ACCREDIA
ENTE ITALIANO DI ACCREDITAMENTO

Regulation for the use of the ACCREDIA logo and mark

REVISION
13

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TITLE **Regulation for the Use of the ACCREDIA Logo and Mark**

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NOTE *The present document represents the English version of the document under reference at the specified revision. In case of conflict, the Italian version will prevail.*

PREPARATION
Management System Manager

APPROVAL
The Directive Council

AUTHORIZATION
The General Director

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Contents

1. Scope and field of application

This document governs the use of the ACCREDIA Mark and the reference to accreditation, with the aim of ensuring uniform application by:

- ACCREDIA itself;
- accredited entities (accredited CABs);
- entities in the process of accreditation (CABs undergoing accreditation);
- any stakeholders, partners, or other third parties duly authorized.

As specified in the following paragraphs, the use of the ACCREDIA Mark and/or reference to accreditation is subject to authorization by ACCREDIA. In particular:

- accredited entities (accredited CABs) are authorized to use the ACCREDIA Mark and/or reference to accreditation upon the granting of accreditation.
- any stakeholders, partners, or other third parties may be authorized to use the ACCREDIA Mark only upon explicit request to ACCREDIA and subject to the conditions set forth in this Regulation.
- entities in the process of accreditation (CABs undergoing accreditation) are prohibited from using the ACCREDIA Mark as well as any reference to accreditation, in any form. Furthermore, any reference to the ongoing accreditation process is also prohibited, except in cases where such information is required for authorization procedures.
- scheme owners are prohibited from using the ACCREDIA Mark.

This General Regulation constitutes a contractual obligation between ACCREDIA and the accredited entities/entities undergoing accreditation, starting from the submission of the Accreditation Application.

The ACCREDIA Mark, both as a name and as a design, and in every version provided by this Regulation, is protected by specific registration in Italy and abroad (in the countries where ACCREDIA operates), ensuring its exclusive ownership by the Accreditation Body for all uses and with regard to all stakeholders.

This Regulation also governs the use of the combined IAF MLA and ILAC MRA Mark in cases covered by mutual international recognition.

2. References

The regulatory references for this Regulation are represented by the accreditation standards (e.g., UNI CEI EN ISO/IEC 17021-1, UNI CEI EN ISO/IEC 17024, UNI CEI EN ISO/IEC 17025, UNI CEI EN ISO/IEC 17065, etc.), as well as the applicable IAF, ILAC, and EA documents. In particular, the following are mentioned:

- UNI CEI EN ISO/IEC 17011 “Conformity assessment – general requirements for Accreditation Bodies accrediting Conformity Assessment Bodies”;
- EA 1/06 A - AB “EA Multilateral Agreement Criteria for signing Policy and procedure for development”;
- EA-2/02 M “EA Procedure for the evaluation of a National Accreditation Body”;
- EA-3/01 M “EA Conditions for the use of Accreditation Symbols, Logos and other claims of accreditation and reference to the EA MLA Signatory status”

- IAF ML 2 “General Principles on the Use of the IAF MLA Mark”;
- IAF PR4 “Structure of the IAF MLA and List of IAF Endorsed Normative Documents”;
- ILAC P8 "ILAC Mutual Recognition Arrangement (Arrangement): Supplementary Requirements for the Use of Accreditation Symbols and for Claims of Accreditation Status by Accredited Conformity Assessment Bodies";
- ILAC-R7:05 “Rules for the Use of the ILAC MRA Mark”;
- ILAC R7-F1 “Agreement for the use of the ILAC MRA Mark”;
- General Regulations (RG), Technical Regulations (RT) and Technical Documents (DT), for accreditation, specific for the various typologies of CAB.

All referenced documents are considered applicable in their latest valid revision, unless otherwise specified.

3. Definitions and abbreviations

This Regulation uses or refers to the definitions and abbreviations (acronyms) listed below. For matters not expressly stated, reference is made to the specific accreditation regulations for each scheme.

Logo: Registered symbol of the Accreditation Body for its presentation. Only the Accreditation Body may use its Logo on its documents (ref. UNI CEI EN ISO/IEC 17011).

Mark: The symbol issued by the Accreditation Body for use by accredited bodies as an indication of their accreditation status. It consists of the Logo which relates to the abbreviation of the scheme and the accreditation number (ref. UNI CEI EN ISO/IEC 17011).

Reference to accreditation: Declaration made by the accredited body on its documents regarding its accreditation status. It shall contain the identification of the AB, the reference of the scheme and the accreditation number (ref. EA-3/01).

Reference to the signatory status of the EA (MLA) multilateral agreement: Declaration or text used by an AB or by an accredited CAB as reference to the AB’s signatory status of the EA MLA agreements of mutual recognition for a specific scope of accreditation (ref. EA-3/01).

Scope of accreditation: Specific conformity assessment activities for which the accreditation is requested or has been granted (ref. General regulations for accreditation schemes).

Certificate/report/test report/declaration issued under accreditation: A certificate or report or a test report or a declaration containing conformity assessment results covered by the CAB’s accreditation scope and bearing the accreditation symbol or an equivalent reference to accreditation.

CAB: Conformity Assessment Body. Body that performs conformity assessment services, including calibrations, testing, certifications, and inspections (EC Regulation No. 765/2008, Chapter 1, Article 2, Paragraph 13, as amended).

Accredited Entity: An accredited entity refers to a Conformity assessment body (e.g., Certification Bodies, Inspection Bodies, Testing Laboratories, Calibration Laboratories, etc.) that holds accreditation.

Body: Certification, Inspection, Validation and Verification Body.

Accreditation schemes:

Currently the main accreditation schemes are as follows:

MS	Management system certification
PRD	Products/services/processes certification
PRS	Persons certification
ISP	Inspection
VV	Validation and Verification
LAB (*TL*)	Testing
LAT (*CL*)	Calibration
PTP	Proficiency Testing Providers
MED (*ML*)	Medical Examinations
RMP	Reference Material Production
BBK	Biobanking

The above acronyms and abbreviations may be added to in cases of future accreditation schemes, which will be communicated when necessary.

Users of accredited certification services: clients of bodies accredited by ACCREDIA, i.e. organizations possessing certification of management systems, those possessing product certifications (authorized to issue certification marks) and certified professional persons.

Clinical laboratory: This can be used as a synonym for Medical Laboratory.

Calibration centre (LAT): Accredited Calibration Laboratory (Law 273/91 Establishment of the national system of calibration). If only a part of the activities of a laboratory performing calibrations is accredited, the term is used exclusively for that part.

4. ACCREDIA's Institutional Logo

4.1 The institutional logo consists of the pictogram and the designation "ACCREDIA ENTE ITALIANO DI ACCREDITAMENTO"

ACCREDIA
ENTE ITALIANO DI ACCREDITAMENTO

4.2 The institutional logo is for the exclusive use of ACCREDIA.

4.3 This logo is used on all institutional documentation of ACCREDIA (e.g., letterhead, brochures, website, etc.).

4.4 The use by CABs or any entity not expressly authorized by ACCREDIA is prohibited.

4.5 Stakeholders, partners, or third parties may request the use of the ACCREDIA institutional logo by providing written justification with details about the intended use. The use must be authorised in writing by ACCREDIA

4.6 In the case of sponsorship requests, the "Criteria for Granting Endorsement" defined by ACCREDIA's Board of Directors shall apply.

4.7 Regarding size and colours, please refer to paragraph 11.

5. The ACCREDIA Institutional Accreditation Mark

In this Regulation, the definitions and abbreviations (acronyms) listed below are used or referenced. For anything not expressly indicated, please refer to the specific accreditation regulations for each scheme.

5.1 The ACCREDIA Institutional Accreditation Mark consists of two concentric circles containing the pictogram and the designation “ACCREDIA ENTE ITALIANO DI ACCREDITAMENTO”

5.2 The institutional accreditation Mark is for the exclusive use of ACCREDIA.

5.3 The ACCREDIA Mark, as described above, is displayed in the accreditation documentation (accreditation certificates) at the top centre of the page.

5.4 In the case of accreditation schemes covered by international mutual recognition agreements, the accreditation documentation (accreditation certificates and related attachments, where applicable) also includes, to the right of the ACCREDIA Mark, the following:

- The IAF Mark: for certificates that include only conformity assessment schemes under the level 5 sub-scopes (where indicated) covered by MLA agreements;
- The ILAC MRA Mark: for certificates of accreditation schemes covered by MRA agreements.
- This usage follows the requirements of the IAF ML2 and ILAC R7 documents, respectively.

5.5 The use by CABs or any third party is prohibited.

5.6 Regarding size and colours, please refer to paragraph 11.

6. The Accreditation Mark for Use by CABs

6.1. Graphic composition of the accreditation Mark for use by CABs

6.1.1 The ACCREDIA Mark for use by CABs consists of two concentric circles containing the pictogram and the designation ACCREDIA, along with the indication of the accreditation scheme and the accreditation number, which must be displayed below the ACCREDIA Mark, at the centre.

6.1.2 The accreditation number:

- it consists of five digits;
- it is assigned by ACCREDIA to each legal entity at the time of granting the first accreditation [1];
- in the case of an accreditation extension, the accreditation number remains unchanged and is associated with the scheme subject to the extension, for the composition of the specific Mark;
- It must always be included as an integral part of the Mark.

6.1.3 In the case of accreditation schemes covered by international mutual recognition agreements, the CAB may include, in addition to the Mark, a reference to the applicable agreements. For example: "*Signatory of EA and IAF Mutual Recognition Agreements*", or "*Signatory of the EA and ILAC Mutual Recognition Agreements*".

Using this wording, the CAB must refer exclusively to the applicable agreements (e.g., EA and ILAC for laboratories and inspection bodies, EA and IAF for certification bodies and validation and verification bodies) and must not mention agreements that are not applicable to the specific scheme (e.g., IAF is not applicable to laboratories).

The CAB may choose to use the wording in Italian, English, or bilingually (e.g. "*Signatory of EA and IAF Multilateral Agreements"* or "*Signatory of EA and ILAC Mutual Recognition Agreements".*

6.1.4 The Mark for use by CABs is specific to each accreditation scheme:

Scheme Identifier	**Reference Standard**
MANAGEMENT SYSTEM CERTIFICATION	UNI CEI EN ISO/IEC 17021-1
PRODUCT CERTIFICATION	UNI CEI EN ISO/IEC 17065
PERSONS CERTIFICATION	UNI CEI EN ISO/IEC 17024
INSPECTION	UNI CEI EN ISO/IEC 17020

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[1] Exceptions are provided in cases where the same legal entity holds multiple accreditations for the same scheme (e.g., the same company name holding multiple accreditations under UNI CEI EN ISO/IEC 17025).

Scheme Identifier	Reference Standard
VALIDATION AND VERIFICATION	UNI CEI EN ISO/IEC 17029
TESTING	UNI CEI EN ISO/IEC 17025
MEDICAL EXAMINATIONS	UNI EN ISO 15189
CALIBRATION	UNI CEI EN ISO/IEC 17025
PROFICIENCY TESTING PROVIDERS	UNI CEI EN ISO/IEC 17043
REFERENCE MATERIAL PRODUCTION	UNI CEI EN ISO 17034
BIOBANKING	UNI CEI EN ISO 20387

6.1.5 The image below shows examples of the Mark for the different accreditation schemes currently managed by ACCREDIA. Others may be added, depending on the evolution of the accreditation schemes.

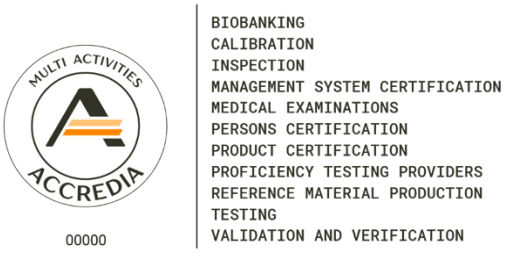
6.1.6 On conformity attestation documents (e.g., certificates of conformity, inspection reports, validation and verification declaration, test reports, calibration certificates, etc.), the CAB must exclusively use the specific Mark/ reference to accreditation of the accreditation scheme (e.g., Product certification 00000), even if the CAB holds multiple accreditations.

6.1.7 Regarding size and colours, please refer to paragraph 11.

6.2. Multi-Activities Mark for use by CABs

6.2.1 he ACCREDIA Multi Activities Mark is intended exclusively for CABs accredited for multiple schemes. It consists of two concentric circles containing the pictogram, the designation “ACCREDIA Multi Activities,” and the accreditation number, which must be displayed below the ACCREDIA Mark, at the centre. Next to the Mark, separated by a vertical line, the different schemes for which the CAB is accredited must be clearly stated.

6.2.2 Below is a graphic example of the ACCREDIA Multi Activities Mark. In its use, each CAB must indicate only the schemes for which it is accredited and its own accreditation number.



6.2.3 The use of this Mark is prohibited on conformity attestation documents (e.g., certificates of conformity, inspection reports, validation and verification declarations, test reports, calibration certificates, etc.), for which reference should be made to the previous paragraph.

6.2.4 This Mark may be used by the CAB only and exclusively on general documents/supports other than conformity attestation documents (e.g., commercial, promotional, or advertising materials, letterheads, websites, social media, brochure etc.).

6.2.5 This Mark may not be used by users of accredited certification services (see Par. 7).

6.2.6 Regarding size and colours, please refer to paragraph 11.

6.3. Granting of the Use of the Mark to CABs

6.3.1 The granting of the use of the ACCREDIA Mark is issued to accredited entities that have obtained accreditation, simultaneously with the accreditation decision, which also implies acceptance of this Regulation. The Mark or reference to accreditation may therefore be used exclusively by the legal entity holding the accreditation.

6.3.2 The granting of the use of the ACCREDIA Mark includes the authorization, for accredited entities (where applicable), to grant their clients the use of the ACCREDIA Mark, always in accordance with the provisions of this Regulation. The clients, if interested, must contact their Conformity Assessment Body directly, even if they are certified under proprietary schemes.

By accepting this Regulation, accredited entities:

- are authorised to refer to the accreditation, in the forms and manner specified in this Regulation and in accordance with the applicable mandatory regulations;
- undertake to comply with the provisions of this Regulation when referring to the accreditation, even in the absence of the ACCREDIA Mark;
- take on the responsibility of overseeing the correct use of the ACCREDIA Mark by their clients/users of accredited services.

6.4. General requirements for the use of the Mark by CABs

General

6.4.1 The guidelines contained in this Regulation apply both to the use of the Mark and to the reference to accreditation, even if the latter is not explicitly indicated.

6.4.2 Accredited entities are prohibited from using the ACCREDIA Mark in its Institutional version (see Figure 1 – Paragraph 13).

6.4.3 A copy or sample of every document or item bearing the ACCREDIA Mark, as outlined below, must be kept available for ACCREDIA or provided upon request.

6.4.4 Accredited entities must keep an adequate description of the intended and regulated uses of the ACCREDIA Mark, including for their clients, available to ACCREDIA and its assessors, in accordance with this Regulation.

6.4.5 Accredited entities are required to report to ACCREDIA any improper use or abuse of the accreditation Mark or logo that they become aware of.

6.4.6 In the case of CABs with multiple locations, the use of the ACCREDIA Mark, or reference to accreditation, must be limited to the accredited sites. In the case of common documents that mention different sites, a note must be included alongside the accreditation Mark/reference to identify the accredited site or refer to a list (e.g., on ACCREDIA's website).

6.4.7 In the event that the CAB's Mark is not registered and/or is registered by a different legal entity, ACCREDIA reserves the right to immediately revoke the granting of the use of the Mark to the CAB and to take action against the CAB in case of legal disputes.

Documents attesting conformity

6.4.8 In line with the transparency principle outlined in document EA-3/01, the documents attesting conformity (e.g. certificates of conformity, inspection reports, validation and verification declarations, test reports, calibration certificates, etc.) issued by CABs accredited by ACCREDIA, within the scope of accreditation, shall bear the ACCREDIA Mark or reference to the accreditation, in accordance with the criteria set out in this Regulation. For details, please refer to the following paragraphs, specific to the various accreditation schemes.

6.4.9 The use of the Accreditation Mark or reference to accreditation is optional on other documentation from the CAB, other than conformity assessment documents.

6.4.10 The placement of the ACCREDIA Mark on conformity assessment documents (e.g. certificates of conformity, inspection reports, validation and verification declarations, test reports, calibration certificates, etc.) must be in accordance with the graphical criteria illustrated in Figure 2 – Paragraph 13.

Other uses aside from declarations of conformity

6.4.11 The ACCREDIA Mark (or reference to accreditation) applied to "supports" other than conformity assessment documents (e.g. promotional or advertising materials, letterheads, websites, social media, brochure etc.) must comply with the requirements set out in the previous paragraph 6.1 (i.e. including the pictogram, denomination, indication of the accredited schemes, and accreditation number). Alternatively, for CABs accredited under multiple schemes, the Multi Activities Mark may be used instead of individual scheme Marks. The reference to international mutual recognition agreements may only be included if the indicated schemes are covered by such agreements.

If such supports refer to activities/services not covered by accreditation, this circumstance must be clearly highlighted (e.g. with reference to the accreditation certificate and related attachments available on the ACCREDIA website).

6.4.12 The ACCREDIA Mark (or reference to accreditation) may be included on the price lists/rates/quotations/offers of accredited CABs. If these documents include also conformity assessment services that are not covered by ACCREDIA accreditation, they must be clearly identified as such (e.g. with reference to the accreditation certificate and related attachments available on the ACCREDIA website). If the price lists/rates/quotations/offers do not include any accredited activities, the use of the ACCREDIA Mark or reference to accreditation is not permitted.

6.4.13 The ACCREDIA Mark may also be applied to the vehicles used by the CAB.

6.4.14 The ACCREDIA Mark may not be applied:

- on business cards, identification badges, or email signatures of staff (employees or collaborators) of accredited entities,
- on the internal documents of the CAB management system (e.g. forms, checklists (including assessment checklists), minutes, instructions, manuals, audit plans, documents, etc.),
- on CAB assessment reports, even if they relate to accredited schemes (except for inspection reports, which are included among the conformity assessment certificates).

6.4.15 For specific uses not covered by this regulation (e.g., brochures, posters, signs…), the CAB is encouraged to request prior authorisation from ACCREDIA.

Information for the Client

6.4.16 The CABs shall explain to clients the meaning and importance of Mutual Recognition Agreements (MLA/MRA) of ABs at the European level and worldwide, in order to recognize, on the international market, the quality of products and services provided by the clients.

6.4.17 With regard to relations with their clients, CABs shall not use the ACCREDIA Mark or any reference to accreditation in such a way as to create the impression that ACCREDIA accepts responsibility for the quality of the products/inspections/test results/activities, or for any opinion or interpretation that may arise from it, or that ACCREDIA grants any approval to a product/inspection/sample/item/material/measurement instrument/service, etc.

6.5. Specific requirements for the use of the Mark by CABs

6.5.1. Certification, inspection, validation and verification bodies

Documents attesting conformity

6.5.1.1 The documents attesting conformity (certificates of conformity, inspection reports, or validation and verification declarations issued by Bodies accredited by ACCREDIA), within the scope of accreditation, must bear the ACCREDIA Mark in accordance with the criteria set out in this Regulation, unless the Body holds multiple accreditations issued by Accreditation Bodies that are signatories to the MLA/MRA agreements of EA, IAF, or ILAC. In such cases, the Body may choose to display any of the accreditation Marks at its disposal. Upon request from the CAB, ACCREDIA may consider authorising the use of multiple accreditation Marks on the same conformity assessment document, provided that:

- the two marks are clearly distinct;
- the level 5 scheme referred to in the issued certificate is effectively covered by both accreditations.

The rules set out in this Regulation do not apply to the use of accreditation Marks other than that of ACCREDIA.

For all accreditation areas whose certificates issued by the Body must be entered into specific databases (e.g., TRACES for the European organic scheme) that do not allow the uploading of complete certification documents with marks, CABs are permitted to upload only the information required by the system, including a reference to the ACCREDIA accreditation and a hyperlink to the accreditation certificate (where applicable).

Conformity assessment documents may not be issued for the same area, even if they fall under different accreditation schemes.

6.5.1.2 The ACCREDIA Mark may be placed at different points on the conformity attestation documents, depending on their graphic layout and ensuring consistent and appropriate visibility of the ACCREDIA Mark itself, ensuring that it does not predominate with respect to the Mark/header of the Body and/or that it is positioned in such a way as to imply that ACCREDIA has issued the certification document.

6.5.1.3 The ACCREDIA Mark as above shall not be used on conformity attestation documents which do not regard accredited schemes managed by the CAB

6.5.1.4 In cases where, in the declaration of conformity documents, the field of application refers contemporarily to processes both covered and not covered by the accreditation, this shall be clearly shown, except for management system certifications because an accreditation certificate cannot state process/sectors not covered by accreditation. In such cases, the management system CAB shall issue two certificates.

Similarly, on conformity assessment documents:

- in cases of persons certification, the name of the t Examination center may not be included, to avoid confusion as to the accreditation holder.

- in all cases where other marks are used (e.g., brands from the same group, etc.), it must be clearly visible and perceptible which entity holds the accreditation.

6.5.1.5 In cases where the inspection reports contain inspection activities which are not accredited, these shall be accompanied by a declaration stating “inspection not accredited by ACCREDIA” (or “inspection not covered by accreditation”), stated next to the typology of inspection activity or by means of a reference (marked with an asterisk*).

Other uses

6.5.1.6 In the Body’s documents—descriptive in any case of the assessment services provided—and displaying both Marks (ACCREDIA and the Body’s), any conformity assessment activities not covered by ACCREDIA accreditation must be clearly identified as such.

6.5.1.7 For inspection bodies, the headed paper bearing the ACCREDIA Mark shall not be used for offers or estimates or accompanying letters that do not refer to or contain any accredited activity.

Information for the Client

6.5.1.8 CABs should give to their clients a copy of this Regulation and they are requested to refer to the original EA, IAF and ILAC documents as contained in point 2 for the correct and proper use of the Marks and Logos.

6.5.2. Testing Laboratories and Medical Laboratories

6.5.2.1 The ACCREDIA Mark may be placed in different points on the test report/report, depending on its graphic layout (e.g., at the top left, centre, or right; at the bottom left, centre, or right; or even on the side), provided that the graphic harmony of the document is respected).

In all cases it is important to avoid excessive graphic combined uses between the ACCREDIA Mark and that of the laboratory because graphic “overlapping” could cause confusion of concepts (e.g. the distance between the laboratory mark and that of the ACCREDIA Mark must be greater than that between the ACCREDIA and ILAC mark present in the combined mark, to allow for a clear distinction).

6.5.2.2 The ACCREDIA Mark, or any other reference to ACCREDIA accreditation can be placed on the test report/other report only when:

a. the test report/other report contains the results of activities performed within the scope of accreditation obtained by the laboratory; in this case the ACCREDIA Mark/reference to accreditation shall be present on every page of the test report or report;
b. the Mark or heading of the issuing laboratory is also placed;
c. it is not given greater prominence than the Mark or heading of the issuing laboratory (e.g. in the left to right reading layout);

d. it is not affixed more than once other than in cases given under point a) above.

6.5.2.3 If the test reports/other reports contain test results of activities which have not been accredited or activities carried out while the accreditation was suspended, these shall be accompanied by the declaration “activities[2] not accredited by ACCREDIA”, stated next to the test or with a reference which shall be highlighted:

- by an asterisk * next to the name of the test/sampling if it is a testing lab;
- with the symbol § alongside the name of the test if it is a medical lab.

The declaration shall be printed with the same characters and size as the name of the test or exam.

6.5.2.4 If the testing laboratory states on the test report/other report any opinions or interpretations which are not covered by accreditation and are different from the declarations of conformity to requirements and/or to the specifics, these shall be given in a section of the test report which shall have the title: “Opinions and interpretations – not covered by ACCREDIA accreditation”.

6.5.2.5 The ACCREDIA Mark and any reference to accreditation shall not be placed on a testing sample or a product (or a part of one) or be used to indicate product certification.

6.5.2.6 Test reports or other reports carrying the ACCREDIA Mark or any reference to accreditation shall meet all the requirements given in the ACCREDIA documents RT-08 and RT-35.

6.5.2.7 The test reports/other reports issued by laboratories whose management system has been certified by a management system certification body shall not use the Mark of the OdC (Certification Body) with or without reference to accreditation of the OdC (Certification Body) in question (see § 7). Similarly, product certification Marks or certification Marks of proprietary schemes must not be displayed on test reports/other reports.

6.5.2.8 The ACCREDIA Mark or reference to accreditation shall not be placed on other types of documents stating results of accredited activities if such documents do not conform with the requirements of test reports/other reports under the provisions of the standards UNI CEI EN ISO/IEC 17025 (or UNI EN ISO 15189) and with the ACCREDIA documents RT-08 and RT-35.

6.5.2.9 The ACCREDIA Mark/reference to accreditation shall not be used on documents relating only to non-accredited (or suspended) activities, or to other activities of the laboratory that are not subject to accreditation (e.g. consultancy), or on accompanying letters relating to activities that are not accredited, neither on reports, expert appraisals, nor other technical documentation other than test reports/other reports.

6.5.2.10 The laboratory shall define in its quality manual or other system document, the modalities for use of the ACCREDIA Mark/reference to accreditation on tests reports/other reports and other permitted cases.

……

[2] Specify whether the non-accredited activity is: testing, sampling, or exam.

6.5.2.11 The ACCREDIA Mark, or any reference to accreditation shall not be used by the clients of accredited laboratories, nor shall they be used in documents concerning the product or on the product. It is permitted to attach a copy of the test report. The lab shall inform its clients with regard to the reasons for this limitation of use and it shall ensure adherence.

6.5.2.12 Clients of accredited laboratories who carry out commercial activities of accredited activities (e.g. consultancy companies, intermediaries) that issue test reports with results provided by accredited laboratories, shall not use the ACCREDIA Mark or the reference to the accreditation of the laboratory that performed the test. They shall not use the ACCREDIA Mark in any way on the offers of accredited services, but may quote the reference to accreditation, reporting the accreditation number and the company name of the accredited laboratory.

6.5.2.13 The ACCREDIA Mark, or reference to accreditation shall not be used by laboratories which are not accredited and which sub-contract tests to other laboratories accredited by ACCREDIA, except in cases as set out in RT-08 and RT-35.

6.5.2.14 In cases of a simplified presentation of results, use of the ACCREDIA Mark/reference to accreditation shall be approved in advance by ACCREDIA and authorised.

6.5.2.15 On test reports/other reports with the ACCREDIA Mark (or reference to accreditation), Marks or logos other than those of the accredited laboratory cannot be used (e.g. belonging to groups, networks, company branch rental, scientific societies, contracting parties, partners, departments, business units, identifiers/commercial names), unless expressly authorized by ACCREDIA. This is in order not to compromise the clarity of who is the holder of the accreditation and its scope, without ambiguity.

The authorization for the inclusion in the test report/other report of marks other than the ACCREDIA Mark and that of the accredited laboratory may be permitted by ACCREDIA following evaluation of the documentation authorizing the laboratory for use, such as for example 'name signs' in the Chamber of Commerce Certificate, a document attesting the relationship between the owner and membership of a group or network, etc.

Other Marks shall not predominate with respect to the Mark/header of the accredited laboratory, nor to the ACCREDIA Mark. In the reading layout from left to right, it shall not have greater prominence or importance than the Mark/header of the laboratory which possesses the accreditation.

The laboratory must define in its management system manual or in another system document, the methods for using the ACCREDIA mark/reference to accreditation[3], on test reports and in other permitted cases.

6.5.2.16 In view of the principle of transparency, the CAB that issues a report or certificate for the conformity assessment activities covered by its accreditation shall do so under accreditation (using the Mark/reference), unless it has been explicitly agreed in a legal or documented agreement with the

……

[3] Including sampling reports

client. In these cases, the accredited CAB shall inform its clients that such reports/certificates are not accredited and consequently are not covered by the EA MLA.

However, the latter possibility shall not be applied when test reports/certificates containing results covered by accreditation are issued in an area where accreditation is required by law or contractually required or when test reports/certificates must be presented or transmitted to a third party (public or authorities). In such cases, the use of the Mark or reference to accreditation is mandatory, unless the affixing is prohibited by mandatory requirements.

In the case of medical laboratories operating within the national territory, which demonstrate technical impossibilities for the use of the Mark or reference to accreditation on reports for the distinction between accredited and not accredited activities (see § 6.5.2.3), an alternative solution may be applied that ensures compliance with the transparency principle outlined in the EA-3/01 document. This alternative solution for the inclusion of the following sentence in the reports: "*Not all results reported are covered by accreditation ISO 15189 issued by ACCREDIA. The list of accredited activities at the date the report is available on laboratory website/" detailed accreditation scope" Link...* In the case of fixed-field accreditation, instead of the list published on the laboratory's website, it is possible to refer directly to the ACCREDIA website.

The laboratory that intends to adopt the alternative solutions may be considered following a written request, properly justified.

Furthermore, in the case of flexible[4] accreditation, the laboratory must also ensure that:

- past revisions of the detail lists shall be published, providing for an adequate publication period consistent with the possible future use of the reports
- the names of the tests in the reports and in the detailed list are consistent, to allow for the unambiguous identification of the test and avoid ambiguity and allow for clear identification of accredited and non-accredited activities, such as:

- if multiple methods are used, not all of which are accredited;
- if tests and/or pre-examination phases may be performed at different sites, not all of which fall within the scope of accreditation.

Furthermore, it is recalled that if no test in the report is accredited, any reference to accreditation, whether through the ACCREDIA mark or other indications, including the sentence provided for the alternative solution, is prohibited.

Please note that the alternative solution proposed in this point is applicable only and exclusively to medical laboratories, based on the specific international guidelines for this scheme.

.....

[4] In the case of fixed accreditation, the outdated lists of accredited exams are available in the "Accreditation History" section of the ACCREDIA website.

6.5.3. Reference Calibration Laboratories and Medical laboratories

6.5.3.1 Laboratories can use the ACCREDIA Mark or reference to accreditation on calibration certificates only when the calibration certificate contains the results of calibrations carried out under accreditation obtained for quantities, sectors, measurement fields and uncertainties declared in the accreditation table.

6.5.3.2 The calibration certificates shall comply with the requirements contained in the Technical Documents DT.

6.5.3.3 The ACCREDIA Mark can be used on the outside of buildings only in order to identify the laboratory.

6.5.3.4 The laboratories and the entities on which they depend shall use the ACCREDIA Mark and the status of the accredited laboratory in a correct way. They shall not, for example, issue misleading publicity or make declarations which could be damaging for ACCREDIA or for its image.

6.5.3.5 The laboratory shall define in its documents, the modalities for use of the ACCREDIA Mark on calibration certificates and other permitted cases.

6.5.3.6 Clients of accredited laboratories who carry out commercial activities of accredited activities (e.g. consultancy companies, intermediaries) shall not use the ACCREDIA Mark or the reference to the accreditation of the laboratory that performs the calibrations. They shall not use the ACCREDIA Mark in any way on the offers of accredited services, but they can quote the reference to the accreditation, reporting the accreditation number and the company name of the accredited laboratory

6.5.3.7 When it is possible, a laboratory can affix a label showing the ACCREDIA Mark on instruments used by clients which have been calibrated with the issuance of a certificate, provided that the following conditions have been respected:

- the label refers only to the calibration done on the date given on the certificate;
- the label does not imply conformity to specific, approval of quality or product or validity of calibration.

6.5.3.8 The ACCREDIA Mark shall not be used or affixed to the instrument/sample in a way which is separate from the label which identifies it. The label shall show, at least, the fields given below:

- the company name and accreditation number of the calibration laboratory;
- the identification of the instrument/sample;
- the date of the calibration;
- the unequivocal reference to the certificate related to the instrument/sample.

The presence of the label with the ACCREDIA Mark on an instrument/sample does not imply that the instrument/sample is approved by ACCREDIA.

6.5.3.9 Calibration certificates issued by a calibration lab whose QMS has been certified by a management system OdC shall never show the OdC's Mark, with or without reference to accreditation of the OdC.

6.5.3.10 On calibration certificates with the ACCREDIA Mark, it is forbidden to use marks/logos other than that of the accredited laboratory (e.g. belonging to groups, networks, business branch rental, scientific societies, contracting parties, partners, departments, business units, identifiers/commercial names), unless expressly authorized by ACCREDIA. This in order not to compromise the clarity concerning who is the holder of the accreditation and its scope, without ambiguity.

The authorization for the inclusion in the calibration certificate of marks other than ACCREDIA's Mark and the accredited laboratory's Mark, may be granted by ACCREDIA following evaluation of the documentation authorizing the laboratory for its use, such as a sign in the Chamber of Commerce Registration Certificate, a document certifying the relationship between the owner and membership of a group or network, etc.

Other marks must not be more prominent than the mark/heading of the Laboratory holding the accreditation, nor the ACCREDIA Mark. In the left-to-right reading layout, they should not have greater emphasis/relevance than the Mark/heading of the Laboratory holding the accreditation.

6.5.3.11 In view of the principle of transparency, the CAB that issues a report/certificate for the conformity assessment activities covered by its accreditation shall do so under accreditation (using the Mark/reference), unless it has been explicitly agreed in a legal or documented agreement with the client. In these cases, the accredited CAB shall inform its clients that such calibration certificates are not accredited and consequently are not covered by the EA MLA.

However, this possibility cannot be applied when the calibration certificates containing results covered by accreditation are issued in an area where accreditation is required by law or by contract or when the reports/certificates must be presented or transmitted to a third party (public or an authority). In such cases, the use of the Mark or reference to accreditation is mandatory, unless the affixing is forbidden by mandatory requirements.

6.5.4. Proficiency Testing Providers (PTP)

6.5.4.1 The ACCREDIA Mark, as composed above, may be affixed at different points of the front page of the proficiency test report according to the graphics (e.g. top left, centre or on the right; bottom left, centre or on the right, or to one side, as long as the graphic harmony of the document is respected).

In all cases, it is recommended to avoid too many graphics between the ACCREDIA Mark as above and the Mark of the PTP, because graphic "overlapping" could create conceptual confusion. (e.g. the distance between the PTP mark and that of the ACCREDIA Mark must be greater than that between the ACCREDIA and ILAC mark present in the combined mark, to allow for a clear distinction).

6.5.4.2 The ACCREDIA Mark, or any other reference to accreditation by ACCREDIA can be used on the report only in the following circumstances:

a) the report contains the results of proficiency tests carried out within the accreditation obtained by the PTP; in such cases the ACCREDIA Mark/reference to accreditation should be placed on each sheet of the report;

b) the Mark or heading is also placed of the issuing PTP

c) it does not have a greater size than the Mark or heading of the issuing PTP (e.g. in the left to right reading layout);

d) it is not placed more than once except in cases as stated in a) above.

6.5.4.3 If the reports also contain the results of proficiency tests conducted without accreditation or with suspended accreditation, these shall be accompanied by a declaration stating “test conducted without ACCREDIA accreditation”, placed next to the proficiency test or by means of a reference (highlighted by an asterisk * next to the name of the proficiency test).

The declaration shall be printed using the same characters, of the same size as the name of the proficiency test.

If the PTP includes in the report opinions or interpretations which are not in conformity with standard UNI CEI EN ISO/IEC 17043, these shall be written in an appropriate section of the report that shall be entitled “Opinions and interpretations – not the object of ACCREDIA accreditation”.

6.5.4.4 The proficiency test report carrying the ACCREDIA Mark/reference to accreditation shall meet all the requirements contained in ACCREDIA document RT-27 and in the standard UNI CEI EN ISO/IEC 17043.

6.5.4.5 The reports issued by the PTP whose MS has been certified by a corporate management system OdC, shall not carry the OdC’s Mark, with or without any reference to the OdC’s accreditation itself (see §.7).

6.5.4.6 The ACCREDIA Mark or reference to accreditation shall not be placed on other types of documents that give accredited testing results if such documents do not conform with the requirements for testing reports as defined in the standard UNI CEI EN ISO/IEC 17043 and in the ACCREDIA document RT-27.

6.5.4.7 The ACCREDIA Mark or the reference to accreditation shall not be used on documents relating only to non-accredited (or suspended) proficiency testing activities or other activities of the PTP that are not the object of accreditation (e.g. consultancy), nor on letters accompanying activities relating to non-accredited activities, or on reports, expert reports, or other technical documentation other than proficiency test reports.

6.5.4.8 The PTP shall define in its quality manual or other system document, the modalities for use of the ACCREDIA Mark/reference to accreditation on PT reports and other permitted cases.

6.5.4.9 The ACCREDIA Mark or reference to accreditation shall not be used by PTPs which do not possess accreditation and which sub-contract tests to other PTPs possessing ACCREDIA accreditation.

6.5.4.10 On PT reports with the ACCREDIA Mark (or reference to accreditation) other Marks/logos other than that of the accredited laboratory cannot be used (e.g. belonging to groups, networks, company branch rental, scientific societies, contracting parties, partners, departments, business units, identifiers/commercial names), unless expressly authorized by ACCREDIA. This is in order not to compromise the clarity of who is the actual holder of the accreditation and its scope, without ambiguity.

The authorization for the inclusion in the proficiency test report of Marks other than ACCREDIA and the accredited laboratory may be granted by ACCREDIA following evaluation of the documentation authorizing the PTP for use, such as for example 'name signs' in the Chamber of Commerce Certificate, a document attesting the relationship between the owner and membership of a group or network, etc.

Other Marks shall not predominate with respect to the Mark/header of the accredited PTP, nor to the ACCREDIA Mark. In the reading layout from left to right, they shall not have greater prominence or importance than the Mark/header of the PTP that owns the accreditation.

6.5.4.11 In view of the principle of transparency, the CAB that issues a report or certificate for the conformity assessment activities covered by its accreditation shall do so under accreditation (using the Mark or reference), unless it has been explicitly agreed in a legal or documented agreement with the client. In these cases, the accredited CAB shall inform its clients that such reports are not accredited and consequently are not covered by the EA MLA agreements.

However, this possibility cannot be applied when the reports containing results covered by accreditation are issued in an area where accreditation is required by law or by contract or when the reports shall be presented or transmitted to a third party (public or an authority). In such cases, the use of the Mark or reference to accreditation is mandatory, unless the affixing is forbidden by mandatory requirements.

6.5.5. Reference Material Producers (RMP)

6.5.5.1 The RMP may use the ACCREDIA Mark or reference to accreditation on certificates of a reference material or on product information materials only when these have been issued in conformity with the requirements of UNI CEI EN ISO 17034 and with the applicable ACCREDIA documents referring to accredited activities.

6.5.5.2 The RMP may report in reference material certificates, also values which are not certified provided that they are clearly identified with an asterisk and accompanied by a declaration that such data cannot and shall not be used for the dissemination of metrological traceability (e.g. they shall not be used for the calibration of an instrument).

6.5.5.3 The documents relating to reference materials shall meet the requirements given in the Technical Documents DT.

6.5.5.4 The ACCREDIA Mark may be placed on the outside walls of the RMP for identifying it.

6.5.5.5 The RMP and the entity on which it depends shall use the ACCREDIA Mark and the status of the accredited RMP correctly, and it shall not, for example, conduct misleading publicity or make declarations which could damage ACCREDIA or its image.

6.5.5.6 The RMPs shall define, in their quality manual or in other system documents, the modalities for the use of the ACCREDIA Mark on certificates of a reference material, on product information communications or in other permitted cases.

6.5.5.7 The clients of an accredited RMP who carry out commercial activities of accredited activities (e.g. consulting firms, intermediaries) shall not use the ACCREDIA Mark or the reference to the accreditation of the RMP that produces the reference materials. They shall not use the ACCREDIA Mark in any way on the offers of accredited reference materials, but may quote the accreditation reference, reporting the accreditation number and the name of the RMP which possesses the accreditation.

6.5.5.8 An RMP may, where possible, affix a label which carries the ACCREDIA Mark directly on the reference material, as long as this label is affixed only on the production batch of the materials included in the scope of accreditation. The ACCREDIA Mark shall not be used/affixed on materials separately from the label which identifies it. These labels shall show, at least, the fields given below:

- the company name and accreditation number of the RMP;
- the identification of the reference material;
- the production date and necessary information to make the material unequivocally identifiable (e.g. series or batch number);
- the unequivocal reference to the document associated to the reference material.

These provisions are necessary to ensure that the production of the specific material is carried out by an accredited organization in conformity with the standard UNI CEI EN ISO 17034. The presence of the label with the ACCREDIA Mark on a material does not imply that the material in question is approved by ACCREDIA.

6.5.5.9 Certificates of reference materials and product information issued by the RMP whose quality management system has been certified by a corporate management system OdC shall never include the OdC's Mark with or without the reference to the possible accreditation of the OdC (see templates reported in the DT Technical Documents).

6.5.5.10 On the certificates of reference materials and product information bearing the ACCREDIA logo, it is forbidden to use marks/logos other than that of the RMP holder of the accreditation (e.g. belonging to groups, networks, company branch rentals. scientific societies, contracting parties, partners, departments, business units, identifiers/commercial names), unless expressly authorized by ACCREDIA. This is to avoid compromising the clarity of who is the actual holder of the accreditation and its scope, without ambiguity.

The authorization for the inclusion in the certificate of reference material and in the product information of marks other than ACCREDIA's Mark and the RMP holder of the accreditation, may be granted by

ACCREDIA following evaluation of the documentation that authorizes the RMP for use, e.g. 'signs' in the Chamber of Commerce registration, document certifying the relationship between the owner and belonging to a group/network, etc.

Other Marks must not predominate with respect to the Mark/header of the RMP possessing the accreditation, nor to the ACCREDIA Mark. In the left-to-right reading layout, it must not have greater prominence/importance than the Mark/header of the accredited RMP.

6.5.5.11 In view of the principle of transparency, the RMP that issues a reference material document for the conformity assessment activities covered by its accreditation shall do so under accreditation (using the Mark/reference) unless it has been explicitly agreed in a legal or documented agreement with the client. In these cases, the accredited body shall inform its clients that such reference material documents are not accredited and consequently are not covered by the EA MLA agreements.

However, this possibility cannot be applied when the reports/certificates containing results covered by accreditation are issued in an area where accreditation is required by law or by contract or when the reports/certificates shall be presented or transmitted to a third party (public or an authority). In such cases, the use of the Mark or reference to accreditation is mandatory, unless this is forbidden by mandatory requirements.

6.5.6. Biobanks (BBK)

6.5.6.1 The ACCREDIA Mark, as composed above, can be placed in different points of the biological material report, depending on its graphic structure (e.g. top left, centre or right; bottom, left, centre or right; or also laterally, provided that the graphic harmony of the document is respected).

It is recommended to avoid excessive graphic juxtapositions between the ACCREDIA Mark and that of the biobank, since a graphic "overlapping" could generate conceptual confusion.

The indications contained in this Regulation are intended both for use of the Mark and for the reference to accreditation.

In the left-to-right reading layout, it must not have greater prominence/importance than the Mark/header of the accredited biobank.

6.5.6.2 The ACCREDIA Mark, or any other reference to accreditation can be shown on the report of biological material only when:

a) the report of biological material contains the results of activities carried out under the accreditation obtained by the biobank; in this case the ACCREDIA Mark must be affixed to each page of the report;

b) the Mark or header of the issuing biobank is also affixed;

c) it does not have greater relevance than the Mark or the name of the issuing biobank;

d) it is not stated more than once except for the cases provided for in letter a) above.

6.5.6.3 If the biological material reports also contain the results of non-accredited activities or activities with suspended accreditation, these shall be accompanied by the declaration "activity [5] not accredited by ACCREDIA", shown next to the activity or by means of a reference, which shall be highlighted with an asterisk * next to the name of the biological material or activity.

The declaration must be printed with the same font, in the same size as the name of the accredited activity.

The ACCREDIA Mark shall not be used on documents relating only to non-accredited (or suspended) activities or to other activities of the biobank that are not subject to accreditation (e.g. consultancy), nor on reports, expert reports, or other technical documentation other than reports of biological material.

6.5.6.4 The ACCREDIA Mark and any reference to accreditation shall not be affixed to biological material (or part of it) or used to imply product certification.

6.5.6.5 The reports of biological material issued by BBK whose management system has been certified by a management system OdC shall never carry the OdC's Mark with or without reference to the possible accreditation of the OdC itself (see Par.7).

6.5.6.6 The biobank shall define, in its quality manual or in another system document, the methods for using the ACCREDIA Mark on biological material reports and in other permitted cases.

6.5.6.7 On the biological material reports with the ACCREDIA Mark (or reference to accreditation), the use of other Marks/logos other than that of the accredited biobank cannot be used (e.g. belonging to groups, networks, company branch rental, scientific societies, contracting parties, partners, departments, business units, identifiers/commercial names), unless expressly authorized by ACCREDIA. This is in order not to compromise the clarity of who is the actual holder of the accreditation and its scope, without ambiguity.

The authorization for the inclusion of biological material reports of Marks other than ACCREDIA's Mark and the Mark of the accredited biobank may be granted by ACCREDIA following evaluation of the documentation authorizing the biobank for use, such as for example 'name signs' in the Chamber of Commerce Certificate, a document attesting the relationship between the owner and membership of a group or network, etc.

Other Marks shall not predominate with respect to the Mark/header of the accredited biobank, nor to the ACCREDIA Mark. In the reading layout from left to right, it shall not have greater prominence or importance than the Mark/header of the biobank which possesses it.

……

[5] Specify if the activity is non-accredited because it is provided externally.

6.5.6.8 The ACCREDIA Mark must not be used/attached to biological material independently of the label that identifies it. This label, in addition to the requirements of ISO 20387, must include at least the fields listed below:

- The company name and the accreditation number of the accredited biobank;
- Identification of the biological material;
- the cross-reference to the biological material report.

The presence of the label with the ACCREDIA Mark on the biological material does not imply that the biological material has been approved, acquired, or generated by ACCREDIA.

7. Requirements for use of the ACCREDIA accreditation Mark by users of accredited certification services

7.1 As per definitions, the wording “users of accredited certification services” is used to mean clients of bodies accredited by ACCREDIA, meaning organizations possessing management systems certification, those possessing product certifications (licensed holders of certification Marks) and certified professional persons, according to the cases described below.

7.2 The Bodies accredited by ACCREDIA have the possibility of giving to their clients the option of using the ACCREDIA Mark, in accordance with this Regulation.

The accurate and proper use of such option is fully recommended by ACCREDIA.

The use of the ACCREDIA Mark by the aforementioned clients is only permitted in conjunction with the Mark of the accredited body, as shown below, and in compliance with this regulation.

It does not contain the references of the accreditation schemes and the registration numbers, or references to the MLA/MRA agreement.

7.3 For the aforementioned composition of the Mark for use by users of accredited certification services:

- the ACCREDIA Mark must be placed to the right of the Body's Mark and must not have greater prominence than it.
- the specific scheme must be indicated inside the circle of the ACCREDIA Mark (e.g., "Management System certification", instead of the word 'facsimile' shown in the image above);
- the accreditation number of the Body must not be displayed;
- the use of the Multi Activities Mark referred to in Par 6.2 is prohibited.

7.4 As an alternative to the graphics given above (ACCREDIA Mark together with the Mark of the accredited body) it is permitted to place, immediately next to the Mark of the body (either below, above or to the side), the words, in one or in both languages):

Organismo accreditato da ACCREDIA

Body accredited by ACCREDIA

7.5 The ACCREDIA Mark may not be used by to the Examination Centers of the Personnel Certification Bodies, clients of Verification and Validation Bodies and by the clients of Inspection Bodies except on labels which may be affixed to inspected items. In such cases use shall comply with the provisions of ILAC P8, i.e. the label shall clearly indicate the inspected item, such as “inspected by …” or “inspected in….” etc.

In addition, the label must include at least the following information:

- the name and accreditation number of the accredited inspection body;
- the identification of the equipment;
- the date of the inspection;
- the reference to the inspection report issued concerning the inspection.

7.6 Where applicable, the CAB shall regulate use of the ACCREDIA Mark on the part of its clients by means of written provisions which are part of the documentation of the QMS and which are contractually binding (generally incorporated in the CAB’s regulations). Such provisions, among other things, shall guarantee that:

- the holder of a certain type of certification, regarding a certain accreditation scheme, shall never use the ACCREDIA Mark separately from the certification Mark of the accredited OdC.
- the ACCREDIA Mark shall not be used in such a way as to give the idea that ACCREDIA has certified or approved the management system of an organization or a product or the personnel of the holder of an accredited certification or is misleading in any other way.

7.7 A corporate management system OdC (see point 2) shall ensure that the holder of the certification, on products either made or supplied by the certified organization and also on the packaging or inside the accompanying information, neither the OdC’s Mark nor that of ACCREDIA (either in separate or combined form) shall be placed.

It is permitted to use a declaration such as “*Organization with certified management system*” (e.g. quality, the environment) with the name of the CAB and the applicable standard. Such declaration may be added to other information required by the OdC on the basis of the requirements of the applicable accreditation standard.

Use of the ACCREDIA Mark, together with that of the OdC, is permitted on headed paper and documents in general (apart from any technical documentation concerning products) and on goods and instruments used for processes which come within the area of the certified management system

(such as commercial vehicles, buildings, including work clothes and similar), excluding objects/products of specific certification, especially if mandatory or regulated (machines, equipment, protective clothing and equipment etc.).

For use on goods and resource instruments, the use of the two marks together shall be made with the addition of such wording as "*Organization with certified management system*" (e.g. quality, the environment), the name of the CAB and the applicable standards.

This requirement is also applicable in cases where only of the use of the wording set out in point 7.3 is used.

A corporate management system OdC shall ensure regarding the holder of the certification, that the ACCREDIA Mark combined with the OdC's Mark, is never placed on staff business cards (for possible use by clients of accredited bodies).

7.8 The test reports and/or calibration certificates issued by laboratories, and/or the PT reports issued by a PTP and/or documents relating to a reference material issued by an RMP, as well as biological materials reports issued by a biobank, possessing quality management system certification by a management systems OdC, shall never have the OdC's Mark, with or without reference to accreditation of the OdC in question.

For test reports issued by testing laboratories, the calibration certificates issued by calibration labs, the testing reports issued by PTPs, the documents relating to a reference material issued by RMPs, and/or biological materials reports issued by a biobank, and the relative documents concerning the offer, it is possible to use the wording "Organization with certified management system", indicating the type of MS (e.g. quality, the environment) as well as the applicable standard in the current revision.

This declaration may be integrated with other information requested by the OdC based on the provisions contained in the applicable accreditation standard.

7.9 An OdC of products/services/processes has the option of granting to the holder/license holder of the certification, the use of the ACCREDIA Mark – on products, packing and packaging – under the conditions provided for by this Regulation and, in particular, point. 7.3.

The accurate and proper use of this option is fully recommended by ACCREDIA.

In the case of certification of services, it is permitted to place the ACCREDIA Mark, together with that of the OdC (or equivalent solution in written form as per point 6.2), on the resource instruments used for supplying the service with the additional wording "certified service".

In the case of services which are partially certified, the wording shall be added along with the necessary limitations ("…limited to...").

The joint use of the two Marks (or equivalent solution) on technical documents, catalogues and advertising material shall be used exclusively on products/services/processes which are within the scope of the accreditation.

7.10 For use of the ACCREDIA Mark jointly with that of the OdC (or equivalent solution), in the case of product certification, the regulations of the OdC shall provide for cases in which the dimensions of the product and the packaging are such that it is not possible to adhere to the dimensions as given in figure 3, point 13, prescribing that:

- a tag (or equivalent solution) showing figure 3 of point 13 is attached to the product or to the packaging, also in reduced form, in order to respect the proportions, provided that it is visible,

or

- the holder of the certification (licensed user of the OdC's Mark) shall take the necessary steps to ensure that, at the moment of sale, either whole-sale or retail, a tag showing figure 3 (or equivalent solution), also enlarged compared with the maximum dimensions of the figure, always respecting the proportions.

7.11 Further requirements concerning the use of the OdC's Mark for products (either jointly with or separately from the ACCREDIA Mark) can be found in other applicable ACCREDIA documents (e.g. Technical Regulations RT).

7.12 It is not permitted to use ACCREDIA's or the OdC's Mark either separately or, in particular, jointly, in any type of technical document which may, in one way or another, refer to or bring to mind the product when the organization possesses a certified management system, (for example a conformity declaration for the purpose of the CE Marking, testing certificates etc...).

7.13 An OdC *which certifies persons may permit a certified person to use the ACCREDIA Mark jointly with the OdC's Mark on business cards, on headed paper and other documents belonging to such person as provided for in figure* 3; the size can be reduced in order to respect the proportions (or equivalent solution). The accurate and proper use of this option is fully recommended by ACCREDIA, provided that the Body has the ability to oversee its correct use.

Note: the present requirement does not contradict the contents of par. Par. 6.4.16 and Par.6.5.1.8.

8. Requirements for the use of the IAF-ACCREDIA and the ILAC-ACCREDIA Marks by accredited CABS

As an alternative to using the ACCREDIA mark, CABs accredited for schemes covered by international mutual recognition may use the combined IAF MLA and/or ILAC MRA mark, as indicated in the following paragraphs.

The requirements of this Regulation for use of the ACCREDIA Mark are also applicable for the use of the joint Mark.

Use of the Mark as shown in figure 5, where authorized by ACCREDIA, is an alternative to the use as shown in figure 2, provided that the rules regarding use as set out in this Regulation are complied with.

The ACCREDIA Multi Activities mark cannot be used in combination with the IAF MLA and/or ILAC MRA marks.

8.1. The IAF Mark

Placing the IAF Mark on certificates of assessment conformity shall be in conformity with the graphic illustrations given in figure 4 – point 13 and only after the signing of an appropriate agreement between ACCREDIA and the CAB in accordance with the document IAF-ML 2, and can only be used on the conformity assessment certificates issued in the certification schemes referred to in the level 5 sub-scopes covered by the IAF MLA agreements.

For the use of this Mark, as in situations of suspension or withdrawal of the accreditation agreement, the accredited body shall respect the specifications contained in the document IAF ML-2.

Accredited bodies which have signed the agreement for use of the IAF Logo shall keep available for ACCREDIA and for its assessors an adequate description of the uses they plan to make of the Mark.

8.2. The ILAC Mark

Placing the ILAC Mark on test reports/other reports, calibration certificates, inspection reports, interlaboratory PT reports and documents relating to reference materials, shall comply with the criteria illustrated in Figure 5, par. 13 and with formal written approval by ACCREDIA of the sample of the Mark of intended use.

For uses of this Mark, as in the situations of suspension or withdrawal of the authorization, the accredited laboratory/inspection body shall respect the specifications contained in the documents ILAC-P8 and ILAC-R7-05.

9. Suspension or termination of accreditation

9.1 The accredited CAB which has requested self-suspension or which has been partially or totally suspended, shall suspend use of the ACCREDIA Mark or reference to accreditation in all documents declaring conformity related (certificates of conformity, inspection reports, declarations of verification and validation, test reports and PT reports, calibration certificates and documents relating to a reference material) referring to the scheme for the period of duration of the suspension from accreditation.

9.2 The accredited body whose scope of accreditation in a specific scheme has been partially suspended, for a specific sector, for a testing method or a metrological sector or for a reference material, or totally suspended for the entire accreditation scheme, for the full duration of the suspension, shall:

- If it is a Body: suspend use of the ACCREDIA Mark in documents regarding the conformity declaration concerning the part of scope which has been suspended (certificates of conformity, inspection reports, declarations of verification and validation) or modifications intended as scope

extensions with respect to the current certificates/reports. The OdC, accredited for a specific scope of certification, also if it has been suspended, shall also not issue non-accredited documents attesting conformity in the same scope.

The accredited CAB may anyway continue to use the ACREDIA Mark or reference to accreditation in other places (technical and commercial documents, objects etc.) making sure that they clearly identify the activities performed that are not covered by the accreditation.

- if it is a testing laboratory, a medical laboratory, a PTP or biobank: clearly specify the non-accreditation of the activities for which use of the accreditation has been suspended. The laboratory/PTP/biobank shall make this distinction only if test reports/other reports/biological material reports also contain other accredited activities and the ACCREDIA Mark or reference to accreditation is used. The ACCREDIA Mark shall not be used on documents related only to non-accredited (or suspended) activities.

  Partial suspension entails, for the Laboratory/PTP/BBK, the prohibition of issuing test reports/reports/biological material reports under ACCREDIA accreditation for the activities subject to suspension. Total suspension entails, for the Laboratory/PTP/BBK, the prohibition of declaring itself accredited and issuing test reports/reports/biological material reports under ACCREDIA accreditation.
- if it is a calibration laboratory or RMP: it shall not issue calibration or documents relating to a reference material for those metrological sectors (or parts of them) or for reference materials which have been suspended.

  The accredited body may continue to use the ACCREDIA Mark or reference to accreditation elsewhere (technical and commercial documents, objects etc.) clearly identifying activities performed which are not accredited.

9.3 In cases as described in points 9.1 and 9.2 above, where applicable, a body shall not permit the use of the ACCREDIA Mark to holders of declarations of conformity issued (out of accreditation) during the CAB's period of suspended accreditation.

9.4 In the case of withdrawal, renunciation or termination of accreditation (expiry):

- If Body: The accredited Body whose accreditation has been revoked or otherwise withdrawn (e.g., due to renunciation or expiry of the certificate) for a specific scheme, or whose accreditation scope has been reduced within a specific scheme, must immediately cease the use of the ACCREDIA Mark or any reference to accreditation in any form or location related to the aforementioned scheme. The Body must also take the necessary measures to ensure that certificate holders and licensees of its certification Mark immediately and permanently cease to reference the ACCREDIA Mark together with the OdC's Mark, in all forms and locations permitted by this Regulation (products, packing and packaging, real estate and other goods, headed paper, technical and commercial documentation, publicity material etc.).
- if Test Laboratory, Medical Laboratory, Calibration Laboratory, PTP, RMP, or BBK, The revocation or withdrawal of accreditation (e.g., due to renunciation or expiry of the certificate)

results in the immediate and permanent termination of the use of the ACCREDIA Mark and any reference to accreditation.

10. Sanctions

10.1 Breaches of this Regulation by accredited CABs and/or their clients, where applicable, shall be sanctioned by ACCREDIA with the adoption of the following provisions in growing order of severity:

- written caution with request of adoption of necessary corrections and corrective actions;
- in case of inadequate or lack of implementation of corrections and/or corrective actions and/or persistent breach: suspension of all accreditations held by the accredited body for a period commensurate with the gravity of the lack of implementation;
- in case of persistent lack of implementation and/or perpetration of infringements beyond the period of suspension: withdrawal of all accreditation as above.

10.2 The ACCREDIA Logo and Mark, as well as those of IAF and ILAC are protected by law and thus illegal or fraudulent use of them by accredited CABs and/or by their clients will, where applicable, lead to prosecution under the law.

10.3 Notwithstanding the above, ACCREDIA reserves the right to report on its website any misuse or improper use of the logo/Mark.

11. Colours, size and composition parameters of the Marks

11.1. Images of the ACCREDIA Marks

Institutional Logo **(for the exclusive use of ACCREDIA - for information only)**	
Version in two colours (graphite and ochre in two shades)	
Negative version (white on a dark background)	
Monochromatic Version (in greyscale)	

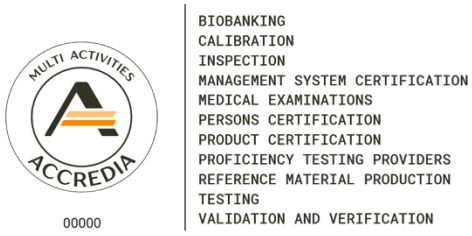
Institutional Accreditation Mark **(for exclusive use by ACCREDIA – for information only))**	
Version in two colours (graphite and ochre in two shades)	
Monochromatic Version (in greyscale)	

Accreditation Mark for CABs
(for use by accredited entities)

Version in two colours
(graphite and ochre in two shades)

Multi Activities Mark for CABs
(for use by accredited entities)

Version in two colours
(graphite and ochre in two shades)



Accreditation Mark

(for use by clients of accredited certification bodies)

Version in two colours
(graphite and ochre in two shades)

11.2. Colours of the ACCREDIA Marks

Graphite and Ochre Mark (in two shades))

	PANTONE	C	M	Y	K	R	G	B	HEX#
Grafite	Black 7 (C/U)	0	0	23	93	43	43	33	2B2B21
Ocra	131 (C/U)	0	43	100	13	222	126	0	DE7E00
Ocra 50%	/	/	/	/	/	238	190	128	EEBE80

Monochromatic Mark (in greyscale**)**

	PANTONE	C	M	Y	K	R	G	B	HEX#
Bianco	/	0	0	0	0	255	255	255	FFFFFF
Nero 90	/	0	0	0	90	60	60	60	3C3C3C
Nero 55	/	0	0	0	55	146	146	146	929292
Nero 30	/	0	0	0	30	198	198	198	C6C6C6

11.3. Images and colours of the IAF and ILAC Marks

IAF Marks (ref. §8.1)

Colour References

Blue : PMS 2747

Light Blue : PMS 299

ILAC Mark (ref. §8.2)	
Colour References Blue : PMS 293C	

11.4. Composition of the Marks

ROBOTO SANS SERIF **Fonts for composing texts for graphic documents due for typographic printing**	
Light ABCDEFGHIJKLMNOPQRSTUVWXYZ Abcdefghijklmnopqrstuvwxyz 1234567890	*Light Italic* *ABCDEFGHIJKLMNOPQRSTUVWXYZ* *Abcdefghijklmnopqrstuvwxyz* *1234567890*
Regular ABCDEFGHIJKLMNOPQRSTUVWXYZ Abcdefghijklmnopqrstuvwxyz 1234567890	*Regular Italic* *ABCDEFGHIJKLMNOPQRSTUVWXYZ* *Abcdefghijklmnopqrstuvwxyz* *1234567890*
Medium **ABCDEFGHIJKLMNOPQRSTUVWXYZ** **Abcdefghijklmnopqrstuvwxyz** **1234567890**	***Medium Italic*** ***ABCDEFGHIJKLMNOPQRSTUVWXYZ*** ***Abcdefghijklmnopqrstuvwxyz*** ***1234567890***
Bold **ABCDEFGHIJKLMNOPQRSTUVWXYZ** **Abcdefghijklmnopqrstuvwxyz** **1234567890**	***Bold Italic*** ***ABCDEFGHIJKLMNOPQRSTUVWXYZ*** ***Abcdefghijklmnopqrstuvwxyz*** ***1234567890***

ROBOTO SERIF

Fonts for composing texts for graphic documents due for typographic printing

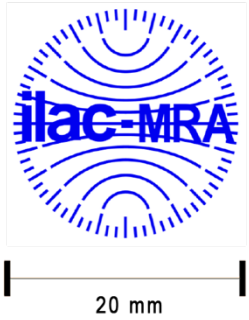
Light ABCDEFGHIJKLMNOPQRSTUVWXYZ Abcdefghijklmnopqrstuvwxyz 1234567890	*Light Italic* *ABCDEFGHIJKLMNOPQRSTUVWXYZ* *Abcdefghijklmnopqrstuvwxyz* *1234567890*
Regular ABCDEFGHIJKLMNOPQRSTUVWXYZ Abcdefghijklmnopqrstuvwxyz 1234567890	*Regular Italic* *ABCDEFGHIJKLMNOPQRSTUVWXYZ* *Abcdefghijklmnopqrstuvwxyz* *1234567890*
Medium ABCDEFGHIJKLMNOPQRSTUVWXYZ Abcdefghijklmnopqrstuvwxyz 1234567890	*Medium Italic* *ABCDEFGHIJKLMNOPQRSTUVWXYZ* *Abcdefghijklmnopqrstuvwxyz* *1234567890*
Bold **ABCDEFGHIJKLMNOPQRSTUVWXYZ** **Abcdefghijklmnopqrstuvwxyz** **1234567890**	***Bold Italic*** ***ABCDEFGHIJKLMNOPQRSTUVWXYZ*** ***Abcdefghijklmnopqrstuvwxyz*** ***1234567890***

ARIAL

Fonts for text compositions for shareable Digital Documents (MS Word, MS Power Point, etc.)

Regular ABCDEFGHIJKLMNOPQRSTUVWXYZ Abcdefghijklmnopqrstuvwxyz 1234567890	*Regular Italic* *ABCDEFGHIJKLMNOPQRSTUVWXYZ* *Abcdefghijklmnopqrstuvwxyz* *1234567890*
Bold **ABCDEFGHIJKLMNOPQRSTUVWXYZ** **Abcdefghijklmnopqrstuvwxyz** **1234567890**	***Bold Italic*** ***ABCDEFGHIJKLMNOPQRSTUVWXYZ*** ***Abcdefghijklmnopqrstuvwxyz*** ***1234567890***

11.5. Width of the Marks

Minimum width permitted of the ACCREDIA Mark (for A4 print format)		
		

12. Versions of the ACCREDIA accreditation Mark

As previously mentioned, there are six versions of the ACCREDIA accreditation Mark, as illustrated in Figures 1, 2, 3, 4 and 5.

FIGURE 1: Exclusive version for ACCREDIA use (institutional ACCREDIA logo (a) and institutional accreditation Mark (b)).

FIGURE 2: Version for use by accredited CABs.

FIGURE 3: Version for use by clients of accredited Certification Bodies.

FIGURE 4: Version for use by accredited CABs which have signed the sub-license contract for use of the joint IAF-MLA Mark.

FIGURE 5: For use by accredited CABs (e.g., Laboratories, Inspection Bodies, PTPs, and RMPs) authorised to use the combined ILAC-MRA Mark.

In the versions of the ACCREDIA Mark intended for use by accredited CABs (Figures 2, 4, and 5), the accreditation number must be positioned below the ACCREDIA Mark in the centre.

For compositional details, see the application templates made available by ACCREDIA in the reserved areas of the CABs.

The font to be used for the text composition of the Mark is Arial Regular, and for the minimum logo size (20 mm), the font size is 7.

The minimum dimensions indicated in §11.5 are optimised for an A4 sheet. The figures can be reduced or enlarged, depending on the supports and layout of the documents, maintaining the proportions and readability.

Use is permitted by printing or photocopying in black and white are permitted.

Note: Any different solutions from those given above have to be authorized in advance by ACCREDIA. For quality prints and enlargements, use a typographer who uses the vector eps format. For applications based

on word, in the ACCREDIA website www.accredia.it restricted area for accredited bodies, there are instructions available in the form of models.

13. Graphic Illustrations of the Versions of the Mark

FIGURE 1

a) Institutional Mark for the exclusive use of ACCREDIA

FIGURE 1

b) Institutional accreditation Mark, for the exclusive use of ACCREDIA

FIGURE 2

For use by accredited CABs

00000

FIGURE 3

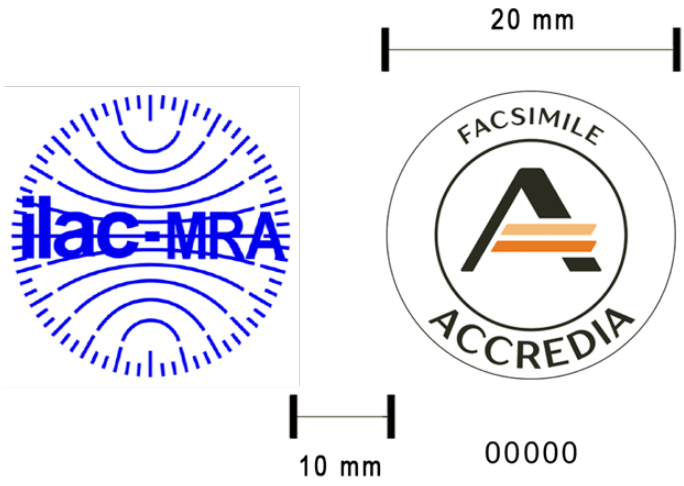
For use by clients of accredited Certification Bodies

FIGURE 4

For use by accredited certification bodies which have signed the sub-license contract for use of the combined IAF-MLA Mark (IAF ML 2), usable exclusively on the conformity assessment attestations issued in the certification schemes in the level 5 sub-scopes covered by the IAF MLA agreements

FIGURE 5

For use by accredited Laboratories, inspection bodies, PTPs and RMPs which are authorized to use the joint ILAC-MRA Mark (ILAC-R7-05)



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