



## Indicative information on the costs of a SCESp accreditation

### Introduction

- An assessment team consists of at least one lead assessor and the number of technical experts required to assess technical areas with regard to granting or maintaining accreditation, based on the individual framework conditions of the conformity assessment body.
- The indicative data provided here is based on the applicable Ordinance on the Fees charged by the State Secretariat for Economic Affairs in the Field of Accreditation (FeeO-Acc). The lead assessor(s) can provide a more precise estimate during the preliminary visit, taking into account the requested scope, the size of the organisation to be accredited and the number of offices. An individual cost estimate will be sent to the conformity assessment body at least one month before the agreed assessment activity (e.g. for an assessment to grant initial accreditation or to carry out surveillance).
- Empirical values are taken into account for past invoicing (April 2021 to September 2023) of the same accreditation type. The actual costs to be expected depend on factors such as the scope of the accreditation applied for, the size of the organisation to be accredited and the number of offices, as well as on whether the conformity assessment body sends the lead assessor the complete required documentation in good time prior to the assessment activity. One significant cost factor is also the effort required to check that any nonconformities identified during an assessment activity (i.e. deviations from normative or co-regulatory requirements) have been resolved. A large number of nonconformities can lead to significant additional costs, which are not taken into account in the indicative data given here.
- The indicative data provided here take into account the one-time costs for the registration fees and the information meeting/preliminary visit, as well as the assessment activities to be expected over the course of a five-year accreditation cycle (indicative values based on experience and reference values). The annual fees incurred are also based on the applicable Ordinance on the Fees charged by the State Secretariat for Economic Affairs in the Field of Accreditation (FeeO-Acc).
- The inspection points for the respective assessment activities are carried out on the basis of the legal and normative requirements (incl. applicable documents) and are thus pre-defined. When an assessment is carried out to grant initial or renewed accreditation, the entire scope is examined.
- Additional assessment activities may be necessary in the course of an accreditation cycle if the accredited conformity assessment body requires accreditation-relevant adjustments or if extraordinary assessment activities are deemed necessary on the basis of the SAS specifications. The accredited conformity assessment body will be invoiced for the related costs. Changes in scope always require additional assessment actions, which will also be invoiced and are not included in the present indicative cost estimate.



## General costs

- Registration fee  
A registration fee of CHF 1,500 is due when the application for initial accreditation is submitted.
- Information meeting  
Depending on the duration of the information meeting and the prior knowledge of the conformity assessment body, costs of CHF 250 to CHF 1,500 are incurred. The median cost of the information meeting, excluding any travel expenses, is around CHF 800.
- Preliminary visit  
The entire assessment team, consisting of the lead assessor and the technical expert(s), takes part in the preliminary visit. The median cost of the lead assessor is around CHF 4,000 (cost range: CHF 3,300 to CHF 4,300). At least one technical expert also participates in the preliminary visit. The median cost per technical expert is around CHF 2,800 (cost range: CHF 1,900 to CHF 3,500).

## Costs specific to SCESp accreditation <sup>1</sup>

- Fees for assessment activities to grant initial/renewal accreditation  
The entire assessment team, consisting of at least one lead assessor and at least one technical expert, takes part in the assessment to grant initial or renewed accreditation. The estimated cost of the lead assessor is around CHF 10,000 (cost range: CHF 3,000 to CHF 18,000). Based on past experience and reference values, at least one technical expert participates in the assessment to grant initial or renewed accreditation. The median cost per technical expert is around CHF 3,500 (cost range: CHF 1,000 to CHF 6,100).
- Fees for the surveillance of the accreditation  
Surveillance assessments must take place during a five-year accreditation cycle (three assessments in the first accreditation cycle, and two assessments in following cycles). <sup>2</sup> The lead assessor and, depending on the scope of the assessment, one or more technical experts take part in these surveillance assessments. The median cost of the lead assessor is around CHF 4,800 (cost range: CHF 2,000 to CHF 14,000). Based on past experience and reference values, on average one technical expert participates in the surveillance activities. The median cost per technical expert is around CHF 3,300 (cost range: CHF 900 to CHF 7,400).
- Fees for witnessing activities  
In addition, witnessing activities are required over the course of the accreditation cycle, in which the assessment team or members of it accompany the audits / an inspection / a test of the accredited conformity assessment body. On average, two witnessing activities are to be expected in the course of an accreditation cycle. However, current or adapted normative requirements may provide for more frequent witnessing activities, which are not taken into account in the indicative estimate of costs provided here. The median cost of the lead assessor is around CHF 3,600 (cost range: CHF 800 to CHF 9,100). Based on past experience and reference values, one technical expert also participates in the witnessing activity. The median cost per technical expert is around CHF 3,600 (cost range: CHF 1,300 to CHF 10,100).

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<sup>1</sup> Applies only to already approved certification schemes to ISO standards for EA- or IAF-accepted schemes. Other private certification schemes require individual assessment for approval under an accreditation.

<sup>2</sup> Applies provided that the scope under accreditation is fully covered in each case and the accreditation programme does not have more frequent surveillance activities. Otherwise, related additional costs are to be expected. It should also be noted that in many areas annual surveillance activities are required according to IAF or EA Mandatory Documents.



- **Annual fees**  
The annual fees consist of a basic fee as well as additional fees for business units under the accreditation. A discount is granted for organisations with several accredited conformity assessment bodies. The median amount for annual fees is CHF 3,080.

## Indicative costs for SCESp accreditation

### One-time costs

Activity	Total costs, in CHF
Registration fee	1,500
Information meeting	800
Preliminary visit	6,800
One-time costs preceding the first appraisal activity	<b>9,100</b>

### Costs per five-year accreditation cycle

Activity	Median per assessment action, in CHF (total)	Frequency in the accreditation cycle (5 years)	Total costs per accreditation cycle, in CHF (5 years)
Fees for assessment activities to grant initial/renewal accreditation	13,500	1x	13,500
Fees for the surveillance of the accreditation *)	8,100	2x	16,200
Costs for witnessing activities **)	7,200	2x	14,400
Annual fee	3,080	5x	15,400
Total per five-year accreditation cycle			<b>59,500</b>

\*) Plus one additional surveillance activity in the first accreditation cycle. It should also be noted that in many areas annual surveillance activities are required according to IAF or EA Mandatory Documents.

\*\*) The number of witnessing activities carried out can vary greatly, depending on the size and accredited scope according to the specifications.