



# Nigeria National Accreditation System

## APPLICATION GUIDE/FEE STRUCTURE

**G 070**

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## Submitting an Application to NiNAS for Accreditation

We are pleased to provide you with information on how to apply to NiNAS for CAB, Certification, and Inspection body accreditation. While NiNAS continues the effort to establish itself as Nigeria's sole accreditation body within the global network of the International CAB Accreditation Cooperation (ILAC), and the International Accreditation Forum (IAF), NiNAS continues to accredit conformity Assessment Bodies in the different standards. Kindly check our website, [www.ninas.ng](http://www.ninas.ng) for the list of the schemes we are offering now.

## 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 CAB'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 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 CAB meets this operating standard. The International CAB Cooperation adds some additional criteria to this standard.

The **International Accreditation Forum (IAF)** is a worldwide association of accreditation bodies and other bodies interested in conformity assessment in the fields of management systems, products, processes, services, personnel, validation and verification and other similar programmes of conformity assessment. ISO/IEC standards for management systems (persons, products, and management systems) are accredited by NiNAS in line with requirements of the standard and IAF mandatory documents.

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 CAB become accredited through NiNAS?

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

- The CAB completes an application form and returns it to NiNAS, along with copies of the CAB'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 CAB's submission.
- NiNAS will assign a Lead Assessor to the CAB'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 CAB with an indication of which policies or procedures are missing and ask the CAB to respond.
- At any time, up until this point, the CAB 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 CAB with an understanding of the process and to provide NiNAS with an understanding of the CAB'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 CAB. The size of the team will relate to the size of the accreditation scope requested by the CAB in its application.
- The team will review CAB records, interview staff, and collect other forms of objective evidence to prove that the CAB meets 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 CAB 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 details of this accreditation process will be provided to the applicant along with the Conditions of Accreditation.

**Note:** At no time, can NiNAS provide consultancy to CAB regarding how the CAB 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:		TESTING / CALIBRATION / SAMPLING / MEDICAL LABS.
Service Category	Amount (Naira)	Comment
Application forms, Processing, and Document Review, Pre-Assessment, Main Assessment, Surveillance visits.	2,500,000	For not more than 3-man/4 nights <i>*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 CAB.</i>
Each additional Assessor/day	250,000	
Transport	Based on prevailing air cost	Included in Assessment cost above.
Hotel	Based on prevailing accommodation cost in the city	Included in Assessment cost above
Incidentals	100,000	
Admin charges	100,000	
Additional surveillance visits prn	350,000 /day /Assessor	
<b>Annual Accreditation fee</b>		
Tertiary level LAB (>20 tests on 200,000 accredited scope)	200,000	
Secondary level LAB (11 -20 tests 100,000 on accredited scope)	100,000	
Primary Level LAB (1-10 tests on Accredited scope)	50,000	
Application for expansion of Scope	350,000	
Appeal fee	350,000	Appeals that requires assessment or decision-making activities will be charged 350,000 /day per assessor (this amount is refundable if the appeal is successful)



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## CERTIFICATION BODIES ACCREDITATION

**Application Fee** for management System CB for base Applicant (One Standard) (N1,800,000.00) – processing fees, initial document review, and pre-assessment activities, annual accreditation fee,

Fees per **base standard** (N1,500,000.00) Includes full assessment cost, reporting and approvals.

**Subordinate Standards** (N600,000.00) example ISO 9001 (Quality Management System) (note all sub-scopes attracts additional charges of N600,000.00 each regardless of the number).

- Note:**
1. For certification of persons, sub scope fees apply for ever distinctively different Certification program, even if the certification scheme is the same.
  2. For ISO/IEC 17024, each certification categories or types will be treated as sub scope for pricing purposes. For Example certification of Deep Sea welders and Certification of Rig maintenance technicians would be treated as separate scopes and separately paid for.

**Assessment Fee** – charged - Per person per day for on-site and off-site activities for assessments (office and witness), document review (not including initial document reviews), report preparation, and informational visits. (N350, 000)

Annual Accreditation Fee – Base standard N500, 000.00, substandard – N250,000.00

The Annual Fee shall be based upon a percentage of the gross revenues of the VB/CBs stemming from NiNAS accredited program(s), including all fees charged by the VB/CB to its participants in such programs. The objective is to fairly apportion the general expenses of the NiNAS accreditation program over all accredited VB/CBs based on the relative value of NiNAS accreditation to each one.

**Appeal fee** (N350, 000.00/day per assessor) CB may be refunded 50% for every successful appeal.

### Royalty Fees

Payable semi-annually. Base and subordinate standards are outlined under Initial Application Fees, above. Administered and invoiced through NiNAS's online annual fee database.

The CB's accounting method and fee calculations are subject to periodic review and verification by NiNAS.

NiNAS may periodically conduct on -site verification at the CB's office of the data provided by the CB to support annual royalty fees. NiNAS shall provide at least 14 days' notice to the CB prior to visiting the CB to access the data and records generated or created during the two-year period immediately preceding the verification activity. NiNAS will verify the accuracy of the CB's computations of the fees due to NiNAS. NiNAS shall not verify data more than *once during any 12-month period. Except as necessary in the enforcement of NiNAS's rights, NiNAS and its designees shall hold in strict confidence all documents and information obtained.*



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## Scope Extension Fee

Payable to submit application unless otherwise noted. Includes scope categories for various programs. Per scope extension request. NGN250,000.00 credit will be assessed if no additional information is required from CB after NiNAS's initial review.

## CROSS FRONTIA ACCREDITATION FEE.

- Base Fee: \$7000.00 (may be higher depending on number of scopes)
- Flight and Assessors Accommodation shall be provided by the CB. (Note that NiNAS requires that her Assessors be accommodated in UN system approved hotels.
- Arrangement for their Airport pickup and drop shall be made by the CB.
- CB is responsible in ensuring that the Assessors are safe.

## INSPECTION BODIES

Application Fee for an Inspection Body accreditation (N2,400,000.00) – processing fees, initial document review, and pre- and full assessment activities, annual accreditation fee, Assessment Fee – charged - Per person per day for on-site and off-site activities for assessments (office and witness), document review (not including initial document reviews), report preparation, and informational visits. (N350, 000)

## Annual Accreditation Fee

**Base standard N500, 000.00**, *The Annual Additional Fee shall be based upon a percentage of the gross revenues of the VB/CBs stemming from NiNAS accredited program(s), including all fees charged by the VB/CB to its participants in such programs. The objective is to fairly apportion the general expenses of the NiNAS accreditation program over all accredited VB/CBs based on the relative value of NiNAS accreditation to each one. (Not charged on initial application)*

## Royalty Fees

*Payable semi-annually. Base and subordinate standards are outlined under Initial Application Fees, above. Administered and invoiced through NiNAS's online annual fee database.*

*The CB's accounting method and fee calculations are subject to periodic review and verification by NiNAS. NiNAS may periodically conduct on -site verification at the CB's office of the data provided by the CB to support annual royalty fees. NiNAS shall provide at least 14 days' notice to the CB prior to visiting the CB to access the data and records generated or created during **appeal fee (N350, 000.00/day per assessor)** CB may be refunded 50% for every successful appeal.*

*This invoice covers a three full Assessor Days Assessment Exercise by a 3-man team comprising of a Team Lead, and Two Technical Assessors. The cost covers a total of 11 full paid Assessor days including two days dedicated to document reviews, reporting and meetings. It further covers the cost of decision process including AAC committee meeting and internal decision-making cost. The travel cost and DSAs of the Assessment team are paid from this charges. No further cost may be incurred by the CB except additional Assessment days becomes necessary. Cancellation of pre-scheduled and an ongoing Assessment by the CB may result to additional cost. However, cancellation initiated by the accreditation body shall be at no cost to the CB.*

*This fee structure is subject to change or modification without notice to accredited bodies.*