



UKAS Terms and Conditions of Business for ISAS

1 Scope

All customers are required to comply with the terms and conditions set out in the UKAS Agreement. The following specific terms and conditions apply to all customers seeking or holding accreditation for the Imaging Services Accreditation Scheme, ISAS, Standard, and override any conflicting sections of UKAS's stated terms and conditions.

2 FEE STRUCTURE

2.1 Application fee

Customers pay an application fee of £1,200 + VAT. This fee is non-refundable and must accompany the formal application for accreditation. This initiates the application process. Once accredited no further application fee is payable.

2.2 Accreditation fee

The accreditation fee is payable in even annual instalments over the accreditation cycle.

2.2.1 Following the agreement of the UKAS quotation by the Customer, the first instalment of fees to cover the pre-assessment and initial assessment effort will be charged by issue of a formal UKAS invoice. This invoice will be issued following formal agreement of fees. Subsequent instalments will become due at the point of the grant of accreditation and annually on that date in subsequent years. All fees are payable within 30 days of the invoice date.

2.2.2 Fees are based upon the number of assessors within the assessment team. The minimum assessment team size is normally three people i.e. one Assessment Manager, one Technical/Peer Assessor and one Lay Assessor. In exceptional circumstances a smaller team size may be considered and if appropriate, a smaller fee will apply.

2.2.3 The table below shows the typical fee structure and annual instalments for three different assessment team sizes.

| Size of Team | Application fee | Annual accreditation fee |
|--------------|-----------------|--------------------------|
| 3- people | £1,200+VAT | £3,600+VAT |
| 4- people | £1,200+VAT | £5,100+VAT |
| 5- people | £1,200+VAT | £6,600+VAT |

NB. This above prices are based upon the 2010/11 rates. This rate will be reviewed at the start of each financial year to take into account the inflation rates.

2.3 Pre-assessment and Initial Assessment Work

Pre-assessment or initial assessment work is that required for the grant of accredited status.

2.4 Surveillance and Re-assessment Work

Accreditation is granted, subject to annual assessment via the web-based assessment tool with an additional mini on-site surveillance visit during year two of the accreditation cycle. Re-assessment takes place during year four.

2.5 Extension to scope and any extra effort/visits

A standard fee of £2,500 is charged for an extension to scope and/or other additional work i.e. additional assessment effort outside of that allowed for within the normal accreditation cycle.

2.6 Reduction of Scope

A significant reduction of scope that incurs an extra visit or leads to a reduction in the size of the original assessment team will be re-quoted, as necessary.

2.7 Travel and subsistence

The costs of travel and subsistence for the Assessment Team is included within the accreditation fee and extension/reduction to scope/additional effort fee.

2.8 Cancellation of assessment

2.8.1 Dates for submission of web-based assessments and on-site assessment visits will normally be booked at least three months in advance.

2.8.2 Once a date is agreed by the customer, any cancellation or postponement after this time is likely to incur a cancellation charge. The minimum cancellation charge of £2,500 will be applied if notification of cancellation to UKAS is received 30 days or less from the confirmed date. If notification is received by UKAS outside of 30 days, the cancellation charge will be at the discretion of the Accreditation Manager. This charge is in addition to the agreed annual instalments of accreditation fees.

2.8.3 Similarly, a minimum supplementary charge of £2,500 will be charged if an on-site visit or accreditation decision has to be deferred due to unreasonable delays by the customer in dealing with/evidencing improvement actions arising from the web-based assessment and/or visit.

2.9 Cancellation of contract

Cancellation of contract by the Customer within the first two years of their accreditation cycle will incur a minimum charge of 75% of the total accreditation fee. For cancellation after that point, the customer will be required to pay in full the total fees remaining for that cycle.

3.0 Disclaimer

3.1 In addition to accepting to abide by the terms and conditions outlined above and

within the UKAS Agreement, all customer organisations seeking or holding accreditation for ISAS are required to comply with the terms set out in the attached ISAS disclaimer at Appendix A. This is to satisfy requirements set out in the agreement between UKAS and the licensor, Diagnostic Imaging Accreditation Ltd. (a company limited by guarantee), **DIAL**.

- 3.2** The Royal College of Radiologists and the College of Radiographers have established **DIAL** as a jointly-owned entity to which the ISAS standard, supporting commentary and evidence and sample outcome measures are licensed. The RCR and CoR have also established the **JASC** (Joint Accreditation Standards Committee) as the management committee which provides advice to UKAS in relation to the ISAS Standard.

Appendix A

ISAS Disclaimer Form

This disclaimer must be signed on application by all Customers seeking accreditation against the ISAS Standard.

| | |
|----------------------------|---|
| <p>(organisation name)</p> | <p>(UKAS ref. no – For office use only)</p> |
|----------------------------|---|

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|-------------------------------|
| <p>(organisation address)</p> |
|-------------------------------|

- 1.0 The Service Provider/organisation agrees to keep confidential the entire contents of the web-based assessment tool and accept that they are solely for its own use in relation to assessment and accreditation.
- 2.0 The Service Provider/organisation agrees for UKAS to provide DIAL (or, at DIAL's request, the JASC) with those details in relation to itself and the imaging services it provides which are relevant to the Accreditation decision.
- 3.0 The Service Provider/organisation accepts that while UKAS and its licensors (including any head or sub-licensor) have taken reasonable steps to ensure that the accreditation standard, supporting commentary and sample outcome measures in respect of the delivery of imaging services comprised in the Imaging Services Accreditation Scheme (the "ISAS Standard") are fit for the purpose of accrediting the providers of imaging services in the UK ("service providers"), this is not warranted and (to the maximum extent permitted by law) neither UKAS nor any licensor will have any liability to any service provider or any other person in the event that the ISAS Standard is not fit for such purpose.
- 4.0 The Service Provider/organisation accepts that while UKAS and its licensors have taken reasonable steps to ensure that the ISAS Standard is fit for the purpose of accrediting the providers of imaging services in the UK, the provision of imaging services by a service provider in accordance with the ISAS Standard and the grant of accreditation by UKAS to such service provider does not guarantee that the service provider will comply with its legal obligations to any third party (including the proper discharge of any duty of care) in providing such imaging services.

For and on behalf of the organisation

Signed

Name (please print)

Position held within the organisation

Date _____

For and on behalf of UKAS

Signed

Name (please print)

Position held within the organisation

Date _____