TITLE **REGULATION FOR THE USE OF THE ACCREDIA MARK**

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REVISION **11**

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NOTE *The present document is the English version of the document under reference at the specified revision. In case of conflict, the Italian version will prevail. To identify the revised parts reference must be made to the Italian version only.*

PREPARATION

THE QUALITY MANAGER

APPROVAL

THE DIRECTIVE COUNCIL

AUTHORIZATION

THE GENERAL DIRECTOR

APPLICATION DATE

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Errata corrige due to a postponement of the application date

1. SCOPE AND FIELD OF APPLICATION

ACCREDIA has drawn up rules, formalized in the present Regulation, to be adhered to by all accredited bodies (Conformity Assessment Bodies) in order to obtain authorization to use the ACCREDIA Mark, or reference to granted accreditation (see par.3 below).

During the phase of application for accreditation CABs shall not use the ACCREDIA Mark or any reference to accreditation in any form, including any reference to the ongoing accreditation file.

With the signing of the accreditation agreement, set out in the document ACCREDIA CO, the accredited body commits to respect the requirements of the present applicable Regulation.

Scheme owners are not permitted to use the ACCREDIA mark.

2. REFERENCES

This Regulation complies with the following referencs, each of which is applicable in the latest revision in force:

- 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 procedures for development";
- EA-2/02 M "EA Procedure for the evaluation of a National Accreditation Body";
- EA-3/01 M EA "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 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 and technical regulations for accreditation, specific for the various typologies of CAB;
- IO-09-DT Operative instructions for the completion of certificates of calibration and documents associated to the RMPs for calibration laboratories/RMPs accredited by ACCREDIA-DT.

3. DEFINITIONS AND ABBREVIATIONS

In this Regulation the following definitions and abbreviations are used:

Logo: The registered symbol of the Accreditation Body. 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 abbreviated 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. EA3/01)

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 containing conformity assessment results covered by the CAB's accreditation scope and bearing the accreditation symbol or an equivalent reference to accreditation.

Accredited CAB: The term CAB is used for a body performing conformity assessment activities (e.g. Certification Body, Inspection Body, Testing Laboratory, Calibration Laboratory etc.)

Body: Certification, Inspection, Validation and Verification Body

Accreditation schemes: Currently the main accreditation schemes are as follows:

GHG	*Greenhouse gas verification*
MS	*Certification of management systems*
PRD	*Certification of products/services/processes*
PRS	*Certification of persons*
INSP	*Inspection*
V&V	*Verification and Validation* [1]
LAB (*TL*)	*Testing laboratories*
LAT (*CL*)	*Calibration laboratories*

[1] At EA level, the process of extension of the agreements of mutual recognition according to ISO/IEC 17029 has been completed and recognised as a level3 standard as defined in EA1/06. At IAF level, the extension process is still ongoing.
At the end of the transition period, fixed at 31 December 2023, following a positive outcome of the assessment activities, the accreditations currently to ISO 14065 will be converted to ISO/IEC 17029.
ISO 14065 will be applied only to CABs assessed for the environmental scheme. In all other cases reference shall be made only to ISO/IEC 17029.

PTP	*Proficiency Testing Provider*
MED (*ML*)	*Medical Laboratories*
RMP	*Reference Material Producers*
BBK	*Biobank*

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

Users of accredited certification services: The wording "users of accredited certification services" is taken to mean 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 and organizations in possession of validation or verification declarations.

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

Calibration center (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. THE ACCREDIA ACCREDITATION MARK

4.1 In the corporate version for exclusive use by the accreditation body, (see fig. 1, paragraph. 12), the **ACCREDIA accreditation Mark** is established by Logo, by the abbreviated name of **"THE ITALIAN ACCREDITATION BODY"** and by the bilingual wording referring to ACCREDIA's participation in the International Agreements of Mutual Recognition (MLA/MRA) with EA, IAF and ILAC, as follows:

Signatory member of the EA, IAF and ILAC Mutual Recognition Agreements

4.2 The ACCREDIA Mark, as described above, is placed on the accreditation documentation (accreditation certificates) at top center of the page.

4.3 On the accreditation documentation (accreditation certificates and related annexes) to the right of the ACCREDIA Mark: for certificates which include only conformity assessment schemes referred to in the level 5 sub-scopes (where indicated) covered by the MLA agreements, the IAF mark is shown, whilst for certificates regarding the LAB, MED, LAT, INSP, PTP and RMP schemes, the ILAC MRA Mark is placed, in compliance with the agreement signed by ACCREDIA as IAF MLA and ILAC MRA signatory member.

The ACCREDIA Mark may be used on other documents without reference to the international agreements of mutual recognition.

4.4 The ACCREDIA Mark, as name and image, and in all versions as set out in the present Regulation, is protected by registration in Italy and abroad (in the countries where ACCREDIA operates), guaranteeing exclusive ownership for the accreditation body for all uses and all interlocutors.

4.5 Concerning dimensions and colors refer to paragraph 10.

5. REQUIREMENTS FOR THE USE OF THE MARK BY ACCREDITED BODIES

5.1. GENERAL REQUIREMENTS FOR USE OF THE ACCREDITATION MARK

5.1.1 The use of the ACCREDIA Mark is granted to accredited bodies which have obtained accreditation at the time of the decision for accreditation, which signifies acceptance also of the present Regulation. The mark or reference to accreditation may be used exclusively by the legal entity holding accreditation. Granting the use of the ACCREDIA Mark includes the authorization to accredited bodies, where applicable, that they in turn may grant use of the ACCREDIA Mark to their clients, as long as it is in conformity with this Regulation.

In accepting this Regulation, accredited bodies:

- are authorized to make references to the accreditation in the ways and using the modalities set out in this Regulation and in accordance with the requirements of the applicable mandatory standards;
- commit to comply with this in referring to accreditation also in the absence of the ACCREDIA Mark;
- shall oversee and ensure correct use of the ACCREDIA Mark by all its clients/users of accredited services.

5.1.2 Granting of the use of the ACCREDIA Mark and the reference to accreditation according to the present Regulation does not permit placing the Mark on the personal business cards and emails of the employees or collaborators of accredited Bodies.

5.1.3 A copy or sample of every document or object bearing the ACCREDIA Mark (as described below) shall be kept available for ACCREDIA or evidence shall be provided if requested.

5.1.4 Accredited CABs shall maintain available for ACCREDIA and for its assessors, an adequate description of the uses they make of the ACCREDIA Mark and regulations for their own clients, in compliance with this Regulation.

5.1.5 Accredited bodies shall not use the ACCREDIA Mark in the corporate version (see figure 1 – point 12).

5.1.6 Accredited CABs shall signal to ACCREDIA any improper use of the Mark or logo of which they obtain knowledge.

5.1.7 In the case of CABs with multiple sites, the use of the ACCREDIA mark, or the reference to accreditation, shall be limited to the accredited sites only. In the case of common documents, which mention different sites, together with the accreditation/reference

mark, a note shall be affixed that identifies the accredited locations or refers to a list (e.g. to the ACCREDIA website).

5.2. CERTIFICATION, INSPECTION, VERIFICATION AND VALIDATION BODIES

Documents attesting conformity

5.2.1 Documents attesting conformity (certificates of conformity, inspection reports or declarations of verification and validation issued by CABs accredited by ACCREDIA) within the accreditation scope, shall affix the ACCREDIA Mark, in conformity with the present Regulation, except in cases where the body possesses a number of accreditations granted by accreditation bodies which are members of the MLA/MRA EA, IAF or ILAC agreements; in such cases the CAB may choose to place any one of the accreditation Marks available to it. The provisions of the present Regulation are not applicable to the use of accreditation Marks which are different from ACCREDIA's Mark.

5.2.2 Use of the accreditation Mark is optional on other documentation of the CAB.

5.2.3 Placing the ACCREDIA Mark on certificates of conformity or inspection reports or verification and validation declarations shall comply with the criteria illustrated in figure 3, par.12.

In particular:

Under the ACCREDIA Logo it is necessary to give the abbreviated identification of the accreditation scheme (according to the abbreviations as described in par. 3) and the number of the corresponding accreditation certificate. If the body is also accredited for other schemes, the ACCREDIA Mark shall be used on certificates of conformity, inspection reports or declarations of validation and verification only with the abbreviation of the accreditation scheme (e.g. PRD n. 0000B), whilst on other "supports" such as commercial, promotional or publicity documents, headed paper, website, social media etc. it may use the ACCREDIA Mark with all the abbreviations of the accreditation schemes (e.g. MS N° 0000, LAT N° 0000).

If the accreditation scheme is covered by the international agreements of mutual recognition, the CAB can place also the following words under the accreditation Mark:

Signatory member of the EA, IAF and ILAC Mutual Recognition Agreements

The CAB may choose to use the Italian or English wording, or the bilingual one, in relation to the prevailing intended use of the attestation of conformity document.

The ACCREDIA Mark, as given above, can be placed at different points of the conformity declaration documents, depending on the graphic structure of the certificate and a clear and appropriate visibility of the ACCREDIA Mark.

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

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.

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

5.2.5 The ACCREDIA Mark, placed on different supporting documents from declarations of conformity (e.g. commercial, promotional, publicity documents, headed paper, website, social media etc.) shall be in conformity with paragraph 5.2.3 above, meaning that they are complete with logo, name, abbreviated accredited scheme reference and registration numbers. The wording referring to the agreements of mutual recognition may be placed only if the schemes are covered by these agreements.

5.2.6 The ACCREDIA Mark can be affixed to the pricelists and estimates of accredited bodies. If such pricelists and estimates contain conformity assessment services which are not covered by ACCREDIA accreditation, they shall be identified as such.

5.2.7 The ACCREDIA Mark can be used on motor vehicles used by the CAB.

5.2.8 In the CAB's documents describing assessment services and which have both ACCREDIA's and the body's Mark, all conformity assessment activities which are not covered by ACCREDIA accreditation shall be clearly identified as such.

5.2.9 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

5.2.10 The CABs shall explain to clients the meaning and importance of Mutual Recognition Agreements (MLA/MRA) to 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. They shall also clarify - where necessary - the meaning of the terms (acronyms and abbreviations) present in the reference to the MLA/MRA agreements incorporated in the ACCREDIA mark reported on the certificates of conformity issued to clients and on other documentation exchanged with them (where applicable).

5.2.11 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, or for any opinion or interpretation that may derive from it, or that ACCREDIA gives any approval to a product/inspection.

5.2.12 CAB 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.

5.3. TESTING LABORATORIES AND MEDICAL LABORATORIES

5.3.1 Use of the ACCREDIA Mark on test reports/reports shall conform to the criteria presented in graphics in figure 2, point 12.

In particular:

Beneath the ACCREDIA Logo it is necessary to place the abbreviated identification of the accreditation scheme (using the abbreviations given in par. 3) as well as the number of the corresponding certificate of accreditation and the identification letter of the scheme (L for testing laboratory and M for medical laboratory).

Since these are accreditation schemes covered by international mutual recognition agreements, the Laboratory can also affix the following wording under the accreditation mark:

Signatory member of the EA, IAF and ILAC Mutual Recognition Agreements

The Laboratory may choose to use the Italian or English wording, or the bilingual one, in relation to the prevailing intended use of the attestation of conformity document.

The ACCREDIA Mark, as given above, may be placed at different points of the test report or other report, according to the graphic structure of the report (e.g. top left, centre or right, bottom, left, centre or right or also to the side, as long as 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.

The indications contained in this Regulation are for the use of the mark as well as for the reference to accreditation.

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

a) the test or report contains the results of activities performed within the scope of accreditation obtained by the laboratory; in this case the ACCREDIA Mark 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.

5.3.3 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:

[2] Specify if the non-accredited activity is a test, sampling or exam.

- 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.

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".

5.3.4 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.

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

5.3.6 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 CAB with or without reference to accreditation of the CAB in question (see § 6.7).

5.3.7 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 under the provisions of the standards UNI CEI EN ISO/IEC 17025 or ISO 15189 and with the ACCREDIA documents RT-08 and RT-35.

5.3.8 The ACCREDIA mark 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.

5.3.9 The pricelists or quotations which carry the ACCREDIA Mark or accreditation reference shall clearly indicate which activities are included in the accreditation. If the pricelists or estimates do not include accredited activities it is not permitted to use the Mark or the ACCREDIA accreditation reference.

5.3.10 The ACCREDIA Mark may be placed on motor vehicles used by the laboratory.

5.3.11 The laboratory shall define in its quality manual or other system document, the modalities for use of the ACCREDIA Mark on tests reports/other reports and other permitted places.

5.3.12 The ACCREDIA Mark, or the reference to accreditation placed on support documents which are different from the test reports/reports (e.g. commercial, promotional, publicity documents, headed paper, website, social media etc.) shall be in conformity with § 5.3.1, meaning that it is complete with the logo, the name, the references of the accredited schemes, registration numbers, scheme identification letter and any reference to the MLA/MRA agreements. If such supports refer to activities or services which are not covered by accreditation this shall be clearly shown.

For special use not provided for in this document (e.g. brochures, posters, street name signs etc.), the laboratory shall request prior authorization from ACCREDIA.

5.3.13 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.

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 name of the accredited laboratory.

5.3.14 The ACCREDIA Mark, or any reference to accreditation shall not be used in such a way as to create the impression that ACCREDIA accepts responsibility for the results of the test or for any opinion or interpretation that may derive from this, or that ACCREDIA gives its approval to a test sample or to a product.

5.3.15 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.

5.3.16 If the testing laboratory is also accredited for other systems, it shall use the ACCREDIA Mark on test reports/other reports only with the abbreviation of the accreditation scheme LAB N° 0000 L if it is a testing lab or MED n. 0000 M if it is a medical lab, whilst on other supports (e.g. commercial, publicity or promotional documents, headed paper, website, social media etc.) it may use the ACCREDIA Mark with all the abbreviations of the accreditation schemes (e.g. MS n. 0000, LAT N° 000). In such cases (multiple mark) the reference to the international agreements of mutual recognition can be included only if all the schemes are covered by these agreements.

5.3.17 In cases of a simplified presentation of results, use of the ACCREDIA mark shall be approved in advance by ACCREDIA and authorized.

5.3.18 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), 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 mar 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.

5.3.19 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 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 reports/certificates containing results covered by accreditation are issued in an area where accreditation is required by law or contractually required or when 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.

5.4. REFERENCE CALIBRATION LABORATORIES AND MEDICAL LABORATORIES

5.4.1 The placing of the ACCREDIA Mark on calibration certificates shall be done in compliance with the criteria illustrated in fig. 2, point 12 and with IO-09-DT.

In particular:

Beneath the ACCREDIA Logo it is necessary to put the abbreviated reference of the accreditation scheme (in line with the abbreviations in par.3) as well as the number of the corresponding accreditation certificate.

In the case of accreditation schemes covered by international mutual recognition agreements, the Laboratory may also carry the following wording under the accreditation mark:

Signatory member of the EA, IAF and ILAC Mutual Recognition Agreements

The laboratory can choose whether to use the Italian or the English wording, or biligual, depending on the intended use of the conformity assessment declaration.

The indications contained in this Regulation are for the use of the mark as well as for the reference to accreditation.

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

5.4.3 The certificates of calibration shall comply with the requirements contained in the document IO-09-DT.

5.4.4 The laboratory shall have the right to place the ACCREDIA Mark or reference to accreditation on supports which are different from the calibration certificates (e.g. commercial, promotional, publicity documents, headed paper, website, social media etc.). In such cases the ACCREDIA Mark shall be in conformity with § 5.4.1 above (meaning that it is with the logo, the name, the references of the accredited schemes and registration numbers, or any reference to the MLA/MRA. If reference is made to activities or services not covered by accreditation, this shall be clearly shown.

For uses not covered by the regulation (brochures, posters, name signs etc.), the laboratory shall request prior authorization from ACCREDIA).

5.4.5 The ACCREDIA Mark or reference to accreditation may be placed on the pricelists/cost estimates of accredited laboratories. If reference is made in the pricelist to activities or services not covered by accreditation, this shall be clearly identified as such. If the pricelist or estimate do not include accredited activities, it is not possible to use the Mark or any reference to accreditation by ACCREDIA.

5.4.6 The ACCREDIA Mark can be used on motor vehicles used by the laboratory.

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

5.4.8 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.

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

5.4.10 The ACCREDIA Mark, or any reference to accreditation granted, shall not be used by the laboratories with their clients, so as to create the impression of any ACCREDIA approval of products, services, samples or measurement instruments or regarding any resulting opinion or interpretation.

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 name of the accredited laboratory.

5.4.11 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.

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 factors given below:

- the name and accreditation number of the calibration laboratory;
- the identification of the instrument/sample;
- the data 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.

5.4.12 Calibration certificates issued by a calibration lab whose QMS has been certified by a management system CAB shall never show the CAB's Mark, with or without reference to accreditation of the CAB (see IO-09-DT).

5.4.13 If a calibration laboratory is accredited also for other schemes, it is permitted to use the ACCREDIA Mark only with the reference of the accreditation scheme LAT N° 000, whilst on other supporting documents (such as commercial, promotional or publicity documents, headed paper etc.) it shall use the ACCREDIA Mark with all references of the accreditation schemes (MS n. 0000 A, LAB n. 0000 L). In cases of multiple logos the reference to the international agreements of mutual recognition can be included only if all the schemes are covered by such agreements.

5.4.14 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 unit rental), 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 predominate with respect to the mark/header of the accredited laboratory, 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 laboratory.

5.4.15 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 reports/certificates are not accredited and consequently are not covered by the EA MLA.

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 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.

5.5. PROFICIENCY TESTING PROVIDERS (PTP)

5.5.1 Use of the ACCREDIA Mark on proficiency testing reports shall conform with the criteria illustrated in figure 2, paragraph 12.

In particular:

Beneath the ACCREDIA Mark it is necessary to put the identification reference of the accreditation scheme (according to the abbreviations given in par. 3 and any others which are communicated) and the accreditation certificate number and the letter P of identification of the scheme.

If the accreditation scheme is covered by the international agreements of mutual recognition, the PTP can place also the following words under the accreditation Mark:

Signatory member of the EA, IAF and ILAC Mutual Recognition Agreements

The PTP may choose to use the Italian or English wording, or the bilingual one, in relation to the prevailing intended use of the declaration of conformity.

The ACCREDIA mark, as composed above, may be affixed at different points of the front page of the report according to the graphics (e.g. top left, center 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 to superimpose them could create conceptual confusion.

The indications contained in this Regulation are for the use of the mark as well as for the reference to accreditation.

5.5.2 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 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.

5.5.3 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 ISO/IEC 17043 (point 4.8.2, letters "s" and "t") these shall be written in an appropriate section of the report that shall be entitled "Opinions and interpretations – not the object of ACCREDIA accreditation."

5.5.4 The report carrying the ACCREDIA Mark shall meet all the requirements contained in ACCREDIA document RT-27 and in the standard UNI CEI EN ISO/IEC 17043.

5.5.5 The reports issued by the PTP whose MS has been certified by a CAB which has ACCREDIA accreditation, shall not carry the ACCREDIA Mark together with that of the CAB, with or without any reference to the CAB's accreditation (see § 6.7).

5.5.6 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 EN ISO/IEC 17043 and in the ACCREDIA document RT-27.

5.5.7 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.

5.5.8 The pricelists or estimates for proficiency tests which carry the ACCREDIA Mark or a reference to accreditation shall clearly indicate which activities are included in the accreditation. If the estimates do not include accredited PTs, use of the Mark is not permitted, or any reference to ACCREDIA accreditation.

5.5.9 The PTP shall define in its quality manual or other system document, the modalities for use of the ACCREDIA Mark on PT reports and other permitted places.

5.5.10 The ACCREDIA Mark or any other reference to accreditation on support documents which are different from the PT reports, (such as commercial, promotional, publicity documents, headed paper, website, social media etc.) shall be in conformity with § 5.5.1 above (i.e. complete with the Logo, name, initials of the accredited schemes and registration numbers, and any wording of reference to the MLA/MRA agreements; if on these supports reference is made to activities/services not covered by accreditation, this must be clearly highlighted.

For particular uses not covered by this Regulation (e.g. brochures, posters, signs) the PTP is required to request prior authorization on the part of ACCREDIA.

5.5.11 The ACCREDIA Mark, or any other reference to accreditation shall not be used in such a way as to create the impression that ACCREDIA accepts any responsibility for the results of the proficiency test or for any opinion or interpretation which may derive from this, or that ACCREDIA approves of any specific circuit.

5.5.12 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.

5.5.13 In cases where the PTP is accredited also for other schemes, it shall place the ACCREDIA Mark only with the reference to the accreditation scheme PTP n. 0000 P, whilst on other support documents (such as commercial, promotional or publicity documents, headed paper etc.) it may nevertheless use the ACCREDIA Mark with all the references of the accreditation schemes (es. MS N° 0000, LAB N° 0000 L). In this case (multiple marks), the reference to international mutual recognition agreements can only be included if all the schemes are covered by these agreements.

5.5.14 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), 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 report of marks other than ACCREDIA and the accredited laboratory may be granted 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, they shall not have greater prominence or importance than the mark/header of the PTP that owns the accreditation.

5.5.15 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/certificates are not accredited and consequently are not covered by the EA MLA agreements.

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.

5.6. REFERENCE MATERIALS PRODUCERS (RMP)

5.6.1 The placing of the ACCREDIA Mark on documents related to reference materials shall be in conformity with the criteria illustrated in Figure 2 – point 12.

In particular:

The reference for identification of the accreditation scheme is placed beneath the ACCREDIA Logo (in accordance with the abbreviations in accordance with point 3) and the number of the corresponding accreditation certificate.

In the case of accreditation schemes covered by the international agreements of mutual recognition, the RMP may report, beneath the accreditation mark, also the following wording:

Signatory member of the EA, IAF and ILAC Mutual Recognition Agreements

The RMP may choose to use the Italian or English wording, or bilingual, in relation to the prevailing intended use of the declaration of conformity document.

The indications contained in this Regulation are for the use of the mark as well as for the reference to accreditation.

5.6.2 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 17034:2017 and with the applicable ACCREDIA documents referring to accredited activities.

5.6.3 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).

5.6.4 The documents relating to reference materials shall meet the requirements given in the document IO-09-DT.

5.6.5 The RMP may affix the ACCREDIA mark or reference to accreditation on supporting documents which are different from the certificates of a reference material or from product information sheets (e.g. commercial, promotional or publicity documents, headed paper etc. in such cases the ACCREDIA mark shall be in conformity with point 5.6.1 above. If, in these supports, there is reference to activities or services which are not accredited, this shall be clearly highlighted.

For uses not covered by this Regulation (brochures, posters, name signs etc.), the RMP shall request prior authorization from ACCREDIA).

5.6.6 The ACCREDIA mark may be placed also on cars used by the RMP.

5.6.7 The ACCREDIA mark may be placed on the outside walls of the RMP for identifying it.

5.6.8 The ACCREDIA mark or reference to accreditation may be reported on the pricelists/cost estimates of the accredited RMPs. If, on these documents, services without ACCREDIA accreditation are quoted, they shall be identified as such.

5.6.9 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.

5.6.10 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 places.

5.6.11 The ACCREDIA mark or any reference to the accreditation granted shall not be used by the RMP, with its clients and suppliers, in order to create the impression of any ACCREDIA approval of products and services.

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.

5.6.12 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 factors given below:

- the 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.

5.6.13 The ACCREDIA Mark or any reference to accreditation issued shall not be used by an RMP or by its sub-contractors with its clients in such a way as to create the impression of approval on the part of ACCREDIA of products, services, samplings or measuring instruments.

5.6.14 Certificates of reference materials and product information issued by the RMP whose quality management system has been certified by a corporate management system CAB shall never include the CAB mark's with or without the reference to the possible accreditation of the CAB (see IO-09-DT).

5.6.15 If the RMP is also accredited for other schemes, on the certificates of a reference material and on product information communication, it shall use the ACCREDIA Mark only with the abbreviation of the accreditation scheme RMP n° 000, whilst on other supporting documents (such as commercial, promotional or publicity documents, headed paper etc.) it may nevertheless use the ACCREDIA Mark with all the abbreviations of the accreditation schemes (e.g. MS n. 0000, LAB n. 0000 L, LAT n. 0000). In these cases (multiple mark) the reference to the international agreements of mutual recognition can be included only if all the schemes are covered by these agreements.

5.6.16 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), 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.

5.6.17 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 body shall inform its clients that such reports/certificates are not accredited and consequently are not covered by the EA MLA agreements.

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.

5.7. BIOBANKS (BBK)

5.7.1 The placing of the ACCREDIA mark on reports of biological material shall be in accordance with the criteria illustrated in Figure 2 - Paragraph 12.

In particular:

The identification code of the accreditation scheme (according to the abbreviations referred to in point 3 and the number of the corresponding accreditation certificate must be entered beneath the ACCREDIA logo.

Reference to the international mutual recognition agreements is not permitted, as the accreditation scheme is not currently covered by these agreements.

The ACCREDIA mark can be placed in different points of the biological material report, depending on its graphic structure (e.g. top left, center or right; bottom, left, center 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 "overlap" 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.

5.7.2 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.

5.7.3 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 (3) not accredited by ACCREDIA", shown next to the activity or by means of a reference, which shall be signaled 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.

5.7.4 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.

5.7.5 Reports of biological material issued by a biobank whose management system has been certified by a management system CAB shall never carry the CAB's mark with or without reference to the possible accreditation of the CAB itself (see § 6.7).

5.7.6 The pricelists or estimates bearing the ACCREDIA mark or the reference to accreditation shall clearly indicate which activities are included in the accreditation. If the estimates do not include accredited activities, the use of the mark or reference to ACCREDIA accreditation is not possible.

5.7.7 The ACCREDIA mark can be placed on motor vehicles used by the biobank.

5.7.8 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.

[3] Specify if the activity is not accredited because it is externally provided

5.7.9 The ACCREDIA Mark or the reference to accreditation placed on "supporting documents" other than reports of biological material (e.g. commercial, promotional or advertising documents, headed paper, website, social media, etc. ...) must be in conformity with 5.7.1 above (i.e. complete with the Logo, name, initials of the accredited schemes, registration numbers, identification letter of the scheme. If on these supporting documents reference is made to activities/services not covered by accreditation, this shall be clearly highlighted.

For particular uses not covered by this regulation (e.g. brochures, posters, signs) the BBK is invited to request the prior authorization of ACCREDIA.

5.7.10 The ACCREDIA Mark, or any reference to accreditation shall not be used by the biobank with its clients or users in such a way as to create the impression that ACCREDIA accepts responsibility for the results of the test or for any opinion or interpretation that may derive from this, or that ACCREDIA gives its approval to a test sample or to a product.

5.7.11 If the biobank is also accredited for other schemes, the ACCREDIA Mark must be used on biological material reports only with the initials of the abbreviated form of the biobank accreditation scheme BBK N° 0000, while on different "supporting documents" (e.g. commercial documents, promotional or advertising, headed paper, website, social media, etc.) it may, however, use the ACCREDIA mark with all the abbreviations of the accreditation schemes (e.g. MS N° 0000, LAT N° 0000).

5.7.12 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 laboratory cannot be used (e.g. belonging to groups, networks, company branch rental), 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 laboratory which possesses it.

6. REQUIREMENTS FOR USE OF THE ACCREDIA ACCREDITATION MARK BY USERS OF ACCREDITED CERTIFICATION SERVICES

6.1 The wording "users of accredited certification services" is used to mean clients of CABs accredited by ACCREDIA, meaning organizations possessing management systems certification, those possessing product certifications (licensed holders of certification Marks) and certified professional persons, the clients of inspection bodies and validation and verification bodies, according to the cases described below.

6.2 CABs 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.

6.3 Use of the ACCREDIA Mark by such clients is permissible only in conjunction with the Mark of the accredited body, as illustrated in figure 3 – point 12 and in conformity with the rules which follow. The ACCREDIA Mark, which can be used by the clients of accredited Bodies is oval in shape and carries the name ACCREDIA along with the words "the Italian Accreditation Body" and in the centre there is an outline of the map of Italy.

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

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
CAB accredited by ACCREDIA

6.4 The ACCREDIA Mark may be used by clients of Verification and Validation Bodies and not 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.

Also, the label shall 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.

6.5 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 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 CAB;
- 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.

6.6 A corporate management system CAB (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 CAB'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 CAB on the basis of the requirements of the applicable accreditation standard.

Use of the ACCREDIA Mark, together with that of the CAB, 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 6.3 is used.

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

6.7 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 CAB, shall never have the CAB's Mark, with or without reference to accreditation of the CAB 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.

6.8 A CAB 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 6.3.

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 CAB (or equivalent solution in written form as per point 6.3), 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.

6.9 For use of the ACCREDIA Mark jointly with that of the CAB (or equivalent solution), in the case of product certification, the regulations of the CAB 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 12, prescribing that:

- a tag (or equivalent solution) showing figure 3 of point 12 is attached to the product or to the packaging, also in reduced form, in order to respect the dimensions, provided that it is visible,

or:

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

6.10 Further requirements concerning the use of the CAB'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).

6.11 It is not permitted to use ACCREDIA's or the CAB'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.).

6.12 A CAB which certifies persons may permit a certified person to use the ACCREDIA Mark jointly with the CAB'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.

Note: the present requirement does not contradict the contents of par. 5.2.10.

7. REQUIREMENTS FOR THE USE OF THE IAF-ACCREDIA AND THE ILAC-ACCREDIA MARKS BY ACCREDITED CABs

7.1. THE IAF MARK

Placing the IAF Mark on certificates of conformity shall be in conformity with the graphic illustrations given in figure 4 – point 12 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.

7.2. 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. 12 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.

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.

8. SUSPENSION OR TERMINATION OF ACCREDITATION

8.1 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.

8.2 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 CAB: 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). The CAB, accredited for a specific scope of certification, also if it has been suspended, shall also not issue non-accredited certificates in the same scope.

  The accredited CAB may 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 involves, for the lab/PT/biobank, the prohibition of issuing test reports/other reports/biological material reports under ACCREDIA accreditation for the suspended activities. Total suspension involves, for the lab/PTP/biobank, the prohibition of declaring itself accredited and issuing test reports/other reports/biological material reports with ACCREDIA accreditation.

- <u>if it is a calibration laboratory or RMP:</u> 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.

8.3 In cases as described in points 8.1 and 8.2 above, where applicable, a body shall not permit the use of the ACREDIA Mark to holders of declarations of conformity issued (out of accreditation) during the CAB's period of suspended accreditation.

8.4 The accredited body which has had accreditation withdrawn or suspended for a certain scheme (e.g. due to voluntary withdrawal or expiry of the certificate), or the scope of accreditation has been reduced in a certain scheme, shall no longer use the ACCREDIA Mark or reference to accreditation in any form or place regarding such scheme. The CAB shall also adopt the necessary measures to ensure that the holders of certification and those authorized to use the certification mark, cease, immediately and definitively, to refer to the ACCREDIA Mark and the certification mark, wherever their use was permitted in all forms and places allowed by this Regulation (products, packing and packaging, real estate and other goods, headed paper, technical and commercial documentation, publicity material etc.).

In the case of a testing laboratory, medical laboratory, calibration lab, a PTP or an RMP, withdrawal of accreditation (e.g. for voluntary withdrawal or expiry of the certificate) means the immediate and definitive termination of use of the ACCREDIA Mark and any reference whatsoever to the accreditation.

9. SANCTIONS

9.1 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 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.

9.2 The ACCREDIA Logo, 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.

9.3 ACCREDIA reserves the right, in all cases, to publish on its website any abuses or improper uses of Marks and Logos.

10. COLORS, SIZES AND COMPOSITION PARAMETERS OF THE MARKS

10.1. IMAGES OF THE ACCREDIA MARKS

CORPORATE LOGO **(for the exclusive use of ACCREDIA - for information only)**	
Version in two colors (ACCREDIA blue and ACCREDIA grey)	
Monochromatic version (black and white)	

ACCREDITATION MARK **FOR USE BY ACCREDITED CABs**	
Version in two colors (ACCREDIA blue and ACCREDIA grey)	
Monochromatic version (black and white)	

ACCREDITATION MARK FOR USE BY CLIENTS OF ACCREDITED CERTIFICATION, INSPECTION, VERIFICATION & VALIDATION BODIES	
Version in two colors (ACCREDIA blue and ACCREDIA grey)	
Monochromatic version (black and white)	

10.2. COLORS OF THE ACCREDIA MARKS

COLOR CODES	
BLU ACCREDIA PANTONE 548 CMYK: C.90% - M.5% - Y.0% - K.80% RGB: R.0 – G.55 – B.81 HTML: #003851	**GRIGIO ACCREDIA** PANTONE 429 CMYK: C.20% - M.10% - Y.10% - K.20% RGB: R.179 – G.188 – B.192 HTML: #b3bcc0 **Note:** *in the version of the Mark in black and white Italy must be 30% colored black.*

10.3. COLORS AND IMAGES OF THE IAF AND ILAC MARKS

IAF MARK	
	**Color References** Blue: PMS 2747 Light Blue: PMS 299

ILAC MARK	
	**Color References** Blue: PMS 293C

10.4. COMPOSITION OF THE MARKS

FONTS FOR COMPOSING TEXTS FOR GRAPHIC DOCUMENTS DUE FOR TYPOGRAPHIC PRINTING	
ITC STONE SANS STD	
Medium ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz 1234567890	*Medium Italic* *ABCDEFGHIJKLMNOPQRSTUVWXYZ* *abcdefghijklmnopqrstuvwxyz* *1234567890*
Semibold **ABCDEFGHIJKLMNOPQRSTUVWXYZ** **abcdefghijklmnopqrstuvwxyz** **1234567890**	***Semibold Italic*** ***ABCDEFGHIJKLMNOPQRSTUVWXYZ*** ***abcdefghijklmnopqrstuvwxyz*** ***1234567890***
Bold **ABCDEFGHIJKLMNOPQRSTUVWXYZ** **abcdefghijklmnopqrstuvwxyz** **1234567890**	***Bold Italic*** ***ABCDEFGHIJKLMNOPQRSTUVWXYZ*** ***abcdefghijklmnopqrstuvwxyz*** ***1234567890***

FONT FOR TEXT COMPOSITIONS FOR DIGITAL AND SHARED DOCUMENTS (MS Word, MS PowerPoint etc.)	
VERDANA	
Regular ABCDEFGHIJKLMNOPQRSTUVWXYZ Abcdefghijklmnopqrstuvwxyz 1234567890	*Regular Italic* *ABCDEFGHIJKLMNOPQRSTUVWXYZ* *Abcdefghijklmnopqrstuvwxyz* *1234567890*
Bold ABCDEFGHIJKLMNOPQRSTUVWXYZ Abcdefghijklmnopqrstuvwxyz 1234567890	*Bold Italic* *ABCDEFGHIJKLMNOPQRSTUVWXYZ* *Abcdefghijklmnopqrstuvwxyz* *1234567890*

10.5. WIDTH OF THE MARKS

MINIMUM WIDTHS PERMITTED OF THE ACCREDIA MARK			
 25 mm	 10 mm	 20 mm	 min. 20 mm

For the heights, see the measurements given in point 12.

11. 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: Version for exclusive use by ACCREDIA.

FIGURE 2: Reduced version for use by accredited CABs.

FIGURE 3: Version for use by clients of accredited Certification odies, Inspection bodies and Verification and Validation 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: Version for use by accredited laboratories, inspection bodies, PTPs and RMPs authorized to use of the combined ILAC-MRA Mark.

In the figures, given the minimum width permitted in accordance with point 10.5, indication is given in a proportional way, of the variable **M** "height of the Logo" and the main dimensions of the figures such as distance between the logo and the wording, distance between joint logos, areas of respect). These dimensions are to be calculated with respect to **M**.

In the versions of the ACCREDIA Mark – accredited CABs (Figures 2), the identification of the accreditation (abbreviation, number and letter, where necessary) must be placed under the ACCREDIA mark, preferably in the center or, alternatively, left aligned.

The text relating to the agreements of mutual recognition should preferably be left aligned with the left side of the ACCREDIA Mark.

The font to be used for the composition of the texts is Verdana and, in the minimum dimensions of the logo, font size 3.

All the figures can be reproduced in color or black and white.

Notes: 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 restricted area for accredited bodies, there are instructions available in the form of models.

12. GRAPHIC ILLUSTRATIONS OF THE VERSIONS OF THE MARK

FIGURE 1

For the exclusive use of ACCREDIA

FIGURE 2

For use by accredited CABs

FIGURE 3

For use by clients of accredited Certification, Inspection, Verification and Validation Bodies

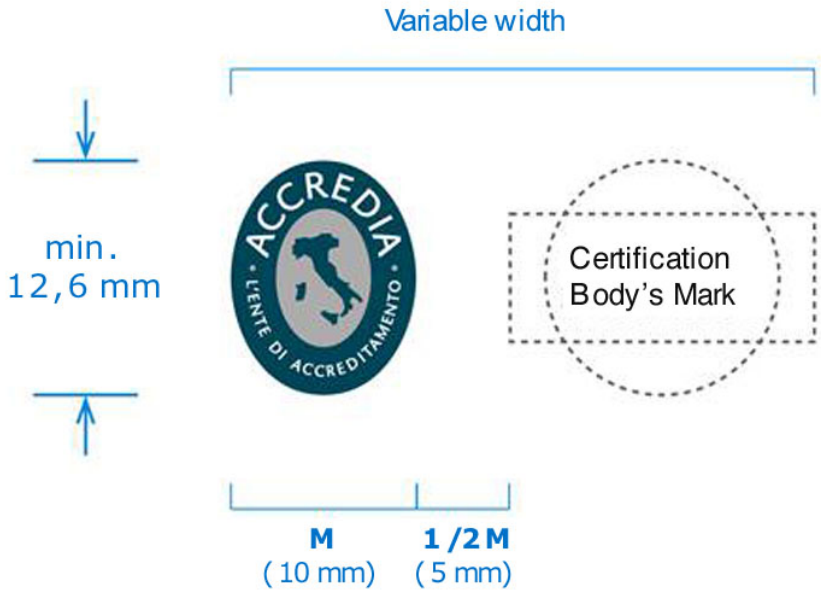

FIGURE 4

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

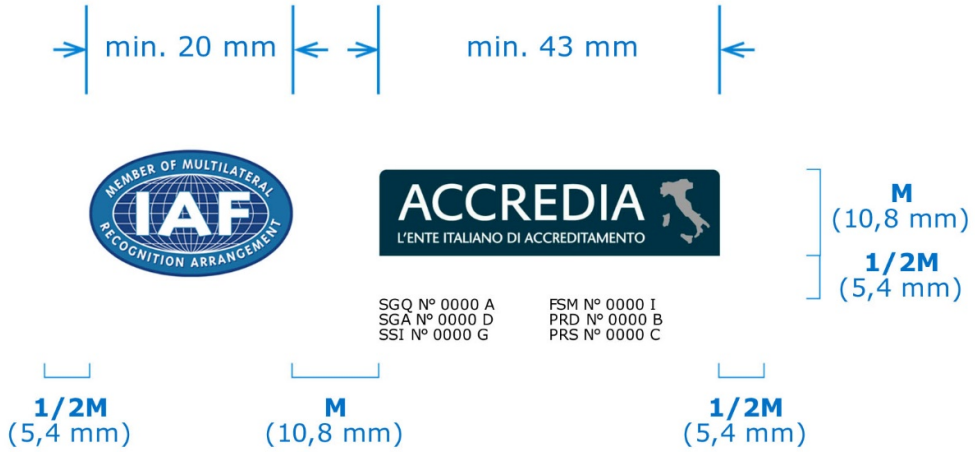

FIGURE 5

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