



2018-2019 Fee schedule Australian-based Facilities July 2018 to June 2019

Services	Fee (incl. GST)
Application Fees¹	
- Per site per Program (Standard)	\$ 2,780.87
- Corporate Accreditation	
- Conversion of existing accreditations to Corporate	No Charge
- Additional application in different Program (Standard) or different location	\$ 2,780.87
Chargeable Jobs	
Administration Charge per visit ²	\$ 394.49
Advisory Visit	Time for preparation, on-site visit and post visit activity @ \$273.90/hr Travel, Accommodation & associated expenses @ cost ⁴
Documentation Review	
Initial Assessment and any visits other than routine visits ³	
Annual Fees⁵	
- Administration Fee ⁶	\$ 2,114.52
- Membership Fee	Fee based on Scope of Accreditation

Regional Surcharge Zones⁷:

Apply to Annual Administration and Membership Fees

Zone	Distance (km)	Regional Surcharge
1	0 – 99	0%
2	100 – 199	5%
3	200 – 749	10%
4	750 – 1499	15%
5	1500 and over	20%

Notes

1. Application fee is not refundable. 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. 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.
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 of accreditation 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. NATA will endeavor, when possible, to schedule other work in the nearby area to minimise the costs to customers concerned.
5. The Annual Membership fee represents the estimated assessment effort (Assessment Effort) to service an accredited facility over its accreditation cycle. It is levied to recover the costs from all members on a fair and equitable basis. Prior to the Financial Year ended 30 June 2018, the annual fee was expressed in Chargeable Units which was also based on estimated assessment efforts. The adoption of Assessment Effort should not affect the basis on which the annual fee is now calculated. The Assessment Effort method simply allows for a more refined methodology to determine the effort required for the delivery of assessments and a more efficient way to monitor cost and invoicing.

Annual fees (pro-rata to 30 June in the first year) are charged from the date of accreditation and 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.

Linked Accreditation discounts may apply for facilities with more than one Site in the same location, with the same Authorised Representative and the same company name.

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.

6. The Administration Fee component of the Annual Fee covers the cost of maintaining NATA as an organisation capable of providing accreditation and related services.
7. Distance is measured from the facility to the capital city GPO.