

## AIAC Services – Fee Structure

### AIAC Training Services – Standard Fee Structure

AIAC provides generic training programs related to accreditation, conformity assessment, auditing, assessor competence, and quality infrastructure. Training fees are based on training duration, delivery mode and trainer profile, irrespective of specific standards or schemes.

Standard Training Fee Table					
Training Duration	Training Level (Generic)	On-site / Classroom		Remote / Virtual	
		PKR – Within Pakistan	USD \$ – Outside Pakistan	PKR – Within Pakistan	USD \$ – Outside Pakistan
1 Day	Awareness / Introductory / Refresher Training	35,000	250	20,000 per day	150
2 Days	Foundation / Internal Auditor Training	65,000	300		200
3 Days	Auditor / Assessor Training	95,000	500		350
5 Days	Lead Auditor / Lead Assessor / Advance Training	145,000	750		500

### AIAC Accreditation Services – Standard Fee Structure

AIAC provides accreditation services to conformity assessment bodies in accordance with applicable international standards and accreditation criteria. Accreditation fees are structured to reflect the type of accreditation activity, assessment duration and complexity, scope and technical coverage, assessment method (on-site, remote, or hybrid), and the profile and number of assessors/experts involved, irrespective of the specific accreditation scheme.

The fee structure is designed to ensure transparency, consistency, and sustainability of AIAC's accreditation process while maintaining technical rigor, impartiality, and compliance with ISO/IEC 17011 requirements.

Accreditation Services Fee Structure		
Activities	Unit Price (Within Pakistan – PKR)	Unit Price (Outside Pakistan – USD)
Accreditation Application Fee	50,000	500
Scope or Site Extension Fee	50,000	300
Documentation Review Fee	50,000	300
Assessment Fee Man Day	90,000	600
Annual fee applicable	90,000	500
Accreditation Decision Fee	50,000	300
Accreditation Symbol Fee (ILAC / IAF) - Annual	100,000	500

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### Fees, Terms, and Logistical Requirements:

#### 1. General Fee Conditions

- 1.1 All applicable fees must be paid in full before the start of any assessment activity.
- 1.2 All expenses related to the assessment team, including travel, visa processing and fees, accommodation, meals, and local transportation shall be borne by the applicant.
- 1.3 The number of assessment man-days is determined based on the scope and complexity of the accreditation applied for.
- 1.4 Prior to each assessment stage, AIAC will inform the applicant of the estimated costs.  
The quoted fees will not be exceeded unless:
  - additional work is requested by the applicant; or
  - additional activities are required due to justified reasons, such as incomplete or inaccurate information or the need for an unplanned follow-up visit.
- 1.5 All the fee are non-refundable; any adjustments are at the discretion of the AIAC.
- 1.6 AIAC reviews its fees annually and reserves the right to revise charges.
- 1.7 Conformity Assessment Bodies (CABs) applying from outside Pakistan must pay all accreditation service fees through AIAC's designated foreign-currency bank account. Payments by cheque or other negotiable instruments are not accepted.

#### 2. Logistical Arrangements for On-Site Assessments:

- 2.1 To ensure appropriate conditions and the timely conduct of on-site assessments, the applicant or accredited facility is responsible for arranging suitable logistics for the AIAC assessment team.
- 2.2 Where feasible, AIAC may arrange all or part of the required logistics on behalf of the applicant. In such cases, an additional charge of 10% of the total logistics cost arranged by AIAC will apply. AIAC reserves the right to decline making such arrangements where this is not practicable.

#### 3. Hosting and Accommodation:

- 3.1 Hotel accommodation shall be of a minimum four-star (4★) standard, including breakfast and dinner (half-board). Lunch shall be provided to the assessment team on assessment days.
- 3.2 Where more than one assessor is assigned to the same location, the assessment team shall be accommodated in the same hotel.
- 3.3 Hotel check-in shall be arranged one day before the start of the assessment, and check-out shall be arranged for the day after completion of the assessment.

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### 4. Travel and Transportation.

4.1 Travel for assessment team members may be arranged by air, road, or rail, depending on distance, availability, time considerations, and operational practicality.

- **Air travel:**

Air tickets shall be flexible and refundable. For itineraries involving more than six (6) hours of total flying time, tickets shall be booked in Premium Economy class or Economy class with extra-legroom seating, where available.

- **Road travel (car):**

Where travel is undertaken by road, the CAB shall arrange safe, reliable, and suitable vehicles, with appropriate comfort for long-distance travel.

- **Rail travel (train):**

Where rail travel is used, tickets shall be booked in an appropriate class that ensures reasonable comfort and suitability for official travel.

4.2 The CAB shall provide necessary assistance for visa processing and related formalities, where applicable.

4.3 The CAB shall ensure reliable local transportation for the assessment team, including:

- transfers between the airport, railway station, or bus terminal and the hotel; and
- daily transportation between the hotel and the CAB premises during assessment days.

4.4 Where assessment activities involve external witnessing or off-site visits, the CAB shall arrange suitable transportation for the assessment team.

4.5 Any expenses incurred by the AIAC assessment team, including visa fees or other official travel-related costs, shall be invoiced to the CAB for reimbursement. All such costs shall be charged in PKR for domestic assessments and USD for international assessments.

For exact fee details and inquiries please contact: [info@aiacaccreditation.org](mailto:info@aiacaccreditation.org)