PAPUA NEW GUINEA LABORATORY ACCREDITATION SCHEME

FEE SCHEDULE

01 January to 31 December 2026

The Fee Schedule

for the financial year 1 January 2026 to 31 December 2026

This schedule lists the PNGLAS fees for accreditation services covering laboratories for the financial year 1 January 2026 to 31 December 2026. Any fees for PNGLAS services not listed here can be obtained by contacting the PNGLAS office.

ACCREDITATION FEES

APPLICATION FEES

Application Fee:	K1, 800.00
Application for Extension of Scope:	K1, 800.00
Preliminary Visit:	K 150.00/hour
Documentation Review:	K 150.00/hour/technical unit
Initial Assessment:	K 150.00/hour/technical unit

Note 1: All time spent in servicing the preliminary visit, documentation review and initial assessment is charged at K150.00/hour/technical unit. Such time would include preparation, on-site visit, report writing and post assessment activities. Any follow-up activities during the application process are charged at K150.00/hour/technical unit, plus costs.

Note 2: All travel, accommodation and associated expenses will be charged at cost, in addition to the fees listed above. In scheduling initial assessment visits, every effort will be made to arrange other work in the area to help minimise these associated costs.

Note 3: An additional application fee (K1,500.00) is charged if the initial assessment has not been conducted within twelve months of the date of application and the delay has been caused substantially by the testing authority. If the application is still pending after one year of the application date, the application will lapse.

Note 4: If the scheme should withdraw an application or terminate the accreditation process at any one time, the laboratory shall defray all expenses incurred as per its policies and procedures.

REASSESSMENT AND SURVEILLANCE FEES

Onsite Surveillance Visit:	K150.00/hour/technical unit
Desktop Surveillance	K150.00/hour/technical unit
Onsite Reassessment Visit:	K150.00/hour/technical unit
Documentation Review:	K150.00/hour

Note 5: See Notes 1 and 2 above

Note 6: The accreditation renewal fee is paid 3 - 6 months prior to expiry date of laboratories' accreditation. The fee is a partial payment (deposit) for the processing of the application for renewal of accreditation.

ANNUAL MEMBERSHIP FEES

Annual Membership fees consist of one administration fee for each accreditation and a technical unit(s) fee for each field of testing. These fees are charged at a rate dependent on the distance of the accredited organization from the PNGLAS head office (HO). Organizations located outside of Port Moresby or the PNGLAS HO will pay more to cover the additional costs of servicing them. These fees are as follows:

Annual Membership Fee

1 technical unit	K1, 800.00
2 technical units	K2, 400.00
3 technical units ... etc	K3, 000.00

Note 7: For a Zone 1 facility, the administration fee is K1, 200.00 and each technical unit fee is K600.00. The number of technical units is a measure of the scope of accreditation and equates to the use of specific technical expertise needed to assess each unit over an assessment or reassessment cycle.
Note 8: Annual membership fees are levied from the date of the initial assessment and reassessment of the facility.
Note 9: Time and travel costs including accommodation and meals are levied for onsite visits of laboratories under normal surveillance periods.

VARIATIONS TO SCOPE OF ACCREDITATION

All time spent in servicing variations to the scope of accreditation will be charged at K150.00/hour. Such time would include preparation, on-site visit, report writing and post assessment activities. All costs including travel, accommodation, etc are passed on at cost.

OTHER FEES

(a) Follow-up initial assessment visits and follow-up reassessment visits are charged at K150.00/hour/technical unit for all time spent in servicing these activities plus travel, accommodation and related costs. Such time would include preparation, on-site visits, report writing and post assessment activities.

(b) When a laboratory is placed on a shortened reassessment interval arising from a need for closer surveillance, such visits are charged at K150.00/hour/technical unit for all time spent in servicing these activities plus costs.

(c) Where a laboratory refuses to accept all suitable, available local assessors, all costs of travel, accommodation and other expenses to bring assessors from other locations are passed onto the laboratory.

(d) Fees for proficiency testing and measurement audits are charged at cost.

(e) If an application is outstanding at the end of 6 months, the testing laboratory will be required to pay an additional fee.

OTHER SOURCE OF INCOME AND FUNDING

TRAININGS

PNGLAS occasionally organises training including Quality Management in the Laboratory and Internal Audits for clients. There is no fixed fee for the training that are conducted. The fees charged depend on the number of participants, cost of venue, training materials and trainers' fees.

GOVERNMENT GRANTS

The Scheme through NISIT receives annual government grants for permanent staff salaries and operation. It should be noted that the government grants for PNGLAS operations are not sufficient and therefore the fees that we charge and collect compliment the shortfall.