for the facility by the Fee per Unit and add one Admin Fee.

See Notes (over)

# Notes

1. If an initial assessment has not been conducted within twelve months of the application date and the delay has been caused primarily by the applicant, an additional application fee will be charged. If the application is still pending after two years of the application date, the application will lapse.
2. See Policy Circular #1 available in the Publications section at [www.nata.com.au](http://www.nata.com.au) or from your nearest NATA office.
3. These include Follow-up Initial Assessments, Chargeable Reassessments, Follow-up Reassessments, Variation Visits (on-site or desk-top reviews for extensions to the scope of accreditation), Shortened Reassessments and Shortened Surveillance Visits.

NATA invoices on a monthly basis for any additional accreditation services performed outside of regular reassessments or surveillance visits.

Extensions to the scope may be accommodated at the same time as a scheduled routine reassessment or surveillance visit, however, only where review of the additional activities does not compromise the purpose of the reassessment or surveillance visit. Where additional effort is required to accommodate the extension to the scope, fees will be charged in accordance with this schedule.

4. Administration Charge – All on-site chargeable accreditation activities (see note 3) will attract an additional fee to cover the administrative costs of processing these activities.
5. More than one field or program in the same location, with the same Authorised Representative and the same company name.
6. NATA will endeavor, when possible, to schedule other work in the nearby area to minimise the costs to customers concerned.
7. Annual fees (pro-rata to 30 June in the first year) are charged from the date of accreditation and generally cover the cost of routine Reassessments and Surveillance Visits. Usually, no additional time or travel costs are levied.

However, if a facility refuses to accept suitable, available, local assessors, all costs of travel, accommodation and other expenses to bring assessors from other locations are passed on to the facility.

For GLP facilities, the annual fees cover the cost of the study audit conducted one year after the initial assessment, two-yearly reassessments, and any site visits associated with reassessments. If additional study audits or site visits are required e.g. at the request of sponsors or Australian or overseas regulatory/receiving authorities, all costs plus time at the hourly rate will be charged.

8. In a State where there is a NATA office, distance is measured from the facility to the capital city GPO. Tasmania and the ACT are in Zone 3; the Northern Territory is in Zone 5.
9. The Administration Fee component of the Annual Fee covers the cost of maintaining NATA as an organisation capable of providing accreditation and related services.
10. The cost of establishing and maintaining an accreditation or GLP recognition varies with its breadth and complexity. A unit is a measure of the assessment effort incurred to service an accredited facility.