

**INFORMATIVE CIRCULAR**

Ref. 28512/24/FT/bb

Rome, 03-12-2024

To all accredited and applicant CABs  
To the associations of Conformity Assessment Bodies  
To the assessors/experts of Accredia  
Their offices

**SUBJECT: Informative circular Accredia N° 4/2024**  
**Definition of the transitional period for CABs, in connection with the mark change and the reassignment of the accreditation number and notification of issuance of RG-09 rev.12 “Regulation for the use of the ACCREDIA logo and Mark”**

Dear Sirs

as you know, ACCREDIA has developed a project to redesign its logo, which also involves a change in the Mark granted for use by accredited bodies. The objectives that guided the project were a more modern graphic design that better reflects the specificity of the individual accreditations and a unique numbering, for each legal entity, applicable to all relevant accreditations.

The introduction of the new Mark and its numbering is disciplined within Regulation RG-09, available on the website [www.accredia.it](http://www.accredia.it) and attached herewith. The document comes into effect, for ACCREDIA, on today's date, coinciding with the launch of the new website, while for the CABs, it will take effect with the start of the transition period outlined in paragraph 3 below.

## 1. Reassignment of accreditation numbers

The criterion for reassigning the accreditation number, for already accredited CABs, will follow a historical order, starting with the oldest accreditations, from the unique registry of accredited legal entities. In the event of overlapping accreditation numbers, where the date of accreditation is the same, it will proceed in alphabetical order according to the company name accredited at the time of reassignment.

In the knowledge that the change of accreditation number has an impact on the accredited entities, not only for their own documents and media, but also for authorisations and/or entries in lists, registers and rolls, the transitional period described in this circular has been defined in consultation with the Associations of Accredited CABs.

In particular, in order to enable the CABs to take action in good time with the relevant Competent Authorities, and request the adjustment, where necessary, of the accreditation number in authorisation procedures, recognitions or entries in lists, registers or rolls, after the latest meetings of the Sectoral Accreditation Committees in December 2024, the correspondence table with the new numbers assigned to each CAB will be sent.

It should be noted that it will in any case be forbidden to use this number on the CAB's documents until the official start of the transition period (see paragraph 3 below), as the accreditation number must correspond to the one on the CAB's accreditation certificate(s) and published in the ACCREDIA database.

## 2. Planned activities upon publication of the new Mark

Since the publication of the revised RG-09 Regulation and the official launch of the new Mark:

- From 10th to 19th January, 2025, ACCREDIA will review all CAB accreditation certificates, assigning the new numbering. These certificates will be made available online **starting 20th January, 2025**, directly on each CAB's page in the databases section of the website <https://www.accredia.it>.
- For the first accreditations issued starting from 2025, ACCREDIA will issue the certificate following the new numbering.
- a table of correspondence<sup>1</sup> between the new accreditation numbers and the current ones will be published on the ACCREDIA website, so as to make the information available, in a public and transparent manner, to all users of accredited services.
- CABs must revise their documentation and any media in which they use the accreditation mark (or reference to the accreditation number) within the timeframe defined in the following paragraph 3.
- CABs currently authorised to use the combined ILAC-ACCREDIA or IAF-ACCREDIA mark, shall contact their technical officer to update their authorisation.
- Certification, Inspection, Validation and Verification Bodies:
  - o are not obliged to re-issue certificates or reports already issued under the new mark but they may wait for the next applicable review (e.g., renewal).
  - o will have to give instructions to their customers to allow them to use the new mark, and to limit the use of the old ACCREDIA mark until **December 2028**. After that date, client companies will also only be able to use the new ACCREDIA mark.
  - o A webinar is scheduled for **30th January, 2025**, to present the RG-09 rev.12 Regulation and explain the transition process. A formal invitation will be sent.

<sup>1</sup> Please note, however, that the database search page has a section that allows you to consult the accreditation history, including those with revoked/expired accreditation, from which certificates of accreditation that are no longer in force are also accessible.

### 3. Timeframe for compliance by accredited CABs (transitional period) :

The transitional period is defined as follows:

- **20th January, 2025:** official start of the transitional period, following the publication by ACCREDIA of the new accreditation certificates (with the new mark and numbering). Starting from that date, the CABs can begin using the new mark with the corresponding new accreditation number.
- **until 30th September 2025:** transitional period, during which the coexistence of both marks is permitted, with the possibility for accredited CABs to use both the old and the new mark (each with its own numbering and scheme identification code).
- **from 1st October 2025:** end of the transitional period for accredited CABs and consequent:
  - o obligation to use exclusively the new mark and number on any medium;
  - o termination of the old mark (ACCREDIA logo Light Blue - Rectangular) and the current numbering.
- for CABs with first accreditation after the start of the transition period, certificates will be issued directly with the new logo and new number; therefore, the transition period does not apply.

The new set of logos and their instructions for use will be available, via the ACCREDIA website, through specific links/reserved areas of the individual Departments

Best regards.

Attachment: RG-09 rev.12.

  
**Dott. Filippo Trifiletti**  
General Director