 <p>Tel: +3554 2269097 +3554 2269325 Fax: E-Mail: info@dpa.gov.al</p>	<p><b>Policy for using the logo, accreditation symbol and reference to accreditation</b></p>	<p><b>Code DA-PO-005</b></p>
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## 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. Referime

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

EA-3/01 EA Conditions for the Use of Accreditation Symbols, Text Reference to Accreditation and Reference to EAMLA Signatory Status.

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

EA Resolution 2018-13 revising EA-1/22 Procedure and Criteria for the Evaluation of Conformity Assessment Schemes by EA Accreditation Body Members, according to the rationale for revision set out in Document EAGA(18)08

ILACP8:ILAC Mutual Recognition Arrangement: Supplementary Requirements and Guidelines for the Use of Accreditation Symbols and for Claims of Accreditation Status by Accredited Laboratories and Inspection Bodies.

ILAC R4 Use of the ILAC Logo and Tagline

ILAC R7 Rules for the Use of the ILC MRA Mark


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

IAF PL 8 Rules for the Use of the ILAC Logo

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

## 3. Logo of General Directorate of Accreditation

DPA logo is registered to General Directorate of Mark and Patents.

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DPA logo can only be used by DPA and its personnel (internal and external). DPA use its logo in all management system documentation, promotion materials, communication media as well as in letterheads. DPA staff use the logo on their business card which present their position at DPA but only for activities performed for DPA. DPA 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. 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 accredited conformity assessment bodies (CAB) can not use the DPA logo.

#### **4. Reference to accreditation**


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 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. The accreditation symbol(s) can be applied in header and right when the reference to accreditation can be applied in the end of text of the documents issued by the accredited CAB.

In case DPA fully suspend or withdraw accreditation, the CAB shall immediately stop using the accreditation symbol, the authorization of the use of the accreditation symbol and the reference to the accreditation.

In case DPA partially suspends or reduces accreditation, the accredited CAB shall immediately stop using the accreditation symbol and the authorization of the usage of the accreditation symbol(s) in the suspended or revoked scope of accreditation.

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

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Using the accreditation symbol or reference to accreditation by an accredited CAB for non-accredited activity will be handled according to procedure DA-PM-004.

The use of the accreditation symbol, the reference to accreditation and to EA-MLA, and the combined use of ILAC MRA and IAF MLA marks together with the accreditation symbol by accredited CABs is assessed regularly during the surveillance visits and it will be handled according to procedure DA-PM-004.

The conditions and rules defined in this policy and in the relevant procedure, must be implemented by all CABs whether they perform their activities in or out side of their premises.

### Multiple accreditations

The DPA accredited CABs being accredited for several conformity assessment activities to combine in a single accreditation symbol where similar accreditation symbols are used for each accreditation field. The combined accreditation symbol shall be used with reference to each accreditation field and each accreditation number only in communication media. The combined accreditation symbol cannot be displayed on conformity assessment certificates and reports.

## 5. Accreditation Symbol

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




Nr. XX XXXXX.XX.XX  
 1    2    3

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

LT	Testing and 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

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

DPA provides each accredited CAB with 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 use of accreditation symbol is voluntary for all accredited CABs except the accredited management system certification bodies, product and personnel certification bodies, for each the use of the accreditation symbol is mandatory for the scope for which they are accredited.

DPA encourages all other accredited CABs to use the accreditation symbol in reports or certificates for the conformity assessment activities covered by the scope of accreditation.

The accreditation symbol 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 accreditation symbol can not be used by:

- Applicants for accreditation
- Subcontractors of accredited CABs
- Clients of accredited CABs
- On the products or items which are tested, calibrated, certified or inspected by an accredited CAB.
  - In reports or certificates which contain the results of tests, calibrations, certification or inspections not covered by the scope of accreditation.
- In business card of personnel, on vehicles, buildings or flags of the accredited CABs.
- In promotion materials and communication media promoting conformity assessment or other activities which are not accredited.
- 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 for which accreditation is withdrawn.

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When the CAB performs any activities outside the scope of accreditation, the results of such activities must be on a separate report which does not carry the accreditation symbol. Not accredited opinion/interpretation and other declarations must be on a separate report too.

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.

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.

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 only for activities done at the site(s) which is included in the scope of accreditation.

The accreditation symbol can be placed on:


- Letterheads which accompany the results/certificates which are in the scope of accreditation.
- Promotion materials and communication media which promote accredited activities such as leaflets, brochures, technical literature, business reports.

The accreditation symbol placed on any reports or of test, calibration, certification, inspection doesn't mean that DPA has any responsibility for the accuracy of test, calibration or inspection results or certification decisions covered by accreditation.

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

The symbol must be placed in size, format and colors which are defined in this document. In reports or letters which accompany the reports or certificates the symbol can be in black and white. The accreditation symbol can be used in black and white as well. In cases when the accreditation symbol is combined with the certification mark of the accredited certification body, if the certification mark is colorful, the accreditation symbol shall be colorful as well, and if the certification mark is black and white, the accreditation symbol shall be black and white as well.

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The accreditation symbol can be enlarged or reduced proportionally, but the accreditation symbol can not be bigger than the conformity mark of the accredited CAB. It must be placed in the top of the report/certificate or accompany letter on the right side.

When the CAB is accredited by DPA for several activities, it can place the accreditation symbol once but it shall include all accreditation numbers in chronologic order. The accreditation numbers must be placed according to the form given in this document.

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

The calibration laboratories can not use the accreditation symbol on calibration labels.

Using of fake accreditation symbol constitutes a criminal offense punishable under the law in force.

## 5. Text reference to accreditation

The accredited CABs will implement the same conditions and rules for reference to accreditation as well as the accreditation symbol.

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

“CAB accredited by DPA under No. XXXXXX.XX.XX for activity:.....”

where activity can be: testing

medical examination

calibration

inspection

certification of products


certification of management systems

certification of persons

The text reference to accreditation can be in any font type.

## 6. Rules for reference to EA MLA signatory status of DPA

On the accreditation certificates issued by DPA for the activities of testing, inspection and management systems certification DPA uses the following statement:

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“DPA is a signatory to EA MLA in the fields of testing, inspection and management systems certification”.

The statement is : .....

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

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 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 Nr. XXXXXX.XX.XX for [activity] covered by the EAMLA” where [activity] means “testing, inspection and/or management systems certification” in which fields DPA is an EAMLA signatory and the CAB is accredited for....


The accredited CABs can make the above-mentioned reference to EAMLA signatory status of DPA on reports and certificates and in promotion materials. The accredited CABs can not make reference to EAMLA status of DPA in accompanying letter.

The clients of accredited CABs can not make any reference to EAMLA signatory status of DPA.

## **7. Rules for using the ILACMRA Mark or the IAFMLA 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 (QMS and EMS) certification, CABs accredited by DPA in these fields can use the ILACMRA 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.

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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) or the combined IAF MLA Mark (see Annex 2).

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 CAB shall attach to the application to DPA a completed and signed license agreement in 2 copies and a sample of the use of the combined 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.

7.1 ILAC MRA Mark combined with the accreditation symbol:

**ILAC MRA Mark to include**



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**

Nr. xxxxxxxx.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.





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**General Director**

**Armond HALEBI**

**Date:**

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Annex 1

LICENSE AGREEMENT

On the combined use of ILAC MRA Mark and DPA accreditation symbol

Concluded between the

DPA ....., as licensor (hereinafter: Licensor), on the one hand,

name of the accredited CAB: .....  
 (registered address: .....  
 Reg. No. : .....; name of representative:  
 ..... ) as licensee  
 (hereinafter: Licensee), on the other hand

at the place and time indicated below and under the following conditions:

1 Preamble


Based on the License Agreement between the Licensor and ILAC, DPA policy DA-PO-005 and ILAC-R7:05/2015, Licensor is entitled for the use of the ILAC MRA Mark combined with the accreditation symbol determined by the Licensor (hereinafter: Combined ILAC MRA Accreditation Mark). Based on the authorisation indicated in the Preamble, Licensor grants permission to Licensee for the use of the Combined ILAC MRA Accreditation Mark under the registration number Nr. XX.XXX.XXXX.

2 Purpose of the Agreement

The purpose of this Agreement is the use of the ILAC MRA Mark combined with the accreditation symbol of the Licensor under the conditions determined in this License Agreement. Licensee undertakes to use the Combined ILAC MRA Mark in the proper way with attention to the rules of procedure DA-PO-005 and ILAC-R7:05/2015.

3 Extent of the License

Licensor grants the Licensee the right to use the ILAC MRA Mark combined with the accreditation symbol to display it on test/inspection reports, letter heads, references, advertisements, websites and other documents for the purpose of demonstrating through its valid accreditation that the Licensor is a signatory to the

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ILAC MRA. Licensee cannot use the combined ILAC MRA Mark during the time of full suspension of its accredited status.

The Combined ILAC MRA Mark shall be used according to the example shown in clause 7.1, in accordance with the valid rules of procedure DA-PO-005. Licensee cannot use the Combined ILAC MRA Mark until it has received a written approval from the Licensor.

### 3 Control of the use of the Combined ILAC MRA Mark

The Licensee guarantees to use the Combined ILAC MRA Mark in accordance with the requirements laid down in this Agreement, it shall not use it in any other way and shall not harm the reputation of ILAC or the Licensor.

The Licensor is entitled to monitor the use of Combined ILAC MRA Mark.


### 5 Rights and Duties

If the Licensee does not exercise due diligence in the use of the Combined ILAC MRA Mark, the Licensor can withdraw with immediate effect the right to use the Combined ILAC MRA Mark. The Licensor takes no responsibility for the consequences of the withdrawal. The Licensor may publish on its website the violation of the License Agreement.

If the License Agreement on the use of the Combined ILAC MRA Mark is violated by a third party, the contractual parties will immediately inform each other. The Contractual Parties will cooperate in actions taken against the third party. If the Licensee decides to institute legal proceedings, it shall obtain a written approval from the Licensor prior to launching legal proceedings.

### 6 Claims of Third Parties

Any claim against the Licensee by a third party in respect of the use of the Combined ILAC MRA Mark shall be reported in writing by the Licensee to the Licensor and Licensee shall inform Licensor of the opportunity to take part in a legal action.

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In any legal proceeding, the preliminary approval of Licensor is required for Licensee to take legal declarations. In legal actions for claims by a third party, all legal and other costs as well as liabilities shall be the responsibility of Licensee.

## 7 Indemnification

If the Licensor suffers damages due to Licensee's misuse of the Combined ILAC MRA Mark or due to the infringement of the License Agreement on the Combined ILAC MRA Mark, the Licensor can have claims for indemnification against Licensee.

The Licensor will give Licensee a written warning of the intended action and calls on the Licensee to respond to the claim for indemnification of the Licensor within 15 days before launching legal proceedings. Licensee shall have close cooperation with the Licensor and take all steps to restore compliance with the requirements in the License Agreement.

## 8 Expiry of the License Agreement

This License Agreement is valid from the date of signing it to the expiry of the accreditation of the Licensee. In the event of re-accreditation the Agreement automatically continues to be valid. In the event of the expiry of the validity of the accreditation, Licensee is not entitled to use the Combined ILAC MRA Mark.

If the accreditation is suspended, the Licensee is not entitled to use the Combined ILAC MRA Mark. In the event of the suspension of accreditation, this Agreement is terminated in six months following the suspension.

The License Agreement becomes invalid due to provisions in rules of law or in mandatory rules, due to one of the following in particular:


For the Licensor

- a) if it is terminated,
- b) if it is excluded or suspended from ILAC MRA.

For the Licensee

- a) if it becomes insolvent,
- b) if it is terminated,
- c) if the validity of its accreditation expires,
- d) if the duration of the suspension of its accreditation exceeds six months.

## 9 Closing Provision

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This License Agreement or some of its clauses may become invalid, if the applicable rule of law or mandatory regulation establish rules that are in conflict or are different from the provisions of this Agreement.

In case of disputes, the Contractual Parties must cooperate in amending the Agreement with mutual consent to allow the Agreement to obtain the intended result and that the application of the Agreement should not result in the infringement of statutory or mandatory regulations.

With the signature of the Contractual Parties, this License Agreement becomes valid. This Agreement cannot be amended except by the written agreement of the Licensor and the Licensee.

Signed in ..... on .....

On behalf of the accredited CAB (Licensee)  Signature:  Name: Position:	On behalf of DPA (Licensor)  Signature:  Name: Armond HALEBI Position: General Director
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Annex 2

LICENSE AGREEMENT

On the combined use of IAF MLA Mark and DPA accreditation symbol


Concluded between the

DPA ....., as licensor (hereinafter: Licensor), on the one hand,

name of the accredited CAB: .....  
 (registered address: .....  
 Reg. No. : .....; name of representative:  
 .....) as licensee  
 (hereinafter: Licensee), on the other hand


at the place and time indicated below and under the following conditions:

- 1 The International Accreditation Forum Inc. (IAF) is the owner of the trade-mark known as the IAF Multilateral Recognition Arrangement Mark or IAF MLA Mark.
- 2 DPA, the full post office address of whose principal office or place of business is seat: ....., has a non-exclusive and non-transferable license to use the IAF MLA Mark, subject to its maintenance of its IAF MLA Membership and IAF Accreditation Body (AB) membership and observance of conditions and restrictions set out in its agreement with the IAF MLA Member.
- 3 ..... (Name of the accredited CAB), the full post office address of whose principal office or place of business is seat: ....., applies for permission to use the IAF MLA Mark, only in conjunction with the licensed DPA's accreditation symbol, subject to the terms and conditions set out below.
- 4 DPA grants to \_\_\_\_\_ (accredited CAB) permission to use the IAF MLA Mark for main scopes and sub scopes of the IAF MLA for which the CAB has been accredited by DPA under the registration number Nr. XXXXXXXX.XX.XX, from the date of this Agreement, subject to the conditions and restrictions as follows:
  - (a) The Licensee (accredited CAB) shall only use the IAF MLA Mark together with the accreditation symbol in the manner set out in IAF ML 2 General Principles on Use of the IAF MLA Mark and in accordance with the main

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scopes and sub scopes of the IAF MLA of which the Licenser (DPA) is a signatory, and for which the CAB has been accredited.

- (b) The IAF MLA Mark shall be reproduced using an authorized copy obtained from DPA and shall be reprinted according to the following specifications:
- i) in black and white or in the colours Pantone 2747 (dark blue) and Pantone 299 (light blue),
  - ii) on a clearly contrasting background,
  - iii) in a size which makes all the words of the IAF MLA Mark clearly distinguishable, with the width of the IAF MLA Mark no less than 20 millimetres for printed media and 75 pixels for digital media;
- (c) The proposed permitted use is non-exclusive;
- (d) The permission granted to the accredited CAB to use the said IAF MLA Mark is nontransferable;
- (e) The accredited CAB shall not use the IAF MLA Mark on any documentation unless DPA's accreditation symbol and the accredited CAB's name or logo are included on the same displayed page and all are of approximately the same size; (Note: The documentation can be in any form or type of medium).
- (f) The accredited CAB shall use the IAF MLA Mark in strict accordance with the instructions, conditions, standards of quality and IAF MLA Mark specifications supplied by DPA or the IAF at anytime and from time to time;
- (g) The accredited CAB shall supply specimens of its usage of the IAF MLA Mark to DPA or IAF, if requested by DPA or IAF;
- (h) The accredited CAB shall not use the IAF MLA Mark on a product, or in a way that may be interpreted as denoting product conformity, or permit its certified organizations to do so;
- (i) The accredited CAB shall not allow its certified organisations to use the IAF MLA mark;
- (j) The accredited CAB shall monitor and take suitable action to control its use of the IAF MLA Mark and to prevent any incorrect references or misleading use by itself or its certified organizations;
- (k) The accredited CAB acknowledges and agrees that it has no proprietary right, title or interest in the IAF MLA Mark;
- (l) The accredited CAB agrees to co-operate fully and in good faith with DPA and/or IAF for the purpose of securing or protecting IAF's right in the IAF MLA Mark;

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(m) The accredited CAB further agrees not to challenge directly or indirectly IAF's right, title or interest in the IAF MLA Mark.

- 5 The Agreement to use the IAF MLA Mark may be terminated as follows:
- (a) at any time by agreement of the parties;
  - (b) at any time by DPA in the event that the conditions in this Agreement are not satisfied;
  - (c) immediately in the event accreditation is withdrawn from the accredited CAB by the DPA;
  - (d) immediately in the event of the termination of DPA's membership of the IAF MLA or IAF membership;
  - (e) immediately in the event of the termination of the Agreement for the use of the IAF MLA Mark between IAF and DPA;
  - (f) by DPA duly advising the accredited CAB; or
  - (g) by the IAF duly advising the accredited CAB.
- 6 The accredited CAB shall indemnify and save IAF, its directors, officers, employees and authorized representatives, including DPA, from and against any and all claims, liabilities, demands, proceedings, causes of action, costs and expenses (including legal fees as incurred) arising from the breach or default of the accredited CAB under this agreement.

Signed in ..... on .....

On behalf of the accredited CAB (Licensee)  Signature:  Name: Position:	On behalf of DPA (Licensor)  Signature:  Name: Armond HALEBI Position: General Director
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