



## ACCREDITATION SCHEME FOR LABORATORIES

# **SAC-SINGLAS 003-MED/MI** **Fee Schedule for Accreditation of** **Medical Testing Laboratories and** **Medical Imaging Facilities**

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## **1. Introduction**

- 1.1 The fee structure of SAC-SINGLAS accreditation of medical testing laboratories and medical imaging facilities comprises the following:
  - a. Application Fee
  - b. Preliminary Assessment Fee
  - c. Initial Assessment Fee
  - d. Annual Fee
  - e. Surveillance Assessment Fee
  - f. Renewal Assessment Fee
  - g. Verification Assessment Fee
  - h. Non-routine Assessment Fee
- 1.2 These fees are payable for the field of medical testing and medical imaging for which the laboratory is seeking or holding accreditation. The SAC-SINGLAS classification of medical testing and medical imaging is described in document SAC-SINGLAS 004.
- 1.3 The different categories of fees listed above are explained in the following paragraphs. All fees (except the application and annual fees) are charged based on the assessment of the laboratory per man-day and accreditation plan, for its intended scope of accreditation. A summary of the fees applicable is in Annex A.

## **2. Application Fee**

- 2.1 A laboratory applying for SAC-SINGLAS accreditation shall pay an application fee of \$1,000. The fee is payable to the Standards, Productivity and Innovation Board upon submission of application to the SAC-SINGLAS secretariat. The application fee is non-refundable.
- 2.2 The application fee will cover the processing of application.
- 2.3 The application fee shall lapse after one year, if the laboratory fails to achieve accreditation. After this period, the laboratory shall be required to reapply.

## **3. Preliminary Assessment Fee**

- 3.1 The applicant laboratory will receive a preliminary assessment from a lead assessor after the preliminary questionnaire and related documents of the laboratory are submitted by the laboratory for review. The applicant laboratory may opt not to have the preliminary assessment if it is deemed as ready for accreditation. The preliminary assessment fee will be quoted based on \$1,000 per man-day.

#### 4. Initial Assessment Fee

4.1 An initial assessment shall be conducted in the applicant laboratory for the consideration of its application for accreditation. The laboratory will be quoted an initial assessment fee that is computed based on the accreditation plan and per man-day that is required to complete the assessment for its intended scope of accreditation.

4.2 The fee for the first accreditation package is typically inclusive of a basic administrative charge and calculated on a one-day assessment visit is \$3,000. For assessments lasting more than one day, the charge for additional days is \$1,000 per man-day or \$500 per half man-day.

4.2.1 For Medical Testing, the package shall include the following areas:

- General Laboratory\*\*
- One of the disciplines mentioned below:
  - Clinical Biochemistry
  - Haematology
  - Microbiology
  - Histopathology
  - Molecular Pathology
  - Cytogenetics
  - Diagnostics Immunology
  - Cytopathology (Cytology)
  - Urinalysis

The accreditation fee for each subsequent discipline is \$1,000 per man-day for a full day and \$500 for half man-day.

4.2.2 For Medical Imaging, the package shall include the following areas:

- General Laboratory\*\*
- One of the disciplines mentioned below:
  - Conventional X-ray
  - Mammography
  - Ultrasound
  - Magnetic Resonances Imaging (MRI)
  - Computed Tomography (CT)
  - Nuclear Medicine

The accreditation fee for subsequent modality is \$1,000 per man-day for a full day and \$500 for half man-day.

*Note: General Laboratory\*\* is mandatory for all laboratories (both Medical Testing and Medical Imaging fields) of all sizes.*

4.3 The applicant laboratory will be provided with a quotation for the cost of the initial assessment. The applicant laboratory will pay the fee in accordance with the payment terms as detailed in the invoice from the Standards, Productivity and Innovation Board.

## 5. **Annual Fee**

5.1 On completion of a successful initial assessment and after the approval of the assessment by the Council Committee for Laboratory Accreditation (CCLA), an award of accreditation will be offered to the laboratory and an annual fee of \$1,000 is charged. Laboratories may request for additional copies of the certificate at \$200 per certificate.

5.2 The successful applicant laboratory is required to pay the annual fee of \$1,000 upon award of accreditation.

5.3 For re-issuing of certificate due to relocation or change in organisation's name, an administrative fee of \$200 per certificate will be charged.

## 6. **Surveillance Assessment Fee**

6.1 An annual routine surveillance visit to the accredited laboratory is conducted during the four-year accreditation period. This surveillance visit is conducted by the Staff Officer to review the quality system and its implementation.

6.2 Surveillance assessments for medical laboratories consist of annual onsite visits by lead assessor and a full reassessment with technical assessors at the end of year two of a four-year cycle. For satellite laboratories, surveillance assessment will be conducted on a sampling basis. All the satellite laboratories will be covered during the surveillance assessments within the four-year cycle.

6.3 The fee for the surveillance visit by the lead assessor is \$1,000 per man-day. When the laboratory requests to make an extension or a variation to its current accredited scope during a surveillance assessment, the normal charges for an initial assessment shall apply. Please refer to paragraph 4.2.

## 7. **Renewal Assessment Fee**

7.1 The accreditation of a laboratory lasts for a period of four years subject to renewal. The renewal assessment fee is in accordance with that for initial assessment in paragraph 4.2.

## 8. **Verification Assessment Fee**

8.1 Where verification visits are conducted, the fee chargeable is \$1,000 per man-day or \$500 per half man-day.

## **9. Non-routine Assessment Fee**

9.1 Non-routine assessments are performed as and when specifically required. The following are categorised under non-routine assessments:

- a. Extension and variation of scope of accreditation  
Extension and variation to the scope of accreditation refers to additional tests or changes the laboratory wishes to make to its present scope of accreditation. If the request coincides with the renewal assessment, no additional fee is charged. However this is dependent on the size, scope and specialisation of the activity, where the extension for accreditation is sought. If the laboratory requests for a separate visit, a fee based on per man-day shall be charged, please refer to paragraph 4.2.
- b. Unannounced or unscheduled surveillance visits  
Unannounced or unscheduled assessments are conducted for special reasons such as to investigate a complaint against a laboratory. The fee for such an assessment is charged on the same basis as a renewal assessment. However no fee will be charged if the complaint is found to have no basis.
- c. Reinstatement of accreditation  
Assessments for reinstatement of accreditation are carried out to assess laboratories whose accreditation has been suspended. The assessment serves to confirm their accreditation status. Fees for such assessments are charged on the same basis as a routine renewal assessment.

## **10. Refund of Fees**

10.1 No fees will be refunded to laboratory whose accreditation is not granted (only for Applicant), suspended, terminated or withdrawn.

## **11. Cancellation Policy**

11.1 The Council may make a charge of up to 10% of the value of the fee in respect of visits which are cancelled other than by the Council, at short notices (less than 7 working days).

## **12. Revision of Fees**

12.1 The SAC reserves the right to review the above fees as and when necessary.

## **13. GST**

13.1 All fees are in Singapore dollars and are subject to GST.

#### **14. Payment Terms**

- 14.1 All payment terms are 30 days from the date of the invoice. SAC reserves the right to withdraw credit, (for example in cases of bad credit or payment history) in which payment is required in advance of any assessment work being undertaken.
- 14.2 All fees up to and including initial/surveillance/renewal assessment and any associated supplementary fees must be paid before accreditation is granted or renewed.

## FEE STRUCTURE

A	Application Fee	-	\$ 1,000
B	Annual Fee	-	\$ 1,000
C	Assessment Fee	-	\$1,000 per man-day

- ♦ Preliminary
- ♦ Initial
- ♦ Surveillance
- ♦ Verification
- ♦ Non Routine
- ♦ Renewal

(Fees will be quoted for preparation and processing time such as preparation meeting, arrangement of assessment, document review and reporting)

**Note: The above fees also apply to local branches of Singapore based laboratory.**

If overseas assessors are engaged for assessment or related visits, additional charges such as air-fare, accommodation, per-diem and travelling allowances may be levied to cover expenses necessary for engaging such assessors.

**Example**

Typically, an assessment of one day duration at office/site, with one SAC lead assessor and one technical assessor, and approximately 1 man-day spent on preparation meeting, arrangement of assessment, document review and reporting, will be SGD \$3,000 (3 man-day) in total.

(The man-day required will vary depending on the complexity of the scope of accreditation and resources required for the assessment.)