



NIGERIA NATIONAL ACCREDITATION SYSTEM

MP 11 – Organisational Finances & Administration Issue 02

MP 11- 02

ORGANISATIONAL FINANCES AND ADMINISTRATION

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1.0 Purpose/Scope

The document outlines the details for the management and administration of NiNAS finances. It is intended to present the details of NiNAS sources of income, policy on disbursement as well as financial auditing system.

2.0 References/Definitions

- i. ISO/IEC 17011:2017 *Conformity assessment - Requirements for accreditation bodies accrediting conformity assessment bodies*
- ii. QM 1.0 NiNAS Quality Manual
- iii. NiNAS Quality Policy Statement

3.0 General

The main sources of NiNAS' funding are fees charged for the provision of accreditation services and training. NiNAS also receives technical support like training and sponsorship to meetings of international accreditation bodies from partners. However, NiNAS ensures that these supports do not constitute a risk to impartiality before accepting such. NiNAS ensures that the accreditation fee charged is enough to fund the cost of carrying out the assessment.

3.1. Issuance of Invoice to the CAB for Accreditation

The Finance and Accounts Section issues an invoice to a CAB after submission of completed application package. The Customer Service calls to follow up on the CAB's payment after 24 hours. After the confirmation of payment the Director of Accreditation contacts the CAB to schedule an onsite assessment.

3.2 Provision of Resources to Assessors

NiNAS ensures that assessors scheduled to undertake an onsite assessment are adequately provided with the necessary financial and material resources needed for a successful assessment. NiNAS makes the flight arrangement and pays a reasonable Daily Sustainable Allowance (DSA) to the assessors. On completion of assessment,



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assessors are required to submit a Back To Office Mission Report (BTOMR) to the Head of Finance and Accounts. And where necessary, the boarding pass issued at the airport is attached to the BTMOR.

3.3 Charging of Fees for Training Activities

NiNAS charges fees for the provision of training courses in the conformity assessment standards. Money realized from the payment of training fee is used to pay for venue, resource persons travel arrangement and providing refreshment to participants. Part of the money is also used to provide training materials.

3.4 Financial Audit

In order to fulfill the requirements of the government and improve its management system, NiNAS has engaged the services of an auditor to periodically audit its financial system.

4.0 Forms

- i. F 072A NiNAS Application Form
- ii. NiNAS invoice for application for accreditation

5.0 Document History

Modification No/Date	Proposed by	Page No.	Summary of Modification
01/04/2023	Quality Manager	All	Update of the header and footer



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