

Hellenic Accreditation System S.A.
Regulation for the Use of the National Accreditation Logo

**REGULATION FOR THE USE OF THE NATIONAL
ACCREDITATION LOGO**

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ESYD NAL

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1. INTRODUCTION

1.1 The present document quotes the conditions for the use of the National Accreditation Logo (NAL), that is the logo used by accredited conformity assessment bodies in order to demonstrate their accredited status and the use of reference to accreditation which means, the text or disclaimer used by an accredited conformity assessment body to refer to its accreditation.

1.2 The bodies are encouraged to use the NAL in order to prove the recognition of their competence by a third party. Especially, the accredited calibration laboratories shall only issue calibration certificates with ESYD logo for the measurements that are included in their accreditation scope.

1.3 Under the term "Body" any accredited laboratory or CB/IB is included.

2. TYPE, APPEARANCE AND COLOR OF THE NAL

2.1 The NAL shall appear only in the appropriate shape, size and color, in accordance with the following pattern:



A

No of Certificate XXX

where A may be:

1. MS Certification
 2. Product Certification
 3. Persons Certification
 4. Environmental Verification
 5. Inspection
 6. Testing
 7. Calibration
 8. Testing/Calibration
 9. Clinical testing
 10. PT providers
- The external dimensions of the logo, 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.

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- In any other promotion and mass media, the possible and by any way use of logo 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.

2.2 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 - and the type of it – or inspection, as described in clause 2.1.

2.3 The accredited bodies have the right to exhibit the NAL on their documents (e.g. calibration or test certificates, test reports, calibration labels, certificates for: quality systems, environmental management, product conformance, personnel and on correspondence documents, brochures, but not on business cards, on mail envelopes, on contracts with the clients) or on other items related to the accredited status of the body, according to the conditions referred below. The NAL shall not be used for products or services which are tested/calibrated/certified/inspected from ESYD accredited bodies.

The placement of the logo on the above documents should, preferably, be near the corners of the document and in no case it shall give an impression that the said document is issued on the responsibility of the Accreditation Body. In any case the NAL shall cover up to the half of the surface covered by the logo of the Body.

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

2.5 Embossed or colored versions are allowed to be used with or without color. The color of the NAL is CYAN 100 and MAG 85.

3. THE NATIONAL ACCREDITATION LOGO ON CERTIFICATES FOR ACCREDITATION AND TESTING, ON TEST REPORTS AND ON CALIBRATION LABELS

3.1 The NAL is permitted to be exhibited on all the certificates for accreditation and testing, on all the test reports, containing exclusively the results of calibration and testing that have been conducted within the accreditation scope of the said laboratory. Non accredited results are permitted to be demonstrated on the certificates for accreditation and testing and on the test reports on which the NAL is exhibited, under the condition that:

- they constitute maximum the 20% of the total number of the results demonstrated,
- these results can unambiguously be identified as being outside the accredited scope.

When in the test reports are included test results of the accreditation scope of the laboratory that were conducted by accredited for these tests subcontractor, the results can be counted in the 80% of the total number of the results demonstrated.

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In the cases that the accredited testing laboratory does not use the NAL in the test reports, can indicate the results for the tests that are included in its accreditation scope, as accredited.

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 to 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 ATTITUDES, INTERPRETATIONS, ETC.

When a laboratory provides certificates for calibration, test reports or test certificates bearing the NAL and they include attitudes, interpretations or other material related to research activities, and which do not consist 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 a misuse of the NAL. The accredited bodies are allowed to include the NAL into publicity material / websites referring to accredited services, under the prerequisite that the conditions of paragraph 2.1 are satisfied and in such a way that no confusion is made.

4.2 The logo 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 THE LOGO

5.1 The NAL shall not appear on objects under testing or on products (or on their accessories) and shall not imply a product certification.

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5.2 The NAL shall not be used in a way that implies that the Accreditation Body accepts any responsibility on the accuracy of the calibration or testing results or on any attitudes or interpretations concluded from these or that it approves a calibrated instrument, testing object or product.

5.3 The use of the logo 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.

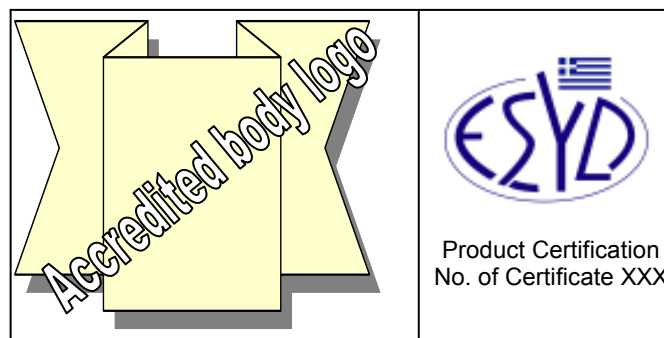
5.4 When the accreditation is withdrawn, the accredited body shall cease immediately after the date of the notification of the withdrawal any certificates or calibration labels bearing the logo. In case of partial withdrawal of the accreditation, the above are in force concerning the part that has been 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 logo will be applied.

5.5 The accredited body, after being informed about the accreditation withdrawal by ESYD, shall cease immediately the use of ESYD logo in any way it is used (certificates, documents, websites etc). The notification of the Body for the suspension or withdrawal will be made under the responsibility of ESYD in order to be assured that the notification has been made.

5.6 The clients of the accredited bodies may use the ESYD logo under the following conditions:

- the ESYD logo 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 logo shall be up to 50% less of the area of the Body's logo

e.g.



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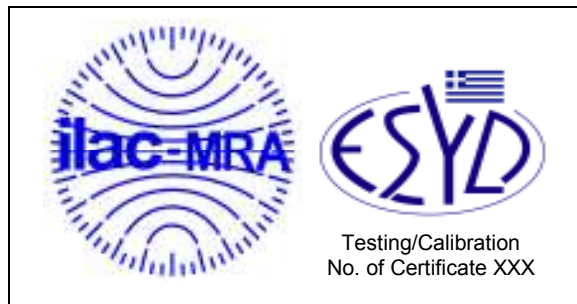
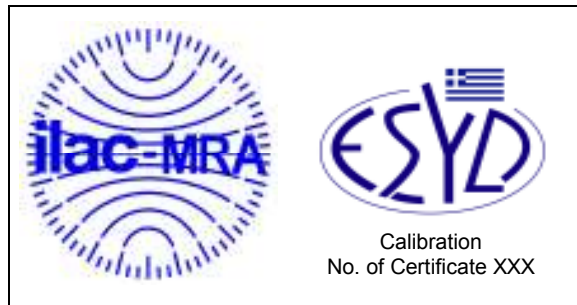
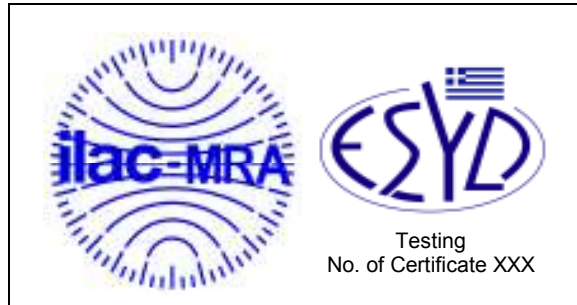
6. USE OF IAF MLA MARK AND ILAC MRA MARK

- 6.1 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 these document, after request.
- 6.2 The accredited body can not use the IAF MLA mark or ILAC MRA mark, without ESYD license. The IAF MLA mark can be used by accredited bodies for management systems certification and/or product certification, after application to ESYD, according to the following examples. The ILAC MRA mark can be used by accredited testing and calibration laboratories, according to the following examples.

e.g.



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- 6.3 The use of the IAF MLA mark is forbidden for the customers of the accredited bodies.
- 6.4 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.
- 6.5 The combined mark may be used on accredited certificates. The combined mark shall not be used on or in conjunction with products.
- 6.6 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 contract signed among the accredited body and ESYD.

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7. 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 of Certificate XXX for A” (A is described in 2.1)

8. RULES FOR USE OF THE REFERENCE TO ESYD MLA MANDATORY STATUS BY ACCREDITED BODIES

The accredited conformity assessment bodies can use the reference to ESYD MLA signatory status, only after written application to ESYD in order ESYD to provide them relevant declaration. ESYD provides them declaration in which are referred only the accredited activities for which ESYD is an MLA signatory and according to the requirements of the Guidelines EA-3/01 and IAF ML3.

9. 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 PA will proceed according to Law.

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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.