



EESTI AKREDITEERIMISKESKUS
ESTONIAN ACCREDITATION CENTRE

**EAK LOGO JA AKREDITEERIMISSÜMBOLI
KASUTAMISE JA AKREDITEERINGULE NING MLA-
LIIKMESUSELE VIITAMISE KORD**

*CONDITIONS FOR THE USE OF EAK LOGO, ACCREDITATION
SYMBOL AND REFERENCE TO ACCREDITATION AND MLA
SIGNATORY STATUS*

EAK J9 - 2017

TRANSLATION FROM ESTONIAN

TALLINN 2017

Authorship and principles

This document is a revised and updated version of the guidance EAK J9-2010 and will replace it. The document is based on the requirements of EA-3/01.

It is not allowed to copy the text of the document for sales purposes.

Official language

If required, the document may be translated into other languages. The Estonian version is and must remain like the original.

Further information

For further information on the document please call upon the EAK, Mäealuse 2/1 12618 Tallinn.

Confirmation

The Guidance was confirmed by the Member of EAK Management Board Kristiina Saarniit */digital signature/* on 13.03.2017.

Contents

Chapter	Page
1 Introduction	4
2 Use of the EAK logo	4
3 Use of the EAK accreditation symbol, and reference to accreditation and EA MLA signatory status	4
4 Use of accreditation symbol and text references on calibration certificates and labels	6
5 Use of accreditation symbol and text references on test reports	6
6 Use of accreditation symbol and text references on inspection, certification and attestation certificates	7
7 Restrictions to the use of accreditation symbol and reference to accreditation and MLA signatory status	8
8 Use of accreditation symbol and text references by the clients of accredited laboratories/bodies	8
9 Sanctions for misuse	9
<u>Annex I</u> EAK accreditation symbol	10
<u>Annex II</u> Co-use of the EAK accreditation symbol and conformity or certification mark	11
Revisions page	12

1 INTRODUCTION

1.1 This document sets out conditions for the use of the logo and accreditation symbol of the Estonian Accreditation Centre (*hereinafter EAK*) and reference to accreditation and/or EAK signatory status to the EA Multilateral Agreement (*hereinafter MLA*) by the EAK accredited calibration, testing and medical laboratories as well as inspection and certification and attestation bodies (*hereinafter laboratories/bodies*).

1.2 The requirements of this document shall be followed by all EAK employees, the EAK accredited laboratories/bodies and their clients.

1.3 If an accredited laboratory/body issues the results of conformity assessment services covered by the scope of accreditation without the EAK accreditation symbol or text reference to accreditation, presumption of conformity with the requirements of accreditation standards and EA MLA provisions (*i.e. international recognition*) will not extend to those results.

2 USE OF EAK LOGO

2.1 The EAK has a logo used by the EAK to identify itself.

2.2 The EAK logo (*re: title page*) is an EAK trademark registered in the European Patent Office EUIPO, which is made up of the three capital letters “EAK” presented in vector graphics below of which are located the following texts in capital letters: “EESTI AKREDITEERIMISKESKUS” and “ESTONIAN ACCREDITATION CENTRE”.

2.3 The use of the EAK logo is strictly restricted to the needs of the EAK. The logo is used on the EAK documents like the Management System Manual and support documents, guidance documents on accreditation, forms and certificates and their annexes, letterhead, webpage, information and training materials and business cards of the EAK personnel.

2.4 In conformity assessment areas in which the EAK is a signatory to EA MLA, the accreditation certificates issued by the EAK will bear in addition to the EAK logo the text: „EA MLA liige“ [*in English. „EA MLA Signatory“*].

2.5 The EAK logo can be used by other bodies or persons only with the permission of the EAK.

3 USE OF THE EAK ACCREDITATION SYMBOL, AND REFERENCE TO ACCREDITATION AND EA MLA SIGNATORY STATUS

3.1 The image of the EAK accreditation symbol consists of the three capital letters “EAK” presented in vector graphics and surrounded by an ellipse above of which is placed the text “EESTI AKREDITEERIMISKESKUS” and below “ESTONIAN ACCREDITATION CENTRE”, whereas these texts as well as the central letters “A” and “K” are separated by small quadrangular stars. Under the described image is given text reference to the relevant accreditation standard (*e.g. EVS-EN ISO/IEC 17025*) and number of the accreditation certificate (*e.g. LXXX*). The EAK accreditation symbol shall be displayed exclusively in a form, proportion, size, colour and text as described in Annex I.

3.2 The EAK accreditation symbol may be used only by laboratories/bodies accredited by the EAK and on conditions set out in this Guidance.

3.3 Each accredited laboratory/body will get the image of their specific accreditation symbol from the EAK in the form of an electronic file presented in vector graphics.

3.4 If an accredited laboratory/body wishes to make a reference to the EAK accreditation with a text instead of using the accreditation symbol, it shall use the

following phrase: „EAK accredited calibration laboratory (*or testing laboratory/medical laboratory/inspection body/certification body/verification body*) K(*or L/M/I/PC/PEC/MSV*)XXX“, whereas the number “XXX” will be replaced by the number of accreditation certificate.

If required, the accredited laboratory/body, when making a reference to the accreditation, may indicate also the relevant accreditation standard, compliance of the requirements of which the specific accreditation proves. In such cases the laboratory/body shall use the following phrase: “EAK accredited calibration laboratory (*or testing laboratory/medical laboratory/inspection body/certification body/verification body*) K(*or L/M/I/PC/PEC/MSV*)XXX in accordance with the standard EVS-EN ISO/IEC YYYYY:ZZZZ“, whereas the number „XXX“ will be replaced by the number of accreditation certificate and numbers „YYYYY“ and „ZZZZ“ respectively by the number and the year of issue of the relevant standard.

3.5 If an accredited laboratory/body wishes to make a reference to the EAK signatory status to EA MLA, it shall use the following phrase: „EAK is an EA MLA Signatory on accreditation of calibration laboratories (*or testing laboratories/inspection bodies/certification bodies/verification bodies*)“, or in co-use of the accreditation symbol and reference „EA MLA Signatory“.

3.6 An accredited laboratory/body may display the EAK accreditation symbol and make a reference to the EAK accreditation and signatory status to the EA MLA on paper and electronic documents directly related to the accredited service (*calibration and test reports, certificates, etc*), also on their letterhead, webpage and sales promotion and publicity materials, provided they meet the following conditions:

- when presenting their calibration results in calibration documents a calibration laboratory shall use the EAK accreditation symbol or reference to the EAK accreditation and to EA MLA signatory status, provided the relevant accreditation criteria of Chapter 4 and those of EAK have been met and the restrictions of Chapter 7 have been taken into account;
- when presenting their test results in their documents a testing laboratory may use the EAK accreditation symbol, reference to the EAK accreditation and to EA MLA signatory status, provided the relevant accreditation criteria of Chapter 5 and those of the EAK have been met and the restrictions of Chapter 7 have been taken into account;
- a laboratory which has been accredited for site calibration or site testing outside their permanent location may use the EAK accreditation symbol or make a reference to then EAK accreditation on the same conditions as a laboratory operating in their permanent location;
- an inspection, certification or attestation body may display the EAK accreditation symbol, make a reference to the EAK accreditation and EA MLA signatory status on documents which are used for presenting inspection, certification or attestation results, provided the relevant accreditation criteria of Chapter 6 and those of the EAK have been met and the restrictions of Chapter 7 have been taken into account;
- letters on the letterhead of a laboratory/body bearing the EAK accreditation symbol printed for quotations, laboratory reports or as an accompanying note to certificate and which include services or their results not falling in the scope of accreditation shall state an EAK disclaimer e.g. „This quotation concerns services which are not covered by accreditation“, or „Attached results are not covered by accreditation“;
- an accredited laboratory/body may use the EAK accreditation symbol, text

reference to accreditation and the EAK EA MLA signatory status on their webpage and sales promotion and publicity materials which make a reference at least in part to an accredited activity, provided that the reference to accreditation is adequately related with the accredited activity;

- an accredited laboratory/body which holds accreditation for various activities is entitled to use in their letterheads, webpage and publicity materials all relevant EAK accreditation symbols;
- the use of accreditation symbol and the text reference to accreditation shall not be misleading even to the smallest extent concerning what (*which conformity assessment activity*) and who (*which body*) is accredited.

3.7 To use the EAK accreditation symbol and to make a reference to the EAK accreditation and EA MLA signatory status in a different way from provisions of this chapter, as well as on other documents and materials not named in this document, the laboratory/body shall apply for written approval from the EAK.

4 USE OF ACCREDITATION SYMBOL AND TEXT REFERENCES ON CALIBRATION CERTIFICATES AND LABELS

4.1 An accredited calibration laboratory shall present the EAK accreditation symbol or reference to accreditation and the EAK signatory status to EA MLA on each calibration certificate which contains calibration results under their scope of accreditation.

4.2 The EAK accreditation symbol or reference to accreditation and the EAK signatory status to EA MLA are not allowed to be entered on calibration certificates or labels which do not contain calibration results under their scope of accreditation.

4.3 An accredited calibration laboratory is allowed to present the calibration results outside their scope of accreditation on their calibration certificates bearing the EAK accreditation symbol or making a reference to the EAK accreditation, provided those calibrations are clearly distinguished on the certificate, using the recommended text: „The calibrations marked by asterisk are outside the laboratory`s accreditation scope“.

4.4 An accredited calibration laboratory shall, wherever technically possible, place a label of its approved design on a calibrated measurement instrument, provided that the following conditions are met:

- the laboratory holds EAK accreditation for the calibration concerned;
- the laboratory has issued a calibration certificate for the instrument referred to on the label;
- the label relates only to the calibration carried out on the date given on the label;
- the label itself does not imply compliance with a specification nor approval of the measurement instrument.

4.5 In all its documents and materials containing an EAK accreditation symbol or reference to accreditation the laboratory shall clearly distinguish those activities that are not covered by the scope of accreditation.

5 USE OF ACCREDITATION SYMBOL AND TEXT REFERENCES ON TEST REPORTS

5.1 The EAK accreditation symbol or reference to accreditation and the EAK signatory status to EA MLA may be presented on all test reports which contain test results under the scope of accreditation of the laboratory.

5.2 The EAK accreditation symbol, reference to accreditation and the EAK signatory status are not allowed to be used when the test reports do not contain the results of accredited tests.

5.3 If a test report bearing the EAK accreditation symbol or reference to accreditation

contains also the results of sub-contracted tests, the report shall contain an appropriate statement, for example „Results marked on this report by asterisk have been received from sub-contractors“.

5.4 The EAK accreditation symbol or reference to accreditation may also be used on test reports which contain test results of both accredited and non-accredited tests, opinions, interpretations or investigational materials, provided the reports include the following specification:

- on a test report using the EAK accreditation symbol or reference to accreditation and which contains the results of both accredited and non-accredited tests, each test not covered by accreditation shall be clearly distinguished, using for example the following text, “Test results marked with asterisk on this report are outside the scope of accreditation of the laboratory”;
- a test report using the EAK accreditation symbol or reference to accreditation and which contains opinions, interpretations or materials related to investigational activities outside the scope of accreditation shall include an appropriate EAK disclaimer statement, for example: „The opinions/interpretations expressed on this report are outside the scope of accreditation of the laboratory”.

5.5 When a laboratory issues a test report which contains the EAK accreditation symbol or reference to accreditation and which contains the specifying remarks of clause 5.4 it is recommended to present the latter on the first page of the report.

6 USE OF ACCREDITATION SYMBOL AND TEXT REFERENCES ON INSPECTION, CERTIFICATION AND ATTESTATION CERTIFICATES

6.1 The EAK accreditation symbol or reference to accreditation and the EAK EA MLA signatory status should be presented on all reports and certificates (*hereinafter certificates*) which contain the inspection, certification (*re: also cl. 6.2*) or attestation results under the scope of accreditation.

6.2 Pursuant to the Resolution 2015-14 of the International Accreditation Forum (IAF), adopted by EA on 26.11.15, an accredited management system certification body shall present the accreditation symbol or make a reference to accreditation on each certificate they issue under their scope of accreditation.

6.2¹ Pursuant to the IAF's Resolution 2017-19 adopted by EA on 23.11.2017, an accredited body certifying persons shall present the accreditation symbol or make a reference to accreditation on each certificate they issue under their scope of accreditation.

6.2² Pursuant to the IAF's Resolution 2018-13 adopted by EA on 22.11.2018, an accredited body certifying products, processes and services shall present the accreditation symbol or make a reference to accreditation on each certificate they issue under their scope of accreditation.

6.3 The EAK accreditation symbol, reference to accreditation and the EAK EA MLA signatory status are not allowed to be used when the certificate does not contain the accredited inspection, certification or attestation results.

6.4 When an inspection, certification or attestation body wishes to issue a certificate bearing the EAK accreditation symbol or reference to the EAK accreditation and it contains the inspection, certification or attestation results of sub-contractor, an appropriate statement shall be included on the certificate, for example: „Results marked on this certificate by asterisk have been received from sub-contractors“.

6.5 A certificate bearing the EAK accreditation symbol or reference to the EAK accreditation which presents both accredited and non-accredited inspection, certification or attestation results, the non-accredited activities shall be clearly

distinguished, using a text, for example “The inspection (*or certification/attestation*) results marked on this certificate by asterisk are outside the scope of accreditation of the body”.

6.6 If a body issues a certificate bearing the EAK accreditation symbol or reference to the EAK accreditation and which contains the specifying remarks provided in clauses 6.4 and/or 6.5, it is recommended to present the latter on the first page of the certificate.

7 RESTRICTIONS TO THE USE OF ACCREDITATION SYMBOL AND REFERENCE TO ACCREDITATION AND MLA SIGNATORY STATUS

7.1 Use of the EAK accreditation symbol and reference to accreditation shall not lead to misunderstanding as if the EAK were responsible for the calibration, test, inspection, certification or attestation results covered by the scope of accreditation, or for resulting opinions or interpretations or that they would approve the calibrated measurement instrument, the test item or the inspected/certified product.

7.2 The text reference to the EAK EA MLA signatory status shall not lead to misunderstanding concerning accreditation of which conformity assessment activities the EAK has the EA MLA signatory status. If necessary, it is possible to check the correctness of the reference on the EA webpage address [www.european-accreditation.org/The EA MLA/Scopes and Signatories](http://www.european-accreditation.org/The_EA_MLA/Scopes_and_Signatories).

7.3 When an accredited laboratory/body operates on several sites among which at least one is not covered by accreditation, only the accredited sites shall be entitled to use the EAK accreditation symbol or make a reference to accreditation.

7.4 Upon suspension (*including partial suspension*) of accreditation a laboratory/body shall immediately cease to issue reports, certificates, marks bearing the accreditation symbol, making a reference to accreditation or the EAK EA MLA signatory status as well as on any other documents reflecting the activities related to suspended accreditation.

7.5 Upon termination of accreditation a laboratory/body shall immediately stop making any claim that it is accredited and distributing any documents bearing the accreditation symbol or text reference to accreditation or the EAK EA MLA signatory status.

7.6 An accredited laboratory/body shall not use a text reference to the EAK EA MLA signatory status on its letterhead or stationary.

7.7 It is not permitted to use the EAK accreditation symbol, text reference to accreditation or EAK EA MLA signatory status on business cards of the employees of accredited laboratory/body.

8 USE OF THE ACCREDITATION SYMBOL AND TEXT REFERENCES BY THE CLIENTS OF ACCREDITED LABORATORIES/BODIES

8.1 An accredited laboratory/body shall have rules and procedures for use of its logo in combination with the EAK accreditation symbol and text reference to accreditation. These rules shall also ensure that the use of the accreditation symbol and the text reference to accreditation in combination with the body`s conformity mark will not be misleading.

8.2 An accredited laboratory/body is responsible for the use of the EAK accreditation symbol and text reference to accreditation by its clients and will take necessary measures to ensure their appropriate use.

8.3 Clients of an accredited laboratory/body are not entitled to use text references to the EAK EA MLA signatory status. They are also not permitted to use the EAK

accreditation symbol or text reference to the accreditation of the laboratory/body on their letterheads, business cards and other such documents.

8.4 The clients of an accredited inspection body and of product certification body are allowed to affix the EAK accreditation symbol on inspected/certified product itself or its packaging only together with the inspection/certification body's conformity mark and when it is clearly indicated who inspected/certified the product to exclude possible incorrect conclusions as if the product had been inspected/certified by the EAK (re: Annex 2).

8.5 An organization whose management system is certified by an accredited certification body is allowed to use the EAK accreditation symbol or text reference to accreditation only for activities under the scope of accreditation of the certification body. The accreditation symbol shall only be used in combination with the certification body's logo (certification mark), as shown in Annex 2.

8.6 In case of management system certification in the field of the services, the accreditation symbol shall not be used on any related "product".

8.7 Clients of an accredited certification body for persons shall not be entitled to use the EAK accreditation symbol. Certified persons shall have the opportunity to demonstrate their certified status through the certificate issued by the accredited certification body.

9 SANCTIONS FOR MISUSE

9.1 In case of misuse of EAK accreditation symbol or false or misleading reference to accreditation or EAK signatory status to EA MLA by an accredited laboratory/body, the EAK will take appropriate measures and sanctions prescribed in its accreditation procedures for handling of nonconformities.

9.2 In case of misuse of the EAK accreditation symbol or reference to accreditation by a laboratory/body party to a contract with the EAK, for example by continuous use of accreditation symbol or reference to accreditation during the suspended accreditation, the EAK will be entitled to apply a penal fine.

9.3 In case of misuse of EAK accreditation symbol or false or misleading reference to accreditation or EAK signatory status to EA MLA by a non-accredited, i.e. not covered by any contractual arrangements with EAK, body or organisation, EAK will consider justified legal sanctions specified in Estonian legislation.

ANNEX I EAK ACCREDITATION SYMBOL

1. Form and reproduction of accreditation symbol

1.1 The EAK accreditation symbol is represented in Figure 1.



Figure 1

1.2 The image of the EAK accreditation symbol may be presented in black and white or in colours (*the ellipse and text in blue, the quadrangular stars in yellow*), as presented in Figure 1.

1.3 The size of EAK accreditation symbol may be enlarged or reduced, provided the width of the image is at least 25 mm and the proportions of the sides remain 1:1,690.

2. Use of accreditation symbol

The EAK provides each accredited laboratory/body with a specific accreditation symbol as an electronic file presented in vector graphics.

3. Different versions

The embossed, relief or die-stamped versions of accreditation symbol may be used in black and white or in colours.

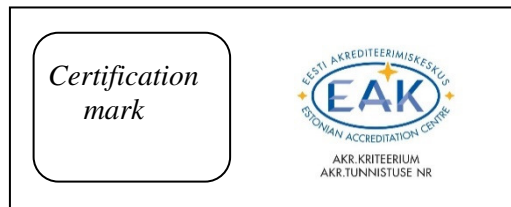
ANNEX II CO-USE OF THE EAK ACCREDITATION SYMBOL AND CONFORMITY OR CERTIFICATION MARK

The examples of the EAK accreditation symbol in combination with the conformity mark (logo) or certification mark of the accredited body are given below.

1. Inspection or product certification body



2. Certification body of management systems



Revisions page:

NEW	OLD	Date	Content of amendment	Confirmation
EAK J9-2016	EAK J9-2010	13.03.2017	New revised version of document	<i>/digital signature/</i>
cl. 3.6 para 1	cl. 3.6 para 1	8.05.2017	Text corrected: “may” replaced by “shall”	<i>/digital signature/</i>
Title page	Title page	07.11.2017	New image of the EAK logo	<i>/digital signature/</i>
cl. 1.3	cl. 1.3	07.11.2017	Text elaborated	<i>/digital signature/</i>
cl. 2.1	-	07.11.2017	Added clause on logo	<i>/digital signature/</i>
cl. 2.2	cl. 2.1	07.11.2017	New description of the logo	<i>/digital signature/</i>
cl. 3.1	cl. 3.1	07.11.2017	New description of the accreditation symbol	<i>/digital signature/</i>
cl. 3.3	cl. 3.3	07.11.2017	Text elaborated	<i>/digital signature/</i>
cl. 3.4, 3.5	cl. 3.4, 3.5	07.11.2017	Text elaborated	<i>/digital signature/</i>
cl. 3.6 para 6&7	cl. 3.6 para 6&7	07.11.2017	Text amended and elaborated	<i>/digital signature/</i>
cl. 6.2	cl. 6.2	07.11.2017	Added references to the EA and IAF resolutions	<i>/digital signature/</i>
cl. 8.1, 8.4, 8.5	cl. 8.1, 8.4, 8.5	07.11.2017	Text elaborated	<i>/digital signature/</i>
cl. 9	cl. 9	07.11.2017	New heading of chapter	<i>/digital signature/</i>
cl. 9.2	-	07.11.2017	Added clause on misuse	<i>/digital signature/</i>
Annex I	Annex I	07.11.2017	New image of symbol and its description	<i>/digital signature/</i>
Annex II	Annex II	07.11.2017	New symbol and elaborated text	<i>/digital signature/</i>
cl. 1.1	cl. 1.1	09.10.2018	Added medical labs	<i>/digital signature/</i>
cl. 3.4	cl. 3.4	09.10.2018	Added medical labs and “M”	<i>/digital signature/</i>
cl. 6.2 ¹	-	09.10.2018	Added references to the EA and IAF resolutions	<i>/digital signature/</i>
cl. 6.2 ²	-	12.02.2019	Added references to the EA and IAF resolutions	<i>/digital signature/</i>
cl. 3.4	cl. 3.4	04.10.2019	Added text for reference to accreditation standard	<i>/digital signature/</i>