



30 October 2017

EFI Accreditation Inspections – Annual Fee 2018

Dear Colleague,

As announced at the EFI General Assembly in Mannheim on the 1<sup>st</sup> June 2017 the EFI Board has approved a change to the way the costs of travel expenses associated with accreditation inspections are recovered. (See also the report from the General Assembly on page 12 of the September issue of the EFI Newsletter).

A review of inspection travel expenses in 2015 and 2016 showed that there was wide variation in how much individual laboratories had to pay to cover the travel expenses for their laboratory inspections (costs varying between approximately €180-€2100). These costs were not specific to the region or city where the laboratory is located but were mostly influenced by where the inspectors travel from. In addition the time of year and day of week are also a factor in the cost of air fares in particular.

In order to ensure that individual laboratories are not adversely impacted by the choice of inspectors performing their inspection it was agreed that a flat fee should be introduced so that every laboratory pays the same amount to cover the costs of their accreditation inspections.

It has been agreed that in future the annual accreditation fee will include a contribution towards the travel costs associated with inspections. Laboratories will pay the accreditation fee each year but when they have their scheduled inspection every third year they will not be expected to pay anything further to cover travel expenses.

We hope that in addition to ensuring all laboratories share the costs of the inspection process equally this will also help laboratory directors in planning their budgets as there will only be a single invoice to be paid each year with no additional payments for travel.

We will still ask laboratories to arrange and pay for the hotel accommodation for the inspectors locally. This is considered to be best as laboratory staff know their local areas and in addition many organisations have arrangements for preferential rates with some local hotels which would not be available if the room were booked by EFI. If the hotel is not paid directly by the laboratory any expenses incurred by inspectors paying for hotel costs themselves will be charged to the laboratory in an additional invoice.

**For 2018 the annual EFI accreditation fee will be €1050.**

The amount of the fee will be reviewed annually by the Accreditation Committee to ensure that costs are being fully covered and also to ensure that the amount collected is not more than that required for the programme. The EFI Board will review and approve the proposed fee each year.

Dr Andrea Harmer  
Chair of the Accreditation Committee