

GLOBAL ACCREDITATION
COOPERATION INCORPORATED
LOGO

MEMBERSHIP FEES

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FURTHER INFORMATION

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1. INTRODUCTION

1.1 Purpose

- 1.1.1 This procedure outlines the process for calculating the Global Accreditation Cooperation Incorporated membership fees, the invoicing and payment process, as well as the consequences of non-payment of fees. Membership fees are invoiced annually and payable in US Dollars (USD) via bank transfer.
- 1.1.2 The original fee formula used to calculate the membership fees was formulated by the IAF/ILAC Joint Executive Committees and endorsed by the IAF/ILAC General Assemblies in 2025. The Global Accreditation Cooperation Incorporated Secretariat is responsible for administering the calculation, invoicing and collection of membership fees.

1.2 Scope

- 1.2.1 This document applies to Members of Global Accreditation Cooperation Incorporated and is used to calculate the Global Accreditation Cooperation Incorporated membership fees.

2. PART A: MEMBERSHIP FEES

2.1 Approval of the Annual Operating Budget

- 2.1.1 The proposed budget for the operations of Global Accreditation Cooperation Incorporated for the forthcoming year shall be circulated to all Members 30 days before the Annual Meeting of the General Assembly. The budget shall be expressed in USD and approved by Members.
- 2.1.2 Normally, the annual Global Accreditation Cooperation Incorporated membership fees are expected to be sufficient to produce the revenue needed to cover the approved operating expenses. 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 budget to be covered by annual membership fees will be set out in the budget as membership fee revenue.

2.2 Overview of the Process to Calculate Membership Fees

- 2.2.1 The following steps are taken to calculate membership fees:

- “Units” are calculated for each Member (excluding Regional Cooperation Bodies) as detailed below;
- The total number of Units in Global Accreditation Cooperation Incorporated is calculated;
- The required membership fee revenue from the approved budget is divided by the total number of Units to determine the “Fee Factor”;
- Finally, for each Member, the number of Units applicable to the Member is multiplied by the Fee Factor to calculate the Member’s annual membership fee.

2.2.2 Terminology

Within the sections below, the following terminology applies:

2.2.2.1 Scope Multiplier

The Scope Multiplier applies only to Full members. The Scope Multiplier adjusts the Base Fee Units to reflect the Number of Scopes offered by an AB and is set as 0.2.

2.2.2.2 Equalisation Factor

The Equalisation Factor applies only to Full Members. The Equalisation Factor is used to adjust the Certification CAB units to reflect the significant differences between the number of Laboratory CABs and the number of Certification CABs. It is a weighted average of the (Total number of Laboratory CABs divided by the number of ABs accrediting Laboratories) divided by (Total number of Certification CABs divided by the number of ABs accrediting Certification services).

2.2.2.3 Fee Factor

The Fee factor for all membership categories is calculated identically. Fee Factor is the Draft budget income divided by the Sum of all Members' Units.

2.2.2.4 Certification CAB units

The Certification CAB units are the Number of Certification Accreditations Granted multiplied by the Equalisation Factor.

2.2.2.5 Laboratory CAB units

The Laboratory CAB units are the Number of Laboratory Accreditations Granted.

2.2.2.6 Caps on the number of accreditations

Caps on the minimum number of accreditations (10) and maximum number of accreditations (1,000) have been set to avoid disproportionate fee variations caused by exceptionally low or high number of accreditations.

2.3 Global Accreditation Cooperation Incorporated Application Fee

The Application Fee applicable to all membership categories except Regional Cooperation Bodies shall be **USD 1,000**. 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 this procedure and prorated for the number of months remaining for the year, including the month of admittance to membership.

2.4 Global Accreditation Cooperation Incorporated Membership Fee Formula for Full Members

The Fee Formula for Full Members is:

$(\text{Base Fee Units} + \text{Cert CABs Units} + \text{Lab CABs Units}) \times \text{Fee Factor}.$

2.4.1 Base Fee Units

Base Fee Units = Tier units x Number of Scopes offered by the AB x Scope Multiplier.

2.4.1.1 Tier units

The Tier units are based on the [United Nations Scale of Assessment 2025 - 2027](#).

TIER	UN SCALE	TIER UNITS
A	4.00 and above	300
B	1.00 to below 4.00	200
C	0.25 to below 1.00	125
D	0 to below 0.25	75

2.4.1.2 Number of Scopes

This is the number of scopes for which an accreditation body provides accreditation services and for which they are signatories to the Global Accreditation Cooperation Incorporated MRA. The current scopes are as follows:

Certification scopes

- ISO/IEC 17021-1 (management systems)
- ISO/IEC 17024 (persons)
- ISO/IEC 17029 (validation and verification)
- ISO/IEC 17065 (product)

Laboratory scopes

- ISO/IEC 17025 (testing) and ISO 15189 (medical testing)
- ISO/IEC 17025 (calibration)
- ISO/IEC 17020 (inspection)
- ISO 17034 (reference materials)
- ISO/IEC 17043 (proficiency testing)

2.4.2 Certification CABs Units

Cert CABs Units = Number of Certification Accreditations Granted x Equalisation Factor.

2.4.2.1 Number of Accreditations Granted

This is the number of accreditations that an accreditation body has granted for certification scopes for which they are signatories to the Global Accreditation Cooperation Incorporated MRA.

There is a cap on the number of accreditations used for fee calculations as follows:

- Minimum of 10 accreditations is used for fee calculations.
- Maximum of 1000 accreditations is used for fee calculations.

2.4.2.2 Equalisation Factor

The Equalisation Factor shall be calculated once a year after Member accreditation data has been collected. The Equalisation Factor and the Fee Factor will be provided when the draft budget is circulated to Members prior to the Global Accreditation Cooperation Incorporated General Assembly.

2.4.3 Laboratory CABs Units

Lab CABs Units = Number of Laboratory Accreditations Granted.

2.4.3.1 Number of Accreditations Granted

This is the number of accreditations that an accreditation body has granted for laboratory scopes for which they are signatories to the Global Accreditation Cooperation Incorporated MRA.

There is a cap on the number of accreditations used for fee calculations as follows:

- Minimum of 10 accreditations is used for fee calculations.
- Maximum of 1000 accreditations is used for fee calculations.

2.5 Global Accreditation Cooperation Incorporated Membership Fee Formula for Associate Members

The Fee Formula for Global Accreditation Cooperation Incorporated Associate Members is:

Base Fee Units x Fee Factor.

2.5.1 Base Fee Units

Base Fee Units = Tier units.

2.5.1.1 Tier units

The Tier units are based on the [United Nations Scale of Assessment 2025 - 2027](#).

TIER	UN SCALE	TIER UNITS
A	4.00 and above	300
B	1.00 to below 4.00	200
C	0.25 to below 1.00	125
D	0 to below 0.25	75

2.6 Global Accreditation Cooperation Incorporated Membership Fee Formula for Stakeholder Members

The Fee Formula for Stakeholder Members is:

Tier Units x Multiplier x Fee factor.

2.6.1 Tier Units

Stakeholder Members may be categorised as either National, Regional or Global.

2.6.1.1 National Stakeholder Members

The Tier units for a National Stakeholder Member is based on the [United Nations Scale of Assessment 2025 - 2027](#).

TIER	UN SCALE	TIER UNITS
A	4.00 and above	300
B	1.00 to below 4.00	200
C	0.25 to below 1.00	125
D	0 to below 0.25	75

2.6.1.2 Regional Stakeholder Members

Regional Stakeholder Members draw their membership from neighbouring states/countries as well as their own. The Tier Units for a Regional Stakeholder Member shall be calculated using the state/country with the highest UN Scale of Assessment within the region.

2.6.1.3 Global Stakeholder Members

The Tier Units for a Global Stakeholder Member shall be 400 Tier Units.

2.6.2 Multipliers

The Multipliers are as follows.

CATEGORY	MULTIPLIER
CAB Associations	2.0
Industry Users	1.0
CAB Associations (Laboratory only)	0.25

2.7 Fee Calculation for Global Accreditation Cooperation Incorporated Members Transferring to a New Membership Category

In the case of an existing Member progressing to a different membership category, the pro-rata fee for the new category is calculated from the date the application for the new membership category is approved. The remainder of the membership fee for the original category is deducted from the pro-rata amount owing for the new category.

3. PART B: INVOICING PROCESS

3.1 Global Accreditation Cooperation Incorporated Membership Applications

Organisations applying for membership of Global Accreditation Cooperation Incorporated must pay the application fee at the time of submitting their application.

3.2 New Global Accreditation Cooperation Incorporated Members and Global Accreditation Cooperation Incorporated Members transferring to a new membership category

In the case that an applicant is approved as a Member, and in the case that an existing Member transfers to a new membership category, the Global Accreditation Cooperation Incorporated Secretariat will email an invoice for the pro-rata annual membership fee calculated from the month of admission to the end of that calendar year.

3.3 Existing Global Accreditation Cooperation Incorporated Members

3.3.1 The Global Accreditation Cooperation Incorporated Secretariat emails the Full Members and Associate Members in March each year requesting an updated statement (as at 31 March) of the number of accreditations granted, for preparation of the invoice for the following year. This information is also used in the preparation of the Global Accreditation Cooperation Incorporated budget for the following year.

3.3.2 Global Accreditation Cooperation Incorporated membership fee invoices for Full Members, Associate Members and Stakeholder Members are prepared by the Global Accreditation Cooperation Incorporated Secretariat following the approval of the Global Accreditation Cooperation Incorporated budget and emailed to each Member in December each year. The invoice shall be dated 1 January with a payment due date of 1 February.

3.3.3 Payment for membership fee invoices is due by 1 January each year. Payment shall be in USD.

3.4 Merging of existing Global Accreditation Cooperation Incorporated Membership Applications

In the case of an existing Member that acquires or merges with another existing Member, the Secretariat will invoice the existing Members as separate entities for the calendar year in which they merge. The Members will not receive a pro-rata discount as a result of their merger for the remainder of the calendar year in which the merger takes place. The Secretariat will invoice the Member as a merged entity in the following calendar year.

4. PART C: GLOBAL ACCREDITATION COOPERATION INCORPORATED USD BANK ACCOUNT DETAILS

All fees administered by Global Accreditation Cooperation Incorporated should be transferred directly into the Global Accreditation Cooperation Incorporated USD Bank Account. The details required for this transfer are:

Account Name: Global Accreditation Cooperation Incorporated
Bank: Commonwealth Bank Australia, Sydney
Bank Address: Floor 1, Commonwealth Bank Place, South 11 Harbour Street, Sydney,
NSW 2000 Australia
Swift Code: CTBAAU2S
BSB: 062 000
Account No: TBA

5. PART D: SUSPENSION AND TERMINATION OF MEMBERSHIP FOR NON-PAYMENT OF FEES

- 5.1 Outstanding membership fees can result in suspension and termination of membership from Global Accreditation Cooperation Incorporated in accordance with Global Accreditation Cooperation Incorporated-GOV-001 *Constitution Global Accreditation Cooperation Incorporated*, Clause 6.9.3.
- 5.2 If the Member has not paid the annual membership fee by 1 January, the Global Accreditation Cooperation Incorporated Secretariat will send a reminder to the Member. The Member will be required to pay their membership fee by 1 February.
- 5.3 If the Member has not paid the membership fees by 1 February, the Global Accreditation Cooperation Incorporated Secretariat will send a further reminder giving a deadline of one month to pay their membership fee.
- 5.4 If the Member does not pay their membership fee by the deadline provided in the last reminder, the Global Accreditation Cooperation Incorporated Secretariat will refer the matter to the Global Accreditation Cooperation Incorporated Executive Committee for a decision on the suspension of the organisation's membership. (Global Accreditation Cooperation Incorporated-GOV-001 *Constitution Global Accreditation Cooperation Incorporated* Articles 6.9.3 and 6.5.)
- 5.5 The Global Accreditation Cooperation Incorporated Executive Committee has the option to suspend membership for non-payment of fees at this stage of the process. A notice of membership suspension will be accompanied by a deadline for payment of the outstanding fees. (Global Accreditation Cooperation Incorporated-GOV-001 *Constitution Global Accreditation Cooperation Incorporated* Articles 6.9.3 and 6.5.)
- 5.6 If only a portion of the fee remains outstanding, the Global Accreditation Cooperation Incorporated Executive Committee has discretion to determine the appropriate action based on the circumstances.
- 5.7 If a Member, who has been suspended for non-payment of fees, fails to provide payment of the outstanding fees after sixty (60) days from the date of suspension, the Global Accreditation Cooperation Incorporated Executive Committee may commence the process to terminate the Member's membership. (Global Accreditation Cooperation Incorporated-GOV-001 *Constitution Global Accreditation Cooperation Incorporated*, Articles 6.9.3 and 6.6.)

- 5.8 A Member having its membership terminated or suspended may appeal the decision in writing or electronically within thirty (30) days. (Global Accreditation Cooperation Incorporated-GOV-001 *Constitution Global Accreditation Cooperation Incorporated* Article 6.7.1.)
- 5.9 Termination of membership for non-payment of fees means that the organisation is no longer a Member and will be removed from all membership lists and email distribution lists.
- 5.10 Any organisation that has had their membership suspended or terminated for non-payment of fees remains liable to pay Global Accreditation Cooperation Incorporated any fees due.

6. AMENDMENT TABLE

Section	Previous Version	Summary Of Changes
All	-	New issue of the establishment of Global Accreditation Cooperation Incorporated