



Fee structure (LA-R-02)

Bureau of Laboratory Accreditation

Department of Science Service

Ministry of Higher Education, Science, Research and Innovation

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Introduction

This document lays down the fees applicable to laboratories and/or proficiency testing providers (PTP) and/or reference material producer (RMP) seeking and maintaining accreditation from the Bureau of Laboratory Accreditation, Department of Science Service (BLA-DSS).

The fee structure and applicable rates are reviewed at the appropriate time by the BLA-DSS in conjunction with the DSS. It is the responsibility of the BLA-DSS to publish revised fees in the form of a revision to this document and on the website www.dss.go.th.

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1. Scope

This document is applicable to all applicants and accredited laboratories and/or proficiency testing providers and/or reference material producers of the Bureau of Laboratory Accreditation, Department of Science Service.

2. Definitions

2.1 The BLA-DSS means the Bureau of Laboratory Accreditation, Department of Science Service.

2.2 Certificate means Certificate of accreditation.

2.3 Proficiency Testing Provider (PTP) means organisation that set out the proficiency testing program comply with international standard.

2.4 Reference Material Producer (RMP) means organisation that set out the reference material comply with international standard.

3. Application fee

3.1 For laboratory accreditation

The first step when seeking accreditation is to submit a completed application form (LA-F-01) and supporting documents for application form (LA-F-02) together with the application fee. The application fee is 1,000 Baht and must be paid at the time of submission of the application in cash or cheque (interbranch bank) or draft of company/ organisation paying to Department of Science Service at Finance Sub-Division, Department of Science Service, Tua Lapanugom Building. This application fee allows a preliminary review of the application to assess the readiness for accreditation. Once accredited, no further application fee is payable for subsequent extensions to scope to that accreditation to ISO/IEC 17025 and reassessment.

3.2 For PTP accreditation

The first step when seeking accreditation is to submit a completed application form (LA-F-201) and supporting documents for application form (LA-F-202) together with the application fee. The application fee is 1,000 Baht and must be paid at the time of submission of the application in cash or cheque (interbranch bank) or draft of company/ organisation paying to Department of Science Service at Finance Sub-Division, Department of Science Service, Tua Lapanugom Building. This application fee allows a preliminary review of the application to assess the readiness for accreditation. Once accredited, no further application fee is payable for subsequent extensions to scope to that accreditation and reassessment.

3.3 For RMP accreditation

The first step when seeking accreditation is to submit a completed application form (LA-F-301) and supporting documents for application form (LA-F-302) together with the application fee. The application fee is 1,000 Baht and must be paid at the time of submission of the application in cash or cheque (interbranch bank) or draft of company/ organisation paying to Department of Science Service at Finance Sub-Division, Department of Science Service, Tua Lapanugom Building. This application fee allows a preliminary review of the application to assess the readiness for accreditation. Once accredited, no further application fee is payable for subsequent extensions to scope to that accreditation and reassessment.

The application fee paid is not refundable.

4. Preassessment fee

- 4.1 The BLA-DSS will normally undertake a preassessment of the laboratory and/or PTP and/or RMP to confirm implementation of the documented quality system and to provide a forum for discussions on the assessment process. The preassessment is highly recommended but not mandatory.

4.2 The preassessment visit is normally conducted by the Lead Assessor and Case Officer from the BLA-DSS (these may be the same person) over the course of a single day. In some cases the BLA-DSS may advise the laboratory that more than one representative may be required if the proposed scope of operation is extensive.

4.3 The preassessment is free of charge, but does not include costs for travel for all representatives and subsistence costs where applicable. The BLA-DSS will make an agreement with the laboratory and/or the PTP and/or the RMP before the preassessment.

5. Initial assessment, surveillance, extension and reassessment fees

5.1 The current daily rate for assessment work is 2,000 Baht per person per day. All assessment, surveillance, extension and reassessment fees are billed in units of one day.

5.2 The fee for the assessment is payable before the assessment in cash or cheque (interbranch bank) or draft of company/organisation paying to Department of Science Service at Finance Sub-Division, Department of Science Service, Tua Lapanugom Building or payment via Krung Thai Bank using the laboratory fee payment slip (LA-F-94).

5.3 In addition to the daily fee the laboratory and/or PTP and/or RMP will be responsible for all costs incurred for additional travel and subsistence of the assessment team members. The BLA-DSS will make an agreement with the laboratory and/or PTP and/or RMP before the assessment.

5.4 In case of the assessor and experts are drawn from outside Thailand, the fee for the assessment shall be agreed before the assessment take place.

5.5 All fees paid are not refundable.

6. Additional visit fee

6.1 If the assessment process requires additional on-site visit in any cases

- a) to clear nonconformities raised by some or all of the assessment team
- b) to maintain the accreditation

6.2 The payment of the fees are performed according to 5.1 – 5.5.

7. Certificate of accreditation

7.1 Once accreditation has been granted, the laboratory and/or PTP and/or RMP will be issued with a certificate of accreditation which indicates the scope of accreditation. The certificates are issued in Thai or English versions and/or both as required by laboratory, PTP and RMP.

7.2 The cost of the certificate of accreditation is 10,000 Baht each for first accredited.

7.3 Replacement and/or additional certificate can be provided at a cost of 5,000 Baht each.

7.4 In case of the laboratory and/or PTP and/or RMP extends the scope and reassessment, the BLA-DSS will issue the new certificate of accreditation. The cost of the certificate is 5,000 Baht each.

7.5 Certificate of accreditation will not be issued until the fee is paid in cash or cheque (interbranch bank) or draft of company/organisation paying to Department of Science Service at Finance Sub-Division, Department of Science Service, Tua Lapanugom Building or payment via Krung Thai Bank using the laboratory fee payment slip (LA-F-94).