REGULATION FOR THE USE OF THE NATIONAL ACCREDITATION LOGO

ESYD NAL

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Approved by: Chairman of ESYD

Quality Manager of ESYD **Chairman of ESYD**

1. INTRODUCTION

1.1 The Regulation sets out the terms for the use of the National Accreditation Logo (NAL), as well as the conditions under which the accredited conformity assessment bodies use reference to accreditation, for the purpose of demonstrating their accredited status.

In the present document as "body" is defined any conformity assessment body accredited by ESYD.

In general, the use of NAL and the reference to accreditation by accredited organizations in the specific manner outlined in this document shall not:
- deceive anyone,
- underestimate or degrade the NAL or reference to accreditation,
- be contrary to ESYD Accreditation Regulations.

1.2 The use of NAL or reference to accreditation is mandatory for all accredited conformity assessment bodies in order to demonstrate the recognition of their competence by a third party.

2. TYPE, APPEARANCE AND COLOR OF THE NAL

2.1 The NAL shall appear only in the appropriate shape, size and color.
When the NAL is used by the body, it shall always be followed by the accreditation certificate number of the body plus the information whether the accreditation concerns testing, calibration, certification, inspection, validation and verification, **Proficiency Testing Provider (PT), Reference Material Producers, Biobanking** in accordance with the following:



Nº XXX



Nº XXX



Nº XXX



Nº XXX



Nº XXX



Nº XXX



Nº XXX



Nº XXX



Nº XXX



Nº XXX



Nº XXX



Nº XXX



Nº XXX

2.2 The activities* that are covered by EA Multilateral Agreements (EA MLAs) are the following:

*1. Management Systems Certification
*2. Product Certification
*3. Persons Certification
*4. Environmental Verification
*5. Inspection
*6. Testing
*7. Calibration
*8. Testing/Calibration
*9. Medical Examinations
*10. PT provider
*11. Validation and Verification
12. Reference Material Producers
13. Biobanking

2.3 The external dimensions of the NAL, when this is used on documents of the A4 size, are not allowed to be larger than 30 X 20 mm. In documents with smaller dimensions, the logo dimensions will be proportionally smaller.

2.4 In any other promotion and mass media, the possible and by any way use of NAL from an accredited body shall have the corresponding dimensions as above, which means that it shall cover at the maximum the 1/100 of the total surface.

2.5 The accredited bodies are allowed to use the NAL on their documents (e.g. calibration certificates, testing reports, PT Providers reports, calibration labels, certificates and labels of reference materials, biobank reports, management systems certificates, product certificates, persons certificates and on correspondence documents, brochures, but not on business cards and in the email signature, on mail envelops, on contracts with the clients and/or on other items) related to the accredited status of the body and always according to the conditions referred below. The NAL shall not be used for products or services which are tested/calibrated/certified/inspected/verified by ESYD accredited bodies.

The placement of the NAL on the above documents and certificates should, preferably, be near the corners of the document and in no case, it shall give the impression that the produced document is issued on the responsibility of ESYD. In any case the NAL shall not cover more than half of the surface covered by the logo of the body. In any case NAL shall not be confused with the mark of the body.

2.6 Bodies are allowed to use the NAL on their website only for their accredited activities and always in accordance with the requirements described in paragraph 2.1.

2.7 The NAL is permitted to be reproduced electronically, under the condition that the specified types and shapes are kept.

2.8 Embossed or colored versions are allowed to be used with or without color. The color of the NAL is **PANTONE 278C and PANTONE 280C**.

3. THE NATIONAL ACCREDITATION LOGO ON CALIBRATIONCERTIFICATES AND LABELS, ON TEST REPORTS, ON PT PROVIDERS REPORTS, ON CERTIFICATES AND LABELS OF REFERENCE MATERIALS, ON BIOBANK REPORTS

3.1 GENERAL

The NAL is permitted to be placed only on calibration certificates, proficiency testing reports and testing reports, containing respectively calibration, proficiency testing and testing results which are included within the scope of accreditation of the laboratory/PT Provider.

Specifically for laboratories, PT Providers, **Reference Material Producers and Biobanks**, the following requirements apply:

a) Calibration laboratories are obliged to use the NAL in any calibration. certificate concerning measurements within the scope of accreditation of the laboratory.
b) Testing laboratories and medical laboratories are obliged to use the NAL or reference to accreditation in all certificates including even one accredited test.
c) PT Providers are obliged to use the NAL or reference to accreditation in all reports, including even one accredited proficiency testing.
d) Reference material producers are obliged to use the NAL in every reference material certificate and label produced in accordance with accredited activities.
e) Biobanks are obliged to use the NAL in every biostorage report made in accordance with accredited activities.

Non-accredited results may be included in reports with the NAL only provided that there is explicit and prominent reference in these results that they are outside the scope of accreditation of the laboratory / PT Provider eg * test which is not included in the laboratory's accreditation scope. This reference shall be written in the same font size as the other items included in the document.

3.2 CALIBRATION LABELS

An accredited calibration laboratory is permitted, wherever this is practical, to use labels which their design is approved by ESYD, only on measurement instruments for which an Accreditation Certificate has been provided and according to the following conditions:

a) that the label relates only to the calibration that has been performed on the date written on the label,

b) that the label by itself does not entail compliance with some specification, quality approval or the duration of the calibration,

c) that the label is controlled and is used in the way it is described in Annex A.

3.3 INSCRIPTION OF OPINIONS, INTERPRETATIONS, ETC.

When a laboratory provides certificates for calibration, test reports or test certificates bearing the NAL and they include opinions, interpretations or other material related to research activities, and which do not consist of an integral part of the test method, then this information shall visibly and unambiguously become clear that it is outside the accredited scope.

4. USE OF THE NATIONAL ACCREDITATION LOGO IN PUBLICITY MATERIAL / WEBSITES

4.1 The accredited bodies shall not make misusage of the NAL. The accredited bodies are allowed to include the NAL into publicity material / websites / media referring to accredited services, under the prerequisite that the conditions of the current document are met and in such a way that no confusion is made.

4.2 The NAL shall not be used in texts related to products, unless it is placed straightforwardly next to the reference to the accredited calibration or testing laboratory and it is clearly stated that the NAL does not imply any certification / approval of the products that are calibrated or tested.

5. OTHER RESTRICTIONS TO THE USE OF NAL

5.1 The NAL shall not appear on objects under testing or on products (or on their amendments) or on labels of proficiency testing items or used to imply product certification.

5.2 The NAL shall not be used in a way that implies that ESYD is responsible for the activities performed by the accredited bodies. Specifically, NAL shall not be used in a way that implies that ESYD has any responsibility for the accuracy and the validity of the calibration or testing results or on any opinions or interpretations concluded from these or that it approves a calibrated instrument, testing object or product or service.

NAL shall not misinform the consumer regarding the status of the accredited body.

5.3 If an accredited CAB is also certified by a certification body, the certification body logo shall not be used for the reporting of results of any activity covered by the scope of accreditation (such as test reports and certificates, results answers of testing and medical laboratories).

5.4 The use of the NAL in a different way is not excluded, by keeping up the conditions quoted in the present document, but this will be subjected to a previous agreement with ESYD.

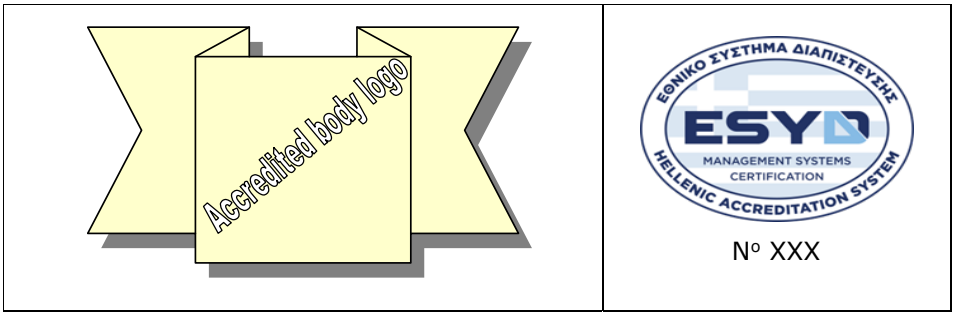
5.5 When the accreditation is withdrawn, the accredited body after the date of the notification of the withdrawal shall inform its clients and shall cease immediately the granting of any certificates or calibration labels bearing the NAL. In case of partial withdrawal of the accreditation, the above are in force concerning the part that has been withdrawn. The body shall also cease the use of NAL in any way for the suspended Scope of Accreditation or part of it. In any other case, the legal provisions for misleading use of ESYD NAL will be applied. In any case, the abovementioned actions of the accredited bodies are monitored by ESYD.

6. REQUIREMENTS FOR THE USE OF NAL FOR THE CLIENTS OF THE ACCREDITED BODIES

6.1 The clients of the accredited certification bodies may use the ESYD NAL under the following conditions:

- the ESYD NAL fulfills the requirements set in clause 2.1 of this document
- it is included in the same frame with the logo of the accredited body
- the area of ESYD NAL shall be up to 50% less than the area of the body's logo.

e.g.



6.2 The accredited certification bodies shall control the use of the NAL by its certified clients. The use of the NAL by the customers of the accredited bodies is not allowed on business cards and in the email signature.

7. SUSPENSION - WITHDRAWAL OF ACCREDITATION

7.1 An accredited body, after the notification of the suspension of accreditation, shall immediately inform its clients and immediately cease issuing certificates, test reports, and using documents, reports, etc. showing NAL and reference to accreditation as well as to remove the NAL and the reference to accreditation displayed on websites and publications. In the case of partial suspension of accreditation, the above applies to the part of the procedures for which accreditation is suspended.

7.2 An accredited body, after the notification of the withdrawal of accreditation, shall immediately inform its clients and immediately cease issuing certificates, test reports, and using documents, reports, etc. showing NAL and reference to accreditation as well as to remove the NAL and the reference to accreditation displayed on websites and publications.

7.3 In the event that the accreditation of a body is suspended or withdrawn or ceased by ESYD the body which owns and grants to its clients the license to use its own logo in combination with the NAL in accordance with Chapter 6, reasonable measures to ensure that its clients cease to use NAL in advertising, web pages, merchandise, packaging etc.

7.4 The body shall be informed by the Unit of the suspension or withdrawal of accreditation. In this way the time of the information provided will be ensured.

8. USE OF IAF MLA MARK AND ILAC MRA MARK

8.1 ESYD, as IAF MLA member and ILAC MRA member, after relevant approval, can grant to its accredited customers the possibility to use the IAF MLA mark and ILAC MRA mark, always in conjunction with the NAL which in any case shall be used according to the conditions of the clause 2.1 of this document, after request.

8.2 The accredited body cannot use the IAF MLA mark or ILAC MRA mark, without ESYD license.

A. The IAF MLA mark can be used after application to ESYD, by accredited bodies for the following fields:

1. MS Certification for ISO 9001, ISO 14001, ISO 22000, ISO/IEC 27001, ISO 13485, ISO 50001, ISO 45001, FSSC 22000, **ISO 37301 and ISO 37001** standards according to the following example:



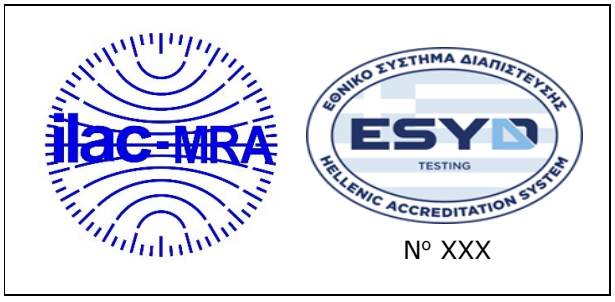
2. Product Certification for the **GlobalG.A.P. IFA (SMART and GFS)** standard according to the following example:

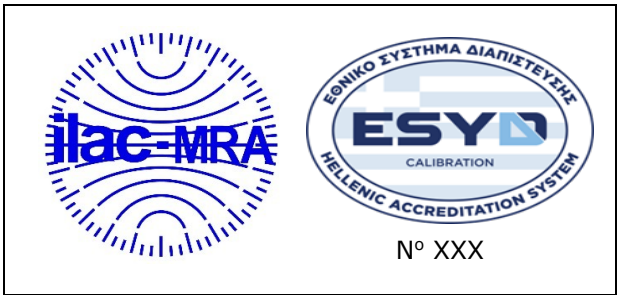


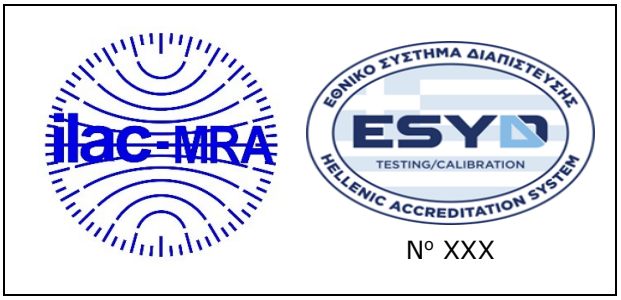
3. Validation and Verification for **ISO 14064-1, ISO14064-2, ISO 14067 και ICAO CORSIA** standards according to the following example:

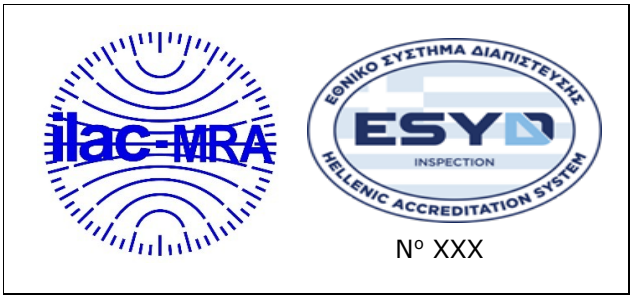


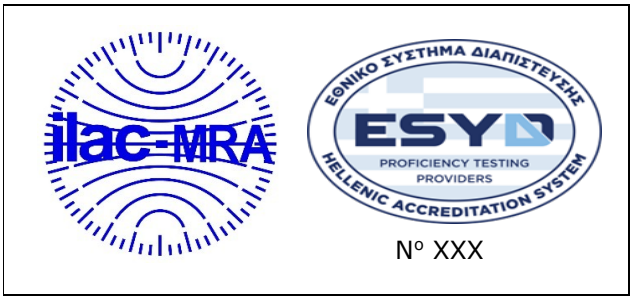
B. The ILAC MRA mark can be used by accredited testing and calibration laboratories, **PT Providers (PT)** and inspection bodies according to the following examples:











8.3 The use of the IAF MLA mark is forbidden for the customers of the accredited bodies.

8.4 The combined mark is not used in such a manner as to imply that IAF and ILAC accept responsibility for activities carried out by the accredited bodies.

8.5 The combined mark may be used on accredited certificates. The combined mark shall not be used on or in conjunction with products.

8.6 The license for the use of the IAF MLA mark is defined by rules and conditions that these organizations set, as they are described in the relevant documents.

9. GENERAL RULES FOR TEXT REFERENCE TO ACCREDITATION

The above rules for the use of NAL are applied also for the use of text reference to accreditation by the accredited conformity assessment bodies. The text reference to accreditation by an accredited conformity assessment body shall be done according to the following: "CAB accredited by ESYD under No XXX for A".
Where A may be:

*1. Management Systems Certification
*2. Product Certification
*3. Persons Certification
*4. Environmental Verification
*5. Inspection
*6. Testing
*7. Calibration
*8. Testing/Calibration
*9. Medical Examinations
*10. PT provider
*11. Validation and Verification
12. Reference Material Producers
13. Biobanking

**** These activities are covered by EA Multilateral Agreements (EA MLAs)***

10. RULES FOR USE OF THE REFERENCE TO ESYD MLA SIGNATORY STATUS

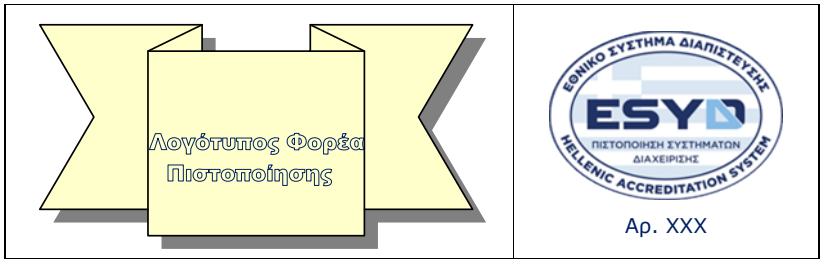
ESYD is member of the Multilateral Agreements of EA, ILAC and IAF for the activities which are noted with * in paragraph 2.1 of the current regulation.

10.1 The accreditation Certificates issued by ESYD for the activities for which ESYD is EA Multilateral Agreement (EA MLA) Signatory includes the following statement: "ESYD is a signatory of the European co-operation for Accreditation (EA) Multilateral Agreement *for the activities covered by this certificate"*

10.2 The accredited conformity assessment bodies can use the reference to ESYD MLA signatory status, only after written application to ESYD.

11. PENALTIES

For any case where the NAL or the reference to accreditation is not used according to the requirements set in this document, ESYD additionally to the penalties described in ESYD Accreditation Regulations will proceed according to Law.



ANNEX A

CALIBRATION LABELS

1. DESIGN OF CALIBRATION LABELS

1.1 Labels of an approved by ESYD design shall only be used.

1.2 The following information shall be marked in an indelible way on the labels:

a) the NAL and the accreditation register number,
b) the instrument identity (optionally),
c) the calibration date,
d) the name of the laboratory (optionally),
e) the certificate number.

If the recalibration date is depicted (e.g. Recalibration in January 2000), this date shall be marked on the label by the customer, for whom the calibration was conducted, or by the calibration laboratory, if the customer requests this in writing.

1.3 When it can be guaranteed by the duration of the calibration (e.g. volumetric glassware), permission can be given for an embossed or an engraved label of an approved design on the equipment. In this case the full details shall be submitted to the Accreditation Body for approval in advance.

2. USE AND CONTROL OF THE CALIBRATION LABELS

2.1 The Head of the Accredited Calibration Laboratory is responsible for the safekeeping and the use of the labels.

2.2 Following an agreement with the customer, the label should be placed on the calibrated instrument by the laboratory that has conducted the calibration. Where it is not practical to place the label on the instrument (e.g. gauge blocks), it is allowed to place the label on the instrument case. The label should be placed in a position where it will be easily visible when the instrument is used. The design of the label, the material for its manufacture and the method for placing it shall be such that the performance of the instrument will not be influenced, and it will be easy to replace the label with a new one, when the instrument is recalibrated.