**1. Purpose**

This document describes the policy of General Directorate of Accreditation (DPA) in relation to conditions and rules for using the DPA logo, the accreditation symbols, the protection of the accreditation symbols from the misuse, regulates the combined use of ILAC MRA and IAF MLA marks together with the accreditation symbols and the reference to accreditation and to the EA-MLA status of DPA.

**2. Reference**

ISO/IEC 17011:2017 paragraph 4.3 “Use of accreditation symbols and other claims of accreditation”.

EA-3/01 M:2024 “EA Conditions for the Use of Accreditation Symbols, logos and other claims of accreditation and reference to the EA MLA signatory status”.

ILAC P8:11/2023 ILAC Mutual recognition arrangement (Arrangement): Supplementary requirements for the use of Accreditation symbols and for claims of accreditation status by accredited conformity assessment bodies.

EA-1/19:2022 EA Rules for Use of the EA Logo and Graphic Specification

ILAC R4”10/2016 Use of the ILAC Logo and Tagline

ILAC R7:05/2015 Rules for the Use of the ILC MRA Mark

IAF ML 2:2023 General Principles on the Use of the IAF MLA Mark

IAF PL 8:2023 Rules for the Use of the ILAC Logo

IAF resolutions 2015-14, 2016-17 and 2018-13.

IAF resolutions 2019 -15

IAF resolutions 2024-19

**3. Logo of General Directorate of Accreditation**

DPA logo is registered to General Directorate of Mark and Patents. The copyright of this logo belongs to General Directorate of Accreditation (DPA).

DPA and its personnel (internal and external) can use the DPA logo. DPA use its logo in all management system documentation, promotion materials, communication media as well as in letterheads. DPA staff uses the logo on their business card which present their position at DPA but only for activities performed for DPA. DPA lead assessors. Technical assessors and experts can use the logo only on the DPA documents they complete and for the purpose of the assessment of conformity assessment bodies (CAB).

The original size and colors (grey, black, white and red) are those registered at the General Directorate of Marks and Patents. The size of DPA logo is 25x15 mm. The color are:

|  |  |
| --- | --- |
|  | Pantone |
| Grey | Cool Grey 4; Cool Gray 11 |
| Black | Black 6 2X |
| White | Bright white |
| Red | PMS 186 |

DPA can use its logo in other size depended on the document. It is preferable to use in original colors, but in documents issued by DPA the logo can be used in black and white version.

The DPA accredited conformity assessment bodies (CABs) are not allowed to use the DPA logo.

**4. Use of EA, ILAC and IAF logo by DPA**

DPA may use the EA logo only after the approval of EA. The EA logo shall be used in combination with DPA logo. DPA may use the EA logo only for specific promotion of EA. Where DPA displays the EA logo, it shall state the category of membership to which DPA belongs.

In all the cases when the EA logo will be used, DPA will take all the measures to avoid the damage or diminish the EA reputation, the misuse and reproduction against EA rules**.**

DPA may use the ILAC logo only after the approval of ILAC. DPA may use the ILAC logo only for specific promotion of ILAC. When doing so, the DPA must display DPA own logo alongside the ILAC logo. DPA may not use the ILAC logo alone. Where DPA displays the ILAC logo, it shall state the category of membership to which DPA belongs.

Where the ILAC logo is used on an ILAC document translated from English into Albanian language, the document must contain a statement to acknowledge that the English version of the document shall be the definitive version.

In all the cases when the ILAC logo will be used, DPA will take all the measures to avoid the damage or diminish the ILAC reputation, the misuse and reproduction against ILAC rules**.**

DPA may use the IAF logo only after the approval of IAF. DPA may use the IAF logo only for specific promotion of IAF. When doing so, the DPA must display DPA own logo alongside the IAF logo. DPA shall not use the IAF logo alone. Where DPA displays the IAF logo, it shall state the category of membership to which DPA belongs.

Where the IAF logo is used on an IAF document translated from English into Albanian language, the document must contain a statement to acknowledge that the English version of the document shall be the definitive version.

In all the cases when the IAF logo will be used, DPA will take all the measures to avoid the damage or diminish the IAF reputation, the misuse and reproduction against IAF rules**.**

The permission taken by DPA for using the EA, ILAC or IAF logo does not allow, DPA to transfer the permission to third parties. The EA, ILAC and IAF logo shall not be used by DPA staff too. The suspension or terminate the DPA membership in these organizations revokes the use of their logos.

**5. Reference to MLA status by DPA**

DPA is signatory to the multi-lateral agreements of the European Cooperation for Accreditation (EA) for testing (ISO/IEC 17025), inspection (ISO/IEC 17020), certification of persons and management system (ISO 17021-1 and ISO/IEC 17024) activities.

DPA is signatory to multilateral agreements of the International Accreditation Forum (IAF) for the certification of management system activities (ISO 22000, ISO 9001, ISO 14001, ISO/IEC 27001, ISO 13485, ISO 50001 and ISO 45001) and certification of persons.

DPA is signatory to multilateral agreement of International Laboratory Accreditation Cooperation (ILAC) for testing (ISO/IEC 17025) and inspection (ISO/IEC 17020) activities.

On the accreditation certificates issued by DPA for the activities in which DPA is signatory members, DPA uses the following statement:

“DPA is a signatory to EA MLA and ILAC MRA and/or IAF MLA for relevant activity”.

The relevant activities are: testing, inspection, certification of persons and management systems certification”.

DPA can make reference to its MLA status in letterheads, quotations for work, advertisements or website for the activities for which DPA is signatory member of MLA. DPA uses the following statement “DPA is EA-MLA or ILAC MRA or IAF MLA for the relevant activity”.

DPA can use the IAF MLA mark, ILAC MRA mark and EA MLA mark only in combination with its logo. The combined mark will be used in association with EA MLA, ILAC MRA and IAF MLA main scopes and /or sub-scopes, in case of IAF MLA, for which DPA is signatory MLA activities. The combines mark may be used on accreditation certificates, letterheads, quotations for work, advertisements or websites. The use of ILAC MRA mark and IAF MLA mark can be done only after the license approved by ILAC or IAF.

**6. Accreditation symbol and text reference to accreditation**

Accreditation symbol includes the DPA logo and the accreditation number as follow:

XX XXX XX.XX.XX

1 2 3

where: Number 1 presents the type of conformity assessment body according to the following abbreviation:

LT Testing laboratories

LM Medical laboratories

LK Calibration laboratories

CP Product certification bodies

CS Management system certification bodies

CN Personnel certification bodies

TI Inspection bodies

Number 2 presents the serial number of accredited CAB starting from 001

Number 3 presents the date of granting accreditation in the form of day.month. year.

The accreditation number shall be printed centrally under the DPA logo. The accreditation symbol shall be displayed only in the appropriate form, size and color. DPA provides to each accredited CAB its individual accreditation symbol on a CD. In the accreditation symbol the size of DPA logo is 25x15 mm and is in the original colors, while the accreditation number is black. The font of accreditation number shall be “Times New Roman” 11.

The external dimensions of the accreditation symbol, when this is used on documents of the Α4 size, are not allowed to be larger than 25x15 mm. In documents with smaller or large dimensions, the symbol dimensions will be proportionally smaller or larger but the accreditation symbol cannot be bigger than the logo of the accredited CAB. It must be placed in the top of the report/certificate or letterhead on the right side.

In any other promotion material and mass media, accreditation symbol shall have the corresponding dimensions as above, but it shall cover at the maximum the 1/100 of the total surface.

In reports/certificates the symbol can be in black and white with the conditions that the requirement for the size to be kept.

The accreditation symbol can be used in black and white as well in promotion materials combines with CAB logo with the conditions that the CAB logo to be also back and white. In website and electronic media, the accreditation symbol must be always with its original colors.

The text reference shall be placed in the end of text of the documents issued by the accredited CAB. The text reference shall be written in the same font size as the other items included in the document. The text reference shall be in the same colors as the other items included in the document.

**7. Use of accreditation symbol by CABs accredited by DPA**

The conformity assessment bodies accredited by DPA are obliged to use the accreditation symbol or text reference to accreditation in reports/certificates in order to prove the recognition of their competence to a third party, or when the reports/certificates containing results covered by the accreditation scope are in the area where accreditation is mandatory by law or under contractual conditions (e.g under a conformity assessment scheme) or when they are to be displayed or sent to their parties (public or authorities), unless prevented by legal or regulatory requirements.

When a CAB’s customer requires an activity, which is covered by the CAB’s scope of accreditation, it is an implicit expectation of the customer to get an accredited report/certificate. So, for conformity assessment activities that are covered by the CAB;s scope of accreditation, the CAB shall issue an accredited report/certificate unless explicitly agreed in a legal or documented arrangement between the CAB and its customer. In these cases, the CAB shall inform its customer that such reports/certificates are not accredited reports/certificates and are consequently not covered by EA MLA.

As required by European Accreditation rules (EA 3/01) the results issued by an accredited CAB without an accreditation symbol or a reference to accreditation can not claim presumption of conformity with the relevant standards used for the accreditation of CABs, nor with the provisions of the EA MLA.

The DPA accredited certification bodies (management systems, persons and products) are obliged to issue accredited certificates if they concern scopes for which they are accredited.

The DPA accredited testing and medical laboratories are obliged to use the accreditation symbol or text reference in all certificates/reports including even one accredited test. All the accredited test must be marked with asterisk (\*). The test report has to contained the note: Asterisk (\*) means that the laboratory is accredited for this test.

The DPA accredited calibration laboratories are obliged to use the accreditation symbol or text reference in any calibration certificate concerning measurements within the scope of accreditation of the laboratory.

The DPA inspection bodies are obliged to use the accreditation symbol or text reference in any inspection certificate/report concerning inspections within the scope of accreditation of the inspection body

Bodies that carry out verification and evaluation as a conformity assessment activity and bio- banking are obliged to use the accreditation symbol or accreditation reference as text in each certificate/report where conformity assessment is included in the scope of accreditation of the conformity assessment body.

The accreditation symbol or text reference to accreditation shall be used by an accredited CAB only under the name or the registered trade name of the legal entity in which it holds accreditation. The accredited CABs can use the accreditation symbol or text reference to accreditation as far as the accreditation is valid.

The accreditation symbol or text reference to accreditation placed on any reports/certificates of testing, calibration, certification, inspection doesn’t mean that DPA has any responsibility for the truthfulness of test, calibration or inspection results or certification decisions covered by accreditation.

The accreditation symbol or text reference to accreditation cannot be affixed on its own or used to imply that a product, process or service (or any part of it) has been certified or approved by DPA.

The accreditation symbol or text reference shall be placed on reports/certificate issued by accredited CABs when they are signed by authorized persons of the accredited CAB.

The accreditation symbol or text reference to accreditation can be also placed on:

* Promotion materials and communication media which promote accredited activities such as leaflets, brochures, technical literature, business reports in accordance with requirements described in paragraph 6.
* Conformity assessment website only for their accredited activities and always in accordance with the requirements described in paragraph 6.

The accreditation symbol or the reference to accreditation cannot be used by:

* Applicants for accreditation
* Subcontractors of accredited CABs
* Clients of accredited CABs
* Parent, subsidiaries and sister companies of accredited CABs

The accreditation symbol or the reference to accreditation cannot be put

* On the products or items which are tested, calibrated, certified or inspected by an accredited CAB.
* In business card of personnel, on vehicles, buildings or flags of the accredited CABs.
* In promotion materials and communication media promoting conformity assessment for which the CABs are not accredited.
* Letterheads in general and letterheads which accompany the results/certificates contain the results of tests, calibrations, certification or inspections.
* In reports or certificates which contain the results of test, calibration, certification or inspection for which accreditation is suspended as far as the suspension is valid.
* In reports or certificates which contain the results of test, calibration, certification or inspection when accreditation is withdrawn.
* In other reports drafted by conformity assessment bodies (e.g environmental report, self evaluation report for environmental impact, etc)
* In mail envelops, on contracts with the clients, on emails
* In letters submitted to DPA

Not accredited opinion/interpretation and other declarations must be on a separate report too.

Following the requirements of ISO/IEC17025, clause 7.8.7, DPA allows the inclusion of expressions of opinions and interpretations in reports or certificates when the laboratory is accredited for opinions and interpretations and if those are based on accredited tests/calibrations.

The results of tests, calibrations, certifications, inspections issued by subcontractors which are not accredited by DPA or other accreditation body, must not be in the reports, certificates issued by the accredited subcontracting laboratory.

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Whenever an accredited CAB operates at several sites among which at least one is not in the scope of accreditation, the CAB can use accreditation symbol or text reference to accreditation only for activities done at the site(s) which is included in the scope of accreditation.

The accreditation symbol must be placed once per page of the report/ certificate. In promotional materials, the accreditation symbol must be placed once in each material where is done the reference in accreditation.

The calibration laboratories and inspection bodies cannot use the accreditation symbol on calibration

labels or inspection labels.

When the CAB is accredited by DPA for several activities, only in communication media the CAB

can place once the DPA logo and all the accreditation numbers in chronologic order according

to requirements of this document. The combined accreditation symbol cannot be

displayed on conformity assessment certificates/reports.

The reference to the accredited status can be done by using the accreditation symbol(s) or by a text reference to accreditation. The accredited CAB cannot use the accreditation symbol and the text reference to accreditation in the same document.

The text reference to accreditation shall be applied under the same conditions as accreditation symbol as described in this document.

The accredited CABs don’t make any misleading or unauthorized statement regarding its accreditation.

The accredited CABs can make text reference to accreditation according to the following

statement:

“CAB accredited by DPA under the accreditation number XX XXX XX.XX.XX for activity:”

where activity can be: testing

medical examination

calibration

inspection

certification of products

certification of management systems

certification of persons

An accredited conformity assessment bodies shall not use the certification mark on a calibration certificate/test report including the medical laboratories. Accredited certification bodies shall ensure that their clients do not use the certification mark on a calibration certificate/test report. In the case of management system certification bodies, the accredited bodies shall ensure that the certification mark does not appear on the products.

A DPA accredited body shall not provide certification to any standard used as a basis for the accreditation of conformity assessment bodies (e.g ISO/IEC 17025, ISO 15189), DPA is required to initiate the suspension of accreditation of this body which provides such certifications.

A DPA accredited conformity assessment body cannot make reference to accreditation standards to its accredited certificate. An accredited certification shall only be issued against documents/standards that contain certification scheme requirements.

8. **Suspension, reduce, withdraw of accreditation**

The accredited CABs can use the accreditation symbol(s) or can make text reference to accreditation only during the validity period of their accreditation and for the scope of accreditation as described in point 7 of this document.

When DPA fully suspends or withdraws the accreditation, the CAB shall immediately stop using the accreditation symbol, the text reference to the accreditation and using of ILAC MRA mark, IAF MLA mark and EA MLA mark.

When DPA partially suspends or reduces accreditation, the accredited CAB shall immediately stop using the accreditation symbol the text reference to the accreditation and using of ILAC MRA mark, IAF MLA mark and EA MLA mark in the suspended or revoked scope of accreditation.

When the validity of accreditation expires, the CAB shall not use the accreditation symbol(s), therefore the usage of the accreditation symbol or the reference to accreditation shall be terminated with immediate effect.

Use of accreditation symbol (s) or text reference to accreditation by non -accredited CAB will be handle according to law no. 116/2014 “On accreditation of conformity assessment bodies in Republic of Albania”

Using the accreditation symbol or text reference to accreditation by an accredited CAB against to requirements of this document will be handled according to procedure DA-PM-004.

The use of the accreditation symbol, the reference to accreditation and to EA MLA mark, and the combined use of ILAC MRA and IAF MLA marks together with the accreditation symbol by accredited CABs and other rules set in this document shall be assessed regularly during the surveillance visits/extraordinary or reassessment visits and it will be handled according to procedure DA-PM-004.

In case of reduction or withdrawal of accreditation, DPA recognizes the certificates/reports issued by the conformity assessment bodies before the decision of reduction or withdrawal for a period of 3 months from the date of taking the decision on reduction or withdrawal of accreditation. In case of partial or full suspension, the DPA recognizes the certificates/reports issued by the conformity assessment bodies before the suspension decision as long as the suspension is valid.

**9. Rules for reference to MLA status of DPA by accredited CABs**

**9.1 Use of EA MLA signatory status by accredited CABs.**

DPA is signatory to the multi-lateral agreements of the European Cooperation for Accreditation (EA) for testing (ISO/IEC 17025), inspection (ISO/IEC 17020), certification of persons and management system (ISO 17021-1 and ISO/IEC 17024) activities.

CABs accredited by DPA can make the reference to DPA’s EA MLA signatory status only for the relevant scopes for which DPA is a signatory to the EA-MLA.

In case the accredited CAB uses the accreditation symbol, it can make reference to DPA’s EA MLA signatory status, together with using the accreditation symbol, with the following statement:

“DPA is a signatory to the EA MLA in the field of [activity]”, where [activity] means “testing, inspection, certification of persons and/or management systems certification” in which fields DPA is an EA MLA signatory and the CAB is accredited for...

In case the accredited CAB uses the text reference to accreditation, it can make according to the following statement:

”CAB accredited by DPA under accreditation number XX XXX XX.XX.XX for [activity] covered by the EA MLA” where [activity] means “testing, inspection and/or management systems certification” in which fields DPA is an EA MLA signatory and the CAB is accredited for....

The accredited CABs can make the above-mentioned reference to EA MLA signatory status of DPA on reports and certificates under the signed EA MLA activities. The accredited CABs cannot make reference to EA MLA status of DPA in accompanying letter or promotion material.

The clients of accredited CABs cannot make any reference to EA MLA signatory status of DPA.

DPA accepts the conformity assessment activities provided by accredited CABs according to the provisions of the law 116/2014 “On accreditation of conformity assessment bodies in Republic of Albania”.

**9.2 Rules for using the ILAC MRA Mark or the IAF MLA Mark in combination with the accreditation symbol**

During DPA’s signatory status to the ILAC MRA in the fields of testing and inspection, and to the IAF MLA in the field of management systems certification (ISO 22000, ISO 9001, ISO 14001, ISO 27001, ISO 13485, ISO 50001 and ISO 45001) and in the field of certification of persons (only for the certification of management system auditor), CABs accredited by DPA in these fields can use the ILAC MRA Mark or IAFMLA Mark in combination with the accreditation symbol (combined mark) during the validity of their accreditation.

The same rules and conditions are to be applied for the use of the combined mark as for the accreditation symbol.

As an additional requirement, the accredited CAB is obliged to sign a license agreement

with DPA for the use of the combined ILAC MRA Mark (see Annex 1 of this policy) or

the combined IAF MLA Mark (see Annex 2 of this policy). Before signing the agreement,

OVK is obliged to file to DPA an example of the combined brand so that the DPA can

verify its appearance before granting the approval for the use of the combined brand.

When the CABs holds accreditation for multiple ILAC MRA scopes, i.e. for testing and inspection, a separate license agreement shall be concluded in respect of each accreditation. The accredited CABs shall attach to the application to DPA a completed and signed license agreement in 2 copies and a sample of the use of the combines ILAC MRA Mark or IAF MLA Mark. DPA send a signed copy of the license agreement back to the accredited CAB. The date of entry into force of the license agreement is the date of signature by DPA. The detailed rules of using the combined ILAC MRA Mark or IAF MLA Mark are laid down in the respective license agreement. The license signed by DPA cannot transferred to other bodies or persons.

7.1 ILAC MRA Mark combined with the accreditation symbol:

 ILAC MRA Mark to include

.xxxxxxx.xx.XX

The ILAC MRA Mark’s color code is Blue – Pantone 293C

7.2 The IAF MLA Mark combined with the accreditation symbol



IAF MLA mark to include

.xxxxxxx.xx.XX

The IAF MLA Mark’s color code is Dark blue – Pantone 2747 and Light blue – Pantone 299

In the combined mark, the size of the ILAC MRA Mark or the IAF MLA Mark shall be proportioned to the size of the accreditation symbol.

**General Director**

**Pranvera Fagu Date: 05.02.2025**