



IAF Policy Document



Issue 5

(IAF PL 4:2018)

The International Accreditation Forum, Inc. (IAF) facilitates trade and supports regulators by operating a worldwide mutual recognition arrangement among Accreditation Bodies (ABs) in order that the results issued by Conformity Assessment Bodies (CABs) accredited by IAF members are accepted globally.

Accreditation reduces risk for business and its customers by assuring them that accredited CABs are competent to carry out the work they undertake within their scope of accreditation. ABs that are members of IAF and their accredited CABs are required to comply with appropriate international standards and IAF mandatory documents for the consistent application of those standards.

ABs that are signatories to the IAF Multilateral Recognition Arrangement (MLA) are evaluated regularly by an appointed team of peers to provide confidence in the operation of their accreditation programs. The structure and scope of the IAF MLA is detailed in IAF PR 4 - Structure of IAF MLA and Endorsed Normative Documents.

The IAF MLA is structured in five levels: Level 1 specifies mandatory criteria that apply to all ABs, ISO/IEC 17011. The combination of a Level 2 activity(ies) and the corresponding Level 3 normative document(s) is called the main scope of the MLA, and the combination of Level 4 (if applicable) and Level 5 relevant normative documents is called a sub-scope of the MLA.

- The main scope of the MLA includes activities e.g. product certification and associated mandatory documents e.g. ISO/IEC 17065. The attestations made by CABs at the main scope level are considered to be equally reliable.
- The sub scope of the MLA includes conformity assessment requirements e.g. ISO 9001 and scheme specific requirements, where applicable, e.g. ISO TS 22003. The attestations made by CABs at the sub scope level are considered to be equivalent.

The IAF MLA delivers the confidence needed for market acceptance of conformity assessment outcomes. An attestation issued, within the scope of the IAF MLA, by a body that is accredited by an IAF MLA signatory AB can be recognized worldwide, thereby facilitating international trade.

TABLE OF CONTENTS

1. CALCULATION OF MEMBERSHIP FEES	4
2. RULES FOR NEW MEMBERS.....	5
3. LEVYING AND ENFORCEMENT OF MEMBERSHIP FEES.....	5

Issue No 5

Prepared by: IAF Executive Committee

Approved by: IAF Members

Issue Date: 23 July 2018

Name for Enquiries: Elva Nilsen

IAF Corporate Secretary

Telephone: +1 613 454-8159

Email: secretary@iaf.nu

Date: 16 July 2018

Application Date: 23 July 2018

Rules for Annual IAF Membership Fees

1. CALCULATION OF MEMBERSHIP FEES

1.1 Approval of the Annual Operating Expense Budget

The proposed expense budget for the operations of IAF for the forthcoming year shall be circulated to all IAF Members 30 days before the annual General Assembly meeting. The budget shall be expressed in United States dollars. The expense budget shall be approved by IAF Members.

1.2 Normally the annual IAF Membership Fees shall be sufficient to produce the revenue needed for the approved annual operating expense budget. However, on occasion the members may decide that some of the expenses be covered from retained earnings. The actual amount of the approved annual operating expense budget to be covered by annual IAF Membership fees will be set out in the budget for membership fee revenue.

1.3 Calculating the Point Value

Points are calculated for each Member (excluding Observers and Regional Accreditation Groups), the points are totalled, and the amount of the membership fees revenue budget is divided by the number of points to determine the point value. Then for each Member the point value is multiplied by the number of points to calculate the annual membership fees.

1.4 Points for the Economy

In order to take account of the economy in which a member normally operates, each member of IAF is assigned to one of six bands according to the UN Scale of assessments for the apportionment of the expenses of the United Nations, as adopted by the UN General Assembly, in order to determine the number of points for its economy. Where an organisation states in its quality manual that it offers its services on a regular basis in more than one economy, the economic factor for the economy with the highest UN assessment shall be used.

- i) Band one - UN Scale of assessments percentage less than 0.500 - allocated 40 points;
- ii) Band two - UN Scale of assessments percentage between 0.501 and 2.000 - allocated 80 points;
- iii) Band three - UN Scale of assessments percentage between 2.001 and 5.000 - allocated 120 points;

- iv) Band four - UN Scale of assessments percentage between 5.001 and 20.000 - allocated 160 points;
- v) Band five - UN Scale of assessments percentage over 20.000 - allocated 200 points; and
- vi) Band six - world-wide operations - allocated 240 points.

1.5 Points for each Accreditation Body

Each Accreditation Body Member shall also be allocated one point for each Conformity Assessment Body (CAB) accredited for each main scope (e.g., ISO/IEC 17021-1, ISO/IEC 17065, ISO/IEC 17024 and ISO 14065) as of 01 July prior to the annual General Assembly meeting. The total points for each Accreditation Body Member shall be the points for the economy in which the AB normally operates (after application of Section 1.4), added to the points for the number of accredited CABs.

1.6 Points for each CAB Association Member

The total points for each Conformity Assessment Body Association Member shall be the points for the economy in which the Association Member normally operates (after application of Section 1.4).

1.7 Points for each Industry or Scheme Association Member

The total points for each Industry or scheme owner Association Member shall be one half the points for the economy in which the Association member normally operates (after application of Sec 1.4).

- 1.8 The Annual Membership Fee for each Observer shall be \$1000.00 USD.

2. RULES FOR NEW MEMBERS

2.1 The application fee for a new member shall be \$2000.00 USD. The application fee is nonrefundable, but if the application is successful the fee will be credited towards the annual membership fee calculated in accordance with these rules and prorated for the number of months remaining for the year, including the month of admittance to membership.

3. LEVYING AND ENFORCEMENT OF MEMBERSHIP FEES

3.1 The Secretariat shall, following approval of the IAF budget, calculate the annual membership fee for each Member, and invoice each Member. The invoice shall be dated 01 December with payment due 01 January. Payment shall be in US dollars.

3.1.1 If any member has not paid the membership fees for the relevant year by the date payment is due, the Secretary and Treasurer shall attempt to collect payment through correspondence for a further period of 90 days, unless the member has made other arrangements for payment that have been approved by the Chief Financial Officer.

3.1.2 If a Member has not paid the membership fees by a date 90 days after the date payment is due, the Secretariat shall advise all members that the Member is on probation. The Secretariat shall arrange for the Member's listing on the membership pages of the IAF website to carry the notation that the Member is on probation for non-payment of IAF fees. While on probation for non-payment, all other rights and obligations of the Member as specified in the MOU shall apply.

3.1.2.1 When a Member which has been placed on probation for non-payment of IAF fees makes full payment of the outstanding fees, the notation in the IAF website shall be removed.

3.1.3 If a member which was on probation for non-payment of IAF fees has not made full payment of the outstanding fees by 180 days after the payment was due, its membership shall be suspended. The Secretariat shall arrange for the Member's listing on the membership pages of the IAF website to carry a notation that the Member is suspended for non-payment of IAF fees. The member will be assessed a financial penalty of 1% of the outstanding balance due at the beginning of each month while suspended. While suspended for non-payment, all other rights and obligations of the Member as specified in the MOU shall apply.

3.1.4 If a Member which was suspended for non-payment of IAF fees has not made full payment of the outstanding fees to the Treasurer of IAF by 270 days after the payment was due, its membership shall be cancelled. The Secretariat shall notify all Members of IAF of the cancellation of membership and shall arrange for the Member's listing in the membership pages of the IAF website to carry a notation that the membership has been cancelled for non-payment of IAF fees.

3.1.4.1 The notice of cancellation and the member's listing shall be removed from all pages in the IAF website 60 days after the date of cancellation.

3.1.5 Should an organization which has had its previous membership cancelled for any reason re-apply for membership of IAF, it shall be required to pay any past due fees and to complete a new application including payment of a new application fee.

End of IAF Policy Document - Rules for Annual IAF Membership Fees

Further Information:

For further Information on this document or other IAF documents, contact any member of IAF or the IAF Secretariat.

For contact details of members of IAF see the IAF website <http://www.iaf.nu>.

Secretariat:

IAF Corporate Secretary

Telephone: +1 613 454-8159

Email: secretary@iaf.nu