



## APPLICATION GUIDE/FEE STRUCTURE G 070

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# NIGERIA NATIONAL ACCREDITATION SERVICE

## Submitting an Application to NiNAS for Accreditation

We are pleased to provide you with information on how to apply to NiNAS for laboratory accreditation. While NiNAS continues the preparations to establish itself as Nigeria's accreditation body within the global network of the International Laboratory Accreditation Cooperation (ILAC), and the International Accreditation Forum (IAF), now is the time for laboratories to begin preparations to apply for accreditation by NiNAS.

### What is “Accreditation”?

Accreditation is an attestation of competence given to an organization<sup>1</sup> so that industry, regulators, consumers and other interests may have confidence in the work done by the organization. These attestations are recognized internationally. For testing and/or calibration laboratories, NiNAS accreditation is a formal recognition of the lab's ability to produce competent results for the specific tests or calibrations that will be listed on its Scope of Accreditation.

Accredited laboratories are deemed to have all of the following in place in order to produce competent results:

- technically competent staff with the requisite training, skills and knowledge;
- an appropriate operating environment for the type of tests/calibrations carried out
- properly maintained facilities and equipment corresponding to the testing being performed;
- written and well-followed operating procedures;
- processes to safeguard confidentiality and perform work with impartiality, and,
- have the necessary quality control mechanisms in place.

The international standard ISO/IEC 17025, *General Requirements for the Competence of Testing and Calibration Laboratories*, stipulates the criteria that must be met, in order for NiNAS teams to assess and validate that a laboratory meets this operating standard. The International Laboratory Cooperation, adds some additional criteria to this standard.

This standard is available for purchase from the Standards Organization of Nigeria (SON), at: <http://son.gov.ng/contact-son/>

Or, from the International Organization for Standardisation (ISO) at: <http://www.iso.org/iso/store.htm>

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<sup>1</sup> Types of organizations include testing laboratories, calibration laboratories, certification and inspection bodies, collectively known as conformity assessment bodies.



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## How does a laboratory become accredited through NiNAS?

The process of accrediting a lab involves a number of steps where NiNAS validates that the laboratory meets the requirements of a standard. The steps to accreditation are:

- The lab completes an application form and returns it to NiNAS, along with copies of the laboratory's Quality Manual and supporting operating policies and procedures. Any policy or procedure that addresses a requirement in the standard must be included in the laboratory's submission.
- NiNAS will assign a Lead Assessor to the lab's file and that Lead Assessor will evaluate the submission for completeness. If the submission is judged to be incomplete, the Lead will contact the laboratory with an indication of which policies or procedures are missing and ask the lab to respond.
- At any time, up until this point, the laboratory may request a pre-assessment visit by the NiNAS assessor. The purpose of the pre-assessment is for a representative from NiNAS to assist the laboratory with an understanding of the process and to provide NiNAS with an understanding of the laboratory's circumstance.
- Once the application is judged to be complete, an assessment team consisting of the Lead Assessor and other assessors or technical experts will be formed to assess the lab. The size of the team will relate to the size of the accreditation scope requested by the laboratory in its application.
- The team will review laboratory records, interview staff, and collect other forms of objective evidence to prove that the laboratory meet the requirements in the standard.
- If any area(s) of nonconformity is/are identified by the team, corrective action request(s) will be provided to the laboratory to correct the nonconformity prior to the Lead recommending to NiNAS that the accreditation be granted.
- Application and assessment fees are associated with this process. See the NiNAS Fee Schedule below.
- Upon application, the complete detail of this accreditation process will be provided to the applicant along with the Conditions of Accreditation.

**At no time, can NiNAS provide consulting to the laboratories regarding how the laboratory should design its system to meet the standard. As an accreditor, NiNAS is bound by international obligations to only provide an impartial assessment of whether the standard is met or not.**



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## NiNAS Schedule of fees:

Service Category	Amount (Naira)	Comment
Application and document review fee	500,000	
Pre- assessment/Assessment/ and Surveillance Visit (cost for 1 person / day)		
Transport	Based on prevailing air and land transport cost	*Transport costs will vary by distance and with fluctuations in ticket price. When applicable, the flight charges only apply once per person per visit to the laboratory
Hotel	Based on prevailing accommodation cost in the city	
Incidentals	25,000	
Admin charges	25,000	
<b>Annual Accreditation fee</b>		
Tertiary level lab (>20 tests on accredited scope)	100,000	
Secondary level lab (11 -20 tests on accredited scope)	50,000	
Primary Level lab (1-10 tests on Accredited scope)	20,000	
Application for expansion of Scope	200,000	

