 <b>Tel: +355 4 22 69097</b> <b>+355 4 22 69325</b> <b>Fax</b> <b>E-Mail: info@dpa.gov.al</b>	<b>Control the use of accreditation symbol</b>	<b>Code DA-PM-004</b>
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## Control the use of accreditation symbol

**Implemented by:** Staff, lead assessors and assessors of DPA.

**Responsible for implementation:** Director of Accreditation Department

**Checked by:** Quality Manager  
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**Approved by:** General Director  
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## 1 PURPOSE

This document sets out how DPA control and verify the use of the symbol and references to accreditation by accredited bodies.

## 2 SCOPE OF APPLICATION

This procedure is implemented by DPA staff, lead assessors and assessors related to the use of accreditation symbol. The accredited CABs which use the symbol or reference to accreditation apply this procedure. This procedure also applies to control the use of ILAC-MRA and IAF MRA marks and references to the EA-MLA.

## 3. RESPONSIBILITIES

Implementation of this procedure is responsibility of DPA staff, lead assessors and assessors. Director of Accreditation Department is responsible for checking the implementation of this procedure.

## 4. REFERENCES

This document is based upon:

- Standard S SH ISO/IEC17011, paragraph 4.3` Requirements for accreditation bodies accrediting conformity assessment bodies`
- Law no. 116 /2014
- Policy DA –PO-005
- Quality Manual DA-MC-001


## 5. VOCABULARY AND ABBREVIATIONS

Terms and definitions included in the reference documents of point 4 are being used.

## 6. Control and verification of the use of the accreditation symbol

General Directorate of Accreditation verifies the use of accreditation symbol and references, references to the EA-MLA status and ILAC-MRA and IAF-MRA marks in surveillance / reassessment visits. When during the visits it is found misuse of accreditation symbol, the lead assessor defines it as a nonconformity and classifies on the basis of the significance and duration of misuse. The deadline and the method of treatment for solving the nonconformity is the same as specified in the procedure DA-PT-001.

In case of receiving notice of the misuse of the symbol, the respective lead assessor organizes an additional visit to verify the status of misuse, duration and significance. When during the additional visits it is found the misuse of accreditation symbol, the lead assessor defines it as a nonconformity. Deadline and the method of treatment to solving the nonconformity is the same as specified in the procedure DA-PT-001.

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If the lead assessor determines that corrective actions proposed by the CAB are insufficient to solve the nonconformity, DPA recommends CAB to take other measures.

Non-solving of nonconformity is cause to the suspension of accreditation according to the procedure DA-PT-006. If even after the suspension CAB continues to misuse the accreditation symbol DPA starts the withdrawal of accreditation.

In case of suspension and withdrawal of accreditation, development department publishes in the DPA website the status of CAB.

The same procedure is followed for control of reference to accreditation.

## 7. HISTORY

<b>Date of revision</b>	<b>Number of revision</b>	<b>Author</b>	<b>Description of changes</b>
30.10.2006	0	A. Çuni	Original version
20.02.2008	1	A.Fuga	Change point 4 of References and point 9.
22.12.2014	2	E.Fyshku	Changes have been made in header and in the points 2; 4; 6.
20.05.2019	3	B.Qazimi	Changes in reference to point 4