

Preparing Authority: Adam Gouker	 P106 - Policy on Branch Systems	Publication Date: 11/07/19
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A2LA currently offers a branch discount on annual fees for all Conformity Assessment Bodies (CABs) that are part of a branch system. The branch discount breakdown is as follows:

- Main CAB, first Certificate/Scope – full annual fee applies;
- CAB Certificates/Scopes two through five will each receive a discount per Certificate/Scope;
- CAB Certificates/Scopes six and up will each receive an additional discount per Certificate/Scope.

Conditions for applying as a branch of another CAB are as follows:

- All application, renewal of accreditation and annual review processes must be coordinated through one central person, the Corporate Representative
- All fee payments and invoices must be coordinated through the Corporate Representative
- All organizations within a single branch system must operate under the same management system
- All organizations within a single branch system are given related certificate numbers (e.g., 301.01, 301.02, 301.03, etc.)
- All organizations within a single branch system must be visited, assessed and accredited regardless if they are performing the exact same testing as the main organization

Central coordination and arrangement within A2LA's database allows for greater efficiency in handling various processes, therefore a discount on fees is offered to all branch organizations.

Branch systems have the option of choosing to have all of the organizations within the branch system have the same anniversary date as the main organization or base the branch organizations' anniversary date off of their initial on-site assessment. Please understand, however, that for large branch systems, central coordination can become cumbersome if all of the branches have the same anniversary dates and all branch organizations within the system are often unable to complete the various processes (renewals and annual reviews) by the same anniversary date or deadline.

For budgeting purposes, Corporate Representatives may also request a discounted flat annual fee per CAB. This will allow an even cost structure across all CABs rather than a tiered structure where different fees apply.

To determine the assessment costs associated with your organization, please go to www.A2LA.org and click on the 'Get a Quote' or for existing branch systems in the A2LA database contact your Accreditation Officer.

DOCUMENT REVISION HISTORY

Date	Description
01/05/19	➤ Integrated into Qualtrax
11/07/19	<ul style="list-style-type: none">➤ Removed stipulation that only corporate structures in excess of 30 CABs may request a flat rate annual fee per CAB➤ Updated reference to website for receiving an accreditation quote➤ Updated Header/Footer to current version➤ Updated format and font for consistency