



S05

## **RULES FOR THE USE OF THE SA LOGO, THE USE OF ACCREDITATION MARK AND FOR MAKING REFERENCE TO ACCREDITATION**

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## 1 PURPOSE

This internal regulation defines the SA logo and accreditation marks. It lays down the rules for using the logo, which shall normally only be used by Slovenian Accreditation (SA), and the rules for using accreditation marks for accredited conformity assessment bodies (CABs) and for making reference to accreditation, which shall be complied with by all SA-accredited CABs. It also lays down the rules for SA to make reference to its membership in the international associations for accreditation EA, ILAC and IAF, and for making reference to the arrangements such as EA MLA, ILAC MRA and IAF MLA, which apply both to SA and the accredited CABs. It also lays down the rules and manners for making reference to accreditation for the users of accredited services.

This document is one of SA's internal regulations, which lay down the requirements for accreditation and the rules of accreditation. Its provisions constitute a part of the Contracts on establishing and maintaining accreditation, which SA concludes with its clients. Valid editions of SA internal regulations which regulate requirements for accreditation and rules of accreditation are available on SA website.

## 2 TERMS AND DEFINITIONS

The **SA logo** shall consist of the SA symbol and the SA inscription. The **SA symbol** shall have a triangular form and shall constitute the basic element of SA's corporate graphic image. The **SA inscription** shall consist of the inscription SLOVENSKA AKREDITACIJA (Slovene version) or SLOVENIAN ACCREDITATION (English version). See *Annex 1* for detailed description of the logo.

An **accreditation mark** is a mark that accredited CABs use for making reference to accreditation and it differs for different types of accredited CABs. It shall consist of a combination of the SA logo, the accredited CAB's identification number (accreditation number), and the relevant accreditation standard or some other normative document. The possible versions of accreditation mark for different types of accredited CABs are described in *Annex 2* hereto.

A **combined mark** is a mark, which may be used by the accredited CABs who have concluded with SA a sub-license agreement on the use of the ILAC MRA or IAF MLA mark. It shall consist of a combination of the accredited CAB's accreditation mark and the ILAC MRA or IAF MLA mark. The possible uses of the combined mark are stated in *Annex 3* hereto.

## 3 RULES FOR THE USE OF THE SA LOGO

Slovenian Accreditation shall use the SA logo as the official distinguishing mark. It shall come in two versions, with the name written in Slovene and in English. The SA symbol may in certain cases be used independently, whereas the inscription shall always be used in conjunction with the symbol (the SA logo). The SA logo shall be registered and legally protected.

The SA logo and symbol shall be used by SA staff, e.g. on documents and publications issued by SA; in communication (in letterheads, e-mails); on business cards and in promotion materials. The manner of each use shall be pre-determined and approved. Assessors and members of the SA bodies, who are not members of SA staff, shall normally not use the SA logo and symbol except in the documents prepared for them by SA (e.g. assessment reports, reports of the SA bodies).

The SA logo shall constitute a part of the accreditation mark used by the accredited CABs to make reference to accreditation.

The SA logo may also be used, without special permission from SA, by the Government of the Republic of Slovenia for activities related to accreditation. Anyone else wishing to use the SA logo may apply in writing for SA's permission. The application must contain a brief description of the purpose of use and a demonstration of the use of the SA logo. SA will allow the use of the SA logo when it is in support of the activities and values of SA, when it contributes to the promotion of SA, when it is not misleading, and when it does not have an adverse impact on the perception of SA as an independent and impartial authority. The right to use the SA logo shall be restricted to the person or body who applies for permission and cannot be transferred to a third person or body.

Detailed rules on reproduction of the SA logo are provided in *Annex 1* hereto.

## 4 RULES FOR MAKING REFERENCE TO ACCREDITATION

### 4.1 General

An accredited CAB may refer to accreditation in two ways:

- **by using the accreditation mark for the relevant type of accredited CAB** (versions for different types of accredited CABs are listed in *Annex 2*), which may only be used in conjunction with the name, symbol or logo of the accredited CAB. This means that they shall be placed close to each other, both in the document's header or both in the footer, but when the technical implementation does not allow it, they shall be placed in the same page of the document. The accreditation mark shall not, in terms of emphasis or prominence as to the size and position, dominate over the name, symbol or logo of the accredited CAB; or
- **by making a statement of the prescribed form:** "*Name of accredited CAB* is accredited by Slovenian Accreditation with accreditation number *LK-XXX / LP-XXX / LM-XXX / CP-XXX / CS-XXX / CO-XXX / K-XXX / SI-V-XXXX / P-XXX* in the field of *calibration (SIST EN ISO/IEC 17025) / testing (SIST EN ISO/IEC 17025) / testing (SIST EN ISO 15189) / certification of products, processes and services (SIST EN ISO/IEC 17065) / certification of management systems (SIST EN ISO/IEC 17021-1) / certification of persons (SIST EN ISO/IEC 17024) / inspection (SIST EN ISO/IEC 17020, Type A/B/C) / environmental verification (SIST EN ISO/IEC 17021-1) / validation and/or verification (SIST EN ISO/IEC 17029)*". Stated as *the Name of accredited CAB* in the statement shall be the name of the legal entity or sole trader (full or abbreviated official title from the business register in the Republic of Slovenia), which is the holder of accreditation, and also the name of the organizational unit or address of the location which is the seat of activities to which the reference refers, in the manner defined in the annex to the accreditation certificate.

An accredited CAB may only make reference to accreditation in one of the above-mentioned manners. Other indications (such as 'accredited', 'accredited CAB', 'accredited method', or indication of the accredited CAB's number), that could be understood as reference to accreditation, are not allowed.

An accredited CAB may make reference to accreditation or use the accreditation mark when:

- it holds valid accreditation in the activity field in relation with which it makes reference to accreditation, and
- it fulfils all the requirements for accreditation in relation with that activity.

An accredited CAB shall make reference to accreditation in reporting of the results of the accredited activity, and it may also make reference to accreditation in informing on the accredited activities or their advertising (in brochures, presentations, on letters, in offers, or the like), for which the rules are defined in sub-clauses 4.5 and 4.6.

When an accredited CAB, while making reference to accreditation, wishes to use the logo or textual reference of some other organization (e.g. the CIPM MRA logo), it shall make a request to SA for approval, stating the grounds and presenting the envisaged manner of use. The manner of use shall ensure correct understanding of the meaning of individual marks or references.

An accredited CAB shall always make reference to accreditation and present the results and other data in such a way as to prevent misunderstanding or confusion in understanding the limitations and scope of accreditation. When an accredited CAB holds accreditation for a part of its activity only, it may use the accreditation mark and make reference to the accreditation in such a way solely as to make it clearly understandable to which part of the activity the reference applies. When an accredited CAB performs its activity at multiple locations, some of which are not included in the scope of accreditation, the CAB may make reference to the accreditation only in relation with the work performed at the location which is included in the scope of accreditation.

The accreditation mark or the statement shall not be used by the accredited CAB in such a way as to imply that:

- SA assumes responsibility for the consequences of the activities comprised within the scope of accreditation;
- it is SA who approves the subject of calibration, testing, inspection, certification or verification, or approves an assumption of conformity;
- an object, product or its part has been certified; therefore it is not permitted to label them using the accreditation mark or the statement, except in the cases referred to in sub-clause 4.4.

In the case of suspension or withdrawal of accreditation in the complete scope or part thereof (reduction of the scope of accreditation), the accredited CAB shall immediately cease using the accreditation mark and shall cease making reference to accreditation in any way in the part to which the suspension or withdrawal of accreditation refers. It shall remove from all publicly accessible places the accreditation certificates, advertisements, and the like, in which it makes reference to accreditation. The accredited CAB shall immediately notify its clients affected by the change in the scope of accreditation due to suspension or withdrawal and shall familiarize them with all the ensuing consequences.

A misuse or a misleading use of the accreditation mark and any other reference to accreditation shall be treated as non-compliance with the requirements for accreditation and can result in suspension or withdrawal of accreditation.

When SA finds out that a non-accredited organisation has made reference to accreditation, it shall take the necessary action to prevent further misuse, and shall use legal remedies, when necessary.

When an accredited CAB establishes undue use of its accreditation mark or undue reference to its accreditation by a user of the accredited service or by anybody else, it is obliged to immediately notify SA to that effect, and to give to the infringer a written warning urging them to take appropriate action and to provide to the accredited CAB evidence of its ceasing to make the undue reference. The accredited CAB shall also take the same action when informed of the infringement by SA.

The accreditation mark may only be used in the appropriate form, size and colours, as set out herein (*Annex 2*). Reproduction of the accreditation mark shall only be made possible on the basis of an original mark provided to the accredited CAB by SA. Regardless of the way of reproduction, there should be no visible deterioration or deformation of the mark due to reproduction. Detailed rules on reproduction of accreditation mark are provided in *Annex 2* hereof.

All the general rules shall also apply to the use of the accreditation mark and reference to accreditation in electronic documents and on the internet.

## 4.2 Rules for making reference in reporting the results of accredited activities

In reporting the results of accredited activities the accredited CAB shall normally make reference to its accreditation by using the accreditation mark. Thereby, it declares that it holds accreditation for the activity reported on, and that all the requirements conditioning the maintenance of accreditation have been met when performing the activity. Reference to accreditation in relation with the results of the accredited CAB may only be made on reports, certificates or documents which contain the results of the accredited activity and which are intended to report the results. The accreditation mark can only be located on the first page of the report/certificate or any other document aimed at reporting. The results stated in reports/certificates and other documents intended for reporting, which do not make reference to accreditation, shall be treated as the results of a non-accredited activity, which means that the assumption that they have been obtained in compliance with the requirements of the SIST EN ISO/IEC 170xx family of standards does not apply to them.

Any reference whatsoever to accreditation in documents containing only the results of a non-accredited activity shall not be allowed. In addition, making reference to accreditation in documents and records which include the results, but are issued for other purposes (e.g. articles, projects, reports of conformity assessment activities of a different nature) shall not be allowed.

In documents whose purpose is to report on the results of an accredited activity, no other general statements as to the status of the CAB (e.g. its accreditations, notifications, authorisations, designations) shall be allowed. Exceptionally, the identification number (of notification, authorisation, designation) may be indicated, when the activity related to the identified status of the CAB is fully in line with the type and scope of the accredited activity. Accredited CABs who perform the accredited activity as notified bodies, but have not obtained accreditation for that activity for notification purposes, shall make a statement directly at the reference to notification with the text of the same size reading: »Laboratory / Certification body / Inspection body / Verifier is not accredited for notification purposes.«

An accredited CAB performing the activity for which it has obtained accreditation by SA is in principle bound to make reference to its accreditation status when reporting of the results of the work, in a way compliant to the rules hereof. About each omission of reference to accreditation, it shall make a written arrangement with its client or other users of the result explaining, among other, that the results reported by the accredited CAB in the report/certificate that does not contain reference to accreditation, shall not be considered as accredited. Omissions of reference to accreditation shall not be permitted when the report/certificate contains the results of an accredited activity for which accreditation is required by law or by contract (e.g. by a conformity assessment scheme), or when such report/certificate will be transmitted to third parties, except when reference is prevented by law. For **certification bodies**, omissions of reference to accreditation on certificates for the activities for which they have obtained

accreditation by SA shall not be permitted. The provisions of this paragraph shall also apply to potential agreements with customers of accredited activities or with regulators on simplified reporting.

The accredited CAB shall provide for unambiguous differentiation between the results of the accredited activity and the results of a non-accredited activity. These shall typically be provided in separate documents.

Exempted are the reports of accredited **calibration, testing and medical laboratories**, which may, in certain circumstances and when this is necessary in terms of transparency and usability, include in their reports/certificates making reference to accreditation also the results of activities for which the laboratory does not hold accreditation, or in obtaining of which it has not met all the requirements for accreditation. This option may only be used in reporting the results of a conformity assessment activity of the same type (calibration, testing, examinations) of the same object or directly related objects of conformity assessment, and when the results of the accredited activity and those of the non-accredited activity are mutually independent.

Here applies the principle that the laboratory shall aim to satisfy the needs of the clients as well as those of other users of its results, and shall therefore maintain accreditation of the complete sets of calibration, tests or examinations it usually performs for certain purpose (i.e. the results of which it reports in the same report/certificate). In this sense the reporting of non-accredited results in reports/certificates with reference to accreditation will only be appropriate in individual instances of non-routine contracts or in transitional periods (e.g. at changes, or in a period when the laboratory is gradually extending the scope of its activities).

Every such result of activity for which the laboratory does not hold accreditation, or has not met all the requirements for accreditation in obtaining it, shall be clearly and unambiguously marked as non-accredited. When a laboratory carries out sampling and testing/calibration, and the sampling is a non-accredited activity of the laboratory, it shall not report of the sampling by making reference to accreditation.

The accredited CAB shall use, in order to clarify the difference between the accredited and non-accredited results, the appropriate accreditation mark including a note as to the non-accredited activity, as follows:

- in the case of reporting accredited or non-accredited results in the form of individual detail (e.g. number, qualitative finding) in the same report, use the accreditation mark including a note saying: "The results marked by # relate to non-accredited activity". The same note shall be made on each page containing the results, or under each group of the results thus marked. The mark # shall be made near each result of non-accredited activity, immediately next to the value of the result, or, when the result is given together with the unit, near the units, and shall be of the same size as these values, and in bold print;
- in the case of reporting accredited and non-accredited results in graphic form (e.g. figures, diagrams) in the same report, use the accreditation mark including a note saying: "The results designated as **non-accredited** relate to non-accredited activity." The same note shall be made on each page containing the results, or under each group of the results thus marked. The wording **non-accredited** should then be used at a visible spot in relation with each result deriving from a non-accredited activity (e.g. in the title/subtitle of a picture, title of a chapter);
- in the case of reporting of results in either of the above-mentioned ways (i.e. individual detail or graphic) in the same report, use the accreditation mark including a combined note saying: "The



results marked as # or **non-accredited** relate to non-accredited activity". The same note shall be made on each page containing the results, or under each group of the results thus marked.

The combined note from the last indent and the corresponding accreditation mark may also be used in either case mentioned above under first or second indent, respectively.

The manner of designing these notes in relation with the accreditation mark is shown in *Annex 2*.

Reference to accreditation by a statement shall only be used when reference by the mark is technically unfeasible or otherwise inappropriate. The statement shall be made on the first page of the document, in the vicinity of the name, symbol or logo of the accredited CAB, in black, with the size of the marks predominating in the text of the document. When also the results of non-accredited activity are included in the document, the corresponding note shall be made directly under the statement, with the text having the same form and size, to clarify the difference between the accredited and non-accredited results, as set out above.

When the laboratory includes in its report, in addition to its own results, the results of tests or calibrations made on the same object by another laboratory, and the laboratory itself does not hold accreditation for these tests or calibrations, it shall mark these results as a non-accredited activity, even when the other laboratory has performed them within the scope of its accredited activity.

Accredited **calibration laboratories** may only use the accreditation mark or the statement of accredited activity on calibration certificates, if the majority of the results reported belong to the accredited activity.

Accredited **testing laboratories** may make reference to accreditation, even in reports in which a minor part of the results reported belong to the accredited activity; however, this shall only be permissible in the above-mentioned circumstances and not as common practice.

In **testing** and **calibration laboratories**, opinions and interpretations of results shall be marked as non-accredited activity as well, when they are included in a report with reference to accreditation. A statement to that effect shall be made adjacent to the given opinion or interpretation, with the text having the same size and the statement reading as follows: "The opinions and interpretations are **non-accredited activity**". It is preferable, however, that opinions and interpretations be provided in a separate document without reference to accreditation.

Accredited **inspection bodies, certification bodies, environmental verifiers and validation and/or verification bodies** may only make reference to accreditation in documents aimed at reporting the results of accredited activities that refer entirely to the accredited activity.

CABs holding accreditation in several different fields of accreditation shall present the results in reports/certificates separately for each field of accreditation. Combined use of multiple accreditation marks on the same document containing the results of accredited activity shall not be permitted.

When an accredited CAB is also certified by a certification body (e.g. for management systems certification), it shall not use the certification mark in reporting the results of the accredited activity.

#### **4.3 Rules for making reference to accreditation in reporting the results of external service providers**

When an accredited CAB summarizes in a document reporting the results of its accredited activities also the results of external service providers, it shall mark each such result by an appropriate note explaining that the work has been done by an external provider.

When it is not apparent from the external provider's report that it is accredited by SA or some other national accreditation body with whom SA has concluded an agreement, and that the external provider has carried out the conformity assessment activity as its accredited activity (appropriate reference to accreditation by the external provider), the included result shall be marked as non-accredited (by #). When it is apparent from the external provider's report that it is accredited by SA or some other national accreditation body with whom SA has concluded an agreement, and that the external provider has carried out the conformity assessment activity as its accredited activity (appropriate reference to accreditation by the external provider), the included result shall be reported of as accredited, provided that the reporting body is also accredited for the activity in question.

See 4.2, paragraph 11 herein on inclusion of the results of activities for which the reporting CAB is not accredited.

In no case shall the accredited CAB use the reference to accreditation of its external provider or the external provider's accreditation mark.

#### **4.4 Rules for the use of accreditation mark on calibration labels and inspection labels**

When an accredited CAB performs calibration or inspection as its accredited activity, it may affix to the object of calibration or inspection a label containing reference to accreditation with appropriate accreditation mark. This should be done in such a way as to avoid the assumption that it is SA who approves the object of calibration or inspection; therefore, the label should typically contain – besides reference to accreditation by the appropriate accreditation mark – indication of the logo or name of the accredited CAB; identification of the equipment/objects subjected to conformity assessment; date of performance of conformity assessment; and reference to calibration certificate or inspection report.

Reference to accreditation on labels shall only be permitted in the case that the calibration or inspection has been carried out in full as accredited activity.

#### **4.5 Rules for making reference to accreditation on headed letters**

Accreditation mark may be used in headed letters together with the accredited CAB's logo. The accredited CAB may also make reference to accreditation in headed letters by using the statement, but it shall not refer there to the agreement on mutual recognition of accreditations at the European Accreditation Association (EA MLA) from sub-clause 5.2 hereof.

The accredited CAB shall not use headed letters with reference to accreditation for accredited body's letters such as offers or preliminary invoices which fully relate to a non-accredited activity. When the contents of headed letters relate partly to accredited activity and partly to non-accredited activity, an unambiguous declaration shall be visibly included in relation with reference to accreditation, e.g. "*The offer partly relates to non-accredited activities.*" and it shall be unambiguously defined and marked which activities are comprised in the scope of accreditation and which are not.

When a letter with reference to accreditation is used as a cover letter to reports/certificates which also include results of a non-accredited activity, such document shall include, at a visible place, the explanation of circumstances, e.g. "*The results in the attached report/certificate partly relate to non-accredited activity.*" Cover letters to reports/certificates, which do not contain the results of accredited activity, shall not contain any reference to accreditation.



## **4.6 Rules for making reference to accreditation for promotion purposes**

An accredited CAB may only make reference to accreditation in commercial documents (e.g. website, publications, promotional materials, brochures, newsletters, technical literature, business reports, offers, tenders) in the case that their contents relate, at least partly, to the accredited activity. When the contents relate to several fields of accredited activities, combined use of multiple accreditation marks shall be permitted. When the contents in business documents relate to a non-accredited activity of the accredited CAB, the CAB shall clearly and unambiguously demarcate the activities for which it holds accreditation from those it does not, and mark them accordingly.

- Reference to accreditation for promotion purposes shall not be used in potentially misleading ways, for example on products (with the exception of vehicles used only to carry out an accredited activity) or in connection with an individual person (e.g. on business cards). All other general rules for making reference to accreditation from chapter 4.1 also apply.

## **4.7 Rules for making reference to accreditation applicable to the users of accredited services**

Users of services provided by accredited CABs shall not be allowed to use accreditation mark or make any other reference to accreditation, except in the context of use of the complete report or certificate issued to them by the accredited CAB, or in the case that an accredited management systems certification body or a certification body for products, processes and services, allows the user of its services to use its mark in combination with the accreditation mark or textual reference to accreditation, in accordance with the provisions under 4.7.1 herein below.

In their accreditation demands, in concluding contracts and in tenders or regulations, which include requirements for accreditation, the users of accredited services shall unambiguously identify the activity to be accredited.

The users of accredited services shall not make reference to EA MLA, ILAC MRA and IAF MLA, referred to in sub-clause 5.2 hereof.

### **4.7.1 Special rules for the use of accreditation mark by the users of accredited services of management systems certification bodies and certification bodies for products, processes and services**

An accredited certification body for management systems or for certification of products, processes and services, may allow the use of the accreditation mark together with its logo to the certificate holders whose certification it performs within the accredited activity. These may only use the combined mark in their letterheads and on promotion materials.

A certificate holder who obtained the certificate from a management systems certification body shall not use the accreditation mark on products and their packaging, or in such a manner as to refer to the service provided. When an accredited certification body for management systems certifies the management system of a CAB, it shall not allow this CAB to use accreditation mark on its reports or certificates, as they are the product of the CAB.

Any accredited management systems certification body or a certification body for products, processes and services, allowing the users of its services to use its mark in combination with the accreditation mark or textual reference to accreditation, shall determine the necessary policies and procedures in

this respect. These procedures shall also include provisions concerning surveillance of the use of such combined mark as well as provisions in the case of expiry of the certificates issued to the users, or expiry of the accredited CAB's accreditation. The accredited CAB shall assume full responsibility for the surveillance of such use of the accreditation mark. Should the accredited CAB find out that the user of an accredited service misuses the accreditation mark, it shall immediately warn the user and notify SA to that effect.

#### **4.8 Rules for issuing reports and certificates in a foreign language**

When a client operates, in the field of the accredited activity, in a foreign language other than English and issues reports and certificates with reference to accreditation in a bilingual version (foreign language/Slovenian or foreign language/English), the accredited CAB shall use, when applicable, the accreditation mark with the corresponding note in Slovenian or English, or use the Slovenian or English version of the statement for making reference to accreditation (depending on which of the two languages is used in the bilingual version). The prescribed English version of the statement for the purpose of making reference to accreditation reads as follows: "*Name of accredited CAB* is accredited by Slovenian Accreditation with accreditation number *LK-XXX / LP-XXX / LM-XXX / CP-XXX / CS-XXX / CO-XXX / K-XXX / SI-V-XXXX / P-XXX* in the field of *calibration (SIST EN ISO/IEC 17025) / testing (SIST EN ISO/IEC 17025) / testing (SIST EN ISO 15189) / certification of products, processes and services (SIST EN ISO/IEC 17065) / certification of management systems (SIST EN ISO/IEC 17021-1) / certification of persons (SIST EN ISO/IEC 17024) / inspection (SIST EN ISO/IEC 17020, Type A/B/C) / environmental verification (SIST EN ISO/IEC 17021-1) / validation and/or verification (SIST EN ISO/IEC 17029)*".

### **5 RULES FOR MAKING REFERENCE TO MEMBERSHIP IN INTERNATIONAL ASSOCIATIONS FOR ACCREDITATION AND TO MUTUAL ARRANGEMENTS**

#### **5.1 Rules for making reference by SA**

SA shall inform the interested public of its membership status in EA, ILAC and IAF, and of its status as signatory to mutual recognition arrangements, as well as of the purpose and meaning of these associations and arrangements, by publishing this information on its website ([www.slo-akreditacija.si](http://www.slo-akreditacija.si)), and at different occasions of providing information and education about accreditation. In all its activities, it shall promote recognition of the accreditations of other signatories to those arrangements.

SA is authorised to use the EA and ILAC logos for promotional purposes. SA shall use the EA and ILAC logo in combination with the SA logo, placed to the left or to the right of the SA logo, at the same height or above or below the SA logo, in a comparable size, with a note explaining that SA is a full member of the respective association.

Information on the signatory status to mutual recognition arrangements shall be provided in textual form on all accreditation certificates which refer to those fields of accreditation in which SA is signatory to the corresponding arrangements. On such certificates, the ILAC MRA or IAF MLA mark shall be affixed below the SA logo. Reference to the IAF MLA mark shall be made on those accreditation certificates only, in which IAF MLA applies to the complete accredited activity.

SA has concluded a license agreement on the use of the ILAC MRA and IAF MLA marks.

SA uses the EMAS (Eco-Management and Audit Scheme) logo without registration number for promotional purposes of the EMAS system in its accreditation certificates and annexes to accreditation certificate of environmental verifiers. SA obtains the EMAS logo via online logo generator on the EMAS website. SA uses the EMAS logo in colour and grey versions.

SA does not use the IAF CERTSEARCH mark.

## 5.2 Rules for making reference by accredited CABs

SA shall encourage its accredited CABs to make reference to its status as signatory to MRAs.

When SA is a signatory to an EA MLA for the field for which a CAB holds accreditation, the accredited CAB may add to its accreditation mark reference to that arrangement by declaring as follows: "*Name of accredited CAB* is accredited by Slovenian Accreditation with accreditation number *LK-XXX / LP-XXX / LM-XXX / CP-XXX / CS-XXX / CO-XXX / K-XXX / SI-V-XXXX / P-XXX* in the field of *calibration (SIST EN ISO/IEC 17025) / testing (SIST EN ISO/IEC 17025) / testing (SIST EN ISO 15189) / certification of products, processes and services (SIST EN ISO/IEC 17065) / certification of management systems (SIST EN ISO/IEC 17021-1) / certification of persons (SIST EN ISO/IEC 17024) / inspection (SIST EN ISO/IEC 17020, Type A/B/C) / environmental verification (SIST EN ISO/IEC 17021-1) / validation and/or verification (SIST EN ISO/IEC 17029)*, for which SA is signatory to EA MLA."

An accredited CAB wishing to make reference to ILAC MRA and IAF MLA shall conclude with SA a sub-license agreement on the use of the combined ILAC MRA or IAF MLA mark. In such a case, the provisions of the respective sub-license agreement shall apply in addition to the provisions hereof for making reference to accreditation. The sub-license agreement on the use of the combined IAF MLA mark may only be concluded for the IAF approved schemes (sub-scopes) (<https://iaf.nu/en/scopes/>).

Examples of combined marks and rules for their reproduction are shown in *Annex 3* hereto.

## 6 ADDRESSING APPLICATIONS FOR DEROGATION FROM THE RULES OR FOR A USE NOT SPECIFIED HEREIN

Should an accredited CAB or a CAB in the process of obtaining accreditation not be able to meet individual requirements as laid down herein, it may file with SA an application to derogate from the rules. It shall explain which requirements it fails to meet and clarify the reasons and suggest possible solutions. Upon receiving the application, SA shall verify the eligibility of derogation from the rules. The SA Director shall issue a decision on the eligibility or ineligibility of derogations from the rules laid down herein. Should SA find the application to be ineligible, the Director shall notify the client to that effect by a decision and indicate the date by which the client should make adjustments or implement other actions, as well as define the manner of verifying the fulfilment of the requirements that were the object of application. Where the application is found to be eligible, the Director shall issue a decision approving derogation from the rules, therein defining at least: in which aspects the derogation from the rules is permitted; details of the approved manner of meeting the requirements (including, when necessary, an example of adequate use); and the period of validity of the decision. The application may be found to be partly eligible and partly ineligible.

An accredited CAB may also file an application when it wishes to make reference to accreditation or use the accreditation mark for a purpose that is not specified herein. In its application, the CAB shall explain the envisaged manner of use. Upon receiving the application, SA shall examine the relevance of such use and notify the client to that effect by a decision.

Upon each revision of this document, SA shall verify whether or not the reasons for the derogations approved by decisions in force continue to exist, and revoke or change the decisions, as applicable.

## **7 CHANGES WITH REGARD TO PREVIOUS REVISION**

In 5.2, the provision on limitations for concluding sub-license agreements on the use of combined IAF MLA mark has been added.

In chapter 8, the provision on transitional period for implementation of changes from sub-clause 5.2 regarding the conclusion of sub-license agreements on the use of combined IAF MLA mark has been defined.

In chapter 10, the version of ILAC-P8 has been updated.

## **8 FINAL AND TRANSITORY PROVISIONS**

Due to the changed rules in sub-clause 5.2, the sub-license agreements on the use of combined IAF MLA mark, which were concluded for fields of accreditation without information on the schemes (sub-scopes), shall cease to apply on 19 February 2024. Certification bodies for products, processes and services must ensure that, as of 19 February 2025, the valid certificates do not contain the combined IAF MLA mark.

## **9 CONTROL OF THE DOCUMENT**

A valid document shall be located in i4 (SA Information System). A clean copy shall be published on SA's website, and available in printed form at SA's head office.

Individual copies may be controlled in physical form. The recipients or places of storage shall be shown in records on issuance of the document.

Printouts and copies of the document shall have informative nature and shall not be considered as controlled copies. The validity of these documents should be checked in i4 or on SA's website.

## **10 REFERENCES**

**EA-3/01 M: 06/2021**, EA conditions for the use of accreditation symbols, logos and other claims of accreditation and reference to the EA MLA signatory status

**EA-1/19 A: 04/2022**, Rules for use of the EA logo

**ILAC R4: 10/2016**, Use of the ILAC logo and tagline

**IAF PL 8: 2023**, Rules for the use of the IAF logo

**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

**ILAC-R7: 05/2015**, Rules for the use of the ILAC MRA mark

**IAF ML 2: 2023**, General principles on the use of the IAF MLA mark

**Regulation (EC) No 1221/2009** of the European Parliament and of the Council of 25<sup>th</sup> November 2009 on the voluntary participation by organisations in a Community eco-management and audit scheme (EMAS), repealing Regulation (EC) No 761/2001 and Commission Decisions 2001/681/EC and 2006/193/EC

**IAF PL 9: 2023**, General principles for the use of the IAF CERTSEARCH Mark



## ANNEX 1: THE SLOVENIAN ACCREDITATION LOGO

The Slovenian Accreditation logo shall consist of a symbol and of a Slovene or English inscription. The English version of the logo shall only be used exceptionally.

a) The Slovene version



b) The English version



### The symbol

The Slovenian Accreditation symbol shall be an upwards pointing, equilateral triangle surmounted partly by two circles. The smaller circle shall reach out of the triangle on its left side, and the larger circle on its bottom side. A spaced sinuous line shall run along the lower circumference of the smaller circle and the upper circumference of the larger circle, dividing the triangle into the upper and the lower part. The structure of the symbol is precisely defined and shall not be changed. The symbol may exceptionally appear without the inscription.

### The inscription

The inscription of Slovenian Accreditation shall be written in block-letter type Franklin Gothic Bold. It shall consist of the inscription "SLOVENSKA AKREDITACIJA" (the Slovene version) or "SLOVENIAN ACCREDITATION" (the English version). In both versions, the inscription shall be levelled to the right side of the symbol, in the proportion as set up on the grid. The inscription shall always appear in conjunction with the symbol.

### The colours

Colour, black-and-white or different tint variants can be used in the Slovenian Accreditation logo.

The colour variant: The upper part of the symbol shall be PANTONE 423 C or 45 % K grey or silver or silver foil (a more luxurious variant); the lower part of the symbol and the inscription shall be PANTONE 281 C blue or 100 % C, 85 % M, 5 % Y, 35 % K.

The black-and-white variant: The logo can be used as a positive or negative. In the positive, all the components of the logo are black, and the background is usually white or any other full colour; in the negative, all the components of the logo are white, while the background is usually black (100 % B) or any other full colour.

The tint variant: The upper part of the symbol shall be grey (30 % B), and the lower part of the symbol and the logo shall be black (100 % B). Tint negative shall not be used.

## The size of the logo and the rules for reproduction












There are no limitations as to the enlargement of the logo, as long as it remains proportional to the grid.

- The minimum still permitted height of the logo, **H** (see schematic presentation) shall be **8 mm**.
- The minimum permitted margin of the logo shall be **H/2** (i.e. 4 mm).
- The maximum permitted height of the logo on documents shall be **30 mm**.

## ANNEX 2: THE ACCREDITATION MARK

The possible versions of accreditation marks for various types of accredited CABs are presented in the table below.

Accredited CAB	Accreditation mark
Calibration laboratory	 <b>SLOVENSKA AKREDITACIJA</b> SIST EN ISO/IEC 17025 <b>LK-000</b>
Testing laboratory	 <b>SLOVENSKA AKREDITACIJA</b> SIST EN ISO/IEC 17025 <b>LP-000</b>
Medical laboratory	 <b>SLOVENSKA AKREDITACIJA</b> SIST EN ISO 15189 <b>LM-000</b>
Inspection body	 <b>SLOVENSKA AKREDITACIJA</b> SIST EN ISO/IEC 17020/X <b>K-000</b>
Certification body for management systems	 <b>SLOVENSKA AKREDITACIJA</b> SIST EN ISO/IEC 17021-1 <b>CS-000</b>
Certification body for products, processes and services	 <b>SLOVENSKA AKREDITACIJA</b> SIST EN ISO/IEC 17065 <b>CP-000</b>
Certification body for persons	 <b>SLOVENSKA AKREDITACIJA</b> SIST EN ISO/IEC 17024 <b>CO-000</b>
Environmental verifier	 <b>SLOVENSKA AKREDITACIJA</b> SIST EN ISO/IEC 17021-1 <b>SI-V-0000</b>
Validation and/or verification body	 <b>SLOVENSKA AKREDITACIJA</b> SIST EN ISO/IEC 17029 <b>P-000</b>

## Rules for reproduction of the accreditation mark



- The accreditation mark shall be used in its single-colour variant, i.e. in black.
- The minimum still permitted height of the accreditation mark, **H** (see schematic presentation) shall be **11 mm**.
- The minimum permitted margin of the accreditation mark shall be **H/4** (i.e. 2.75 mm).
- The accreditation mark shall not be higher than the height of the symbol (mark, logo) of the accredited CAB, or smaller, if it would otherwise predominate. On documents, it shall normally not be higher than 30 mm.

## Making reference to accreditation in the case of reporting of accredited and non-accredited activities in the same document

The rules for reproduction of an accreditation mark with note on non-accredited activity shall be the same as those for reproduction of the accreditation mark.

Examples of accreditation marks with different notes on non-accredited activity:



Rezultati označeni z # se nanašajo na neakreditirano dejavnost



Rezultati označeni z **neakreditirano** se nanašajo na neakreditirano dejavnost



Rezultati označeni z # oz. **neakreditirano** se nanašajo na neakreditirano dejavnost



The results marked by # relate to non-accredited activity



The results marked by **non-accredited** relate to non-accredited activity



The results marked by # or **non-accredited** relate to non-accredited activity

## Ordering the accreditation mark

The accreditation mark and accreditation marks with note on non-accredited activity shall be available on electronic format and shall be prepared for the accredited CAB by SA. The accredited CAB may also order versions of the marks with note on non-accredited activity in English.

Reworks of the original marks, except for proportional adjustments of size to the minimum permitted size, shall not be allowed. The original marks shall be prepared in appropriate proportions by taking into account the minimum margin.

## ANNEX 3: MAKING REFERENCE TO ILAC MRA AND IAF MLA

### Rules for reproduction of the combined ILAC MRA mark



- The combined mark shall be used in its single-colour variant, i.e. in black.
- The minimum still permitted height of the combined mark, **H** (see schematic presentation) shall be **13 mm**.
- The minimum permitted margin of the combined mark shall be **H/4** (i.e. 3.25 mm).
- The combined mark shall not be higher than the height of the symbol (mark, logo) of the accredited CAB. On documents, it shall normally not be higher than 30 mm.

### Making reference to accreditation in the case of reporting of accredited and non-accredited activities in the same document

Examples of combined mark with different notes on non-accredited activity:



### Ordering the combined ILAC MRA mark

Upon signing the ILAC MRA sub-license agreement, the accreditation body will receive the combined mark and the combined marks with note on non-accredited activity on electronic format, which shall be prepared by SA. The accredited CAB may order versions of the marks with the note on non-accredited activity in English.

Reworks of the original marks, except for proportional adjustments of size to the minimum permitted size, shall not be allowed. The original marks shall be prepared in appropriate proportions by taking into account the minimum margin.



## Making reference to IAF MLA

### Rules for reproduction of the combined IAF MLA mark



- The combined mark shall be used in its grey variant, with the accreditation mark being black.
- The minimum still permitted height of the combined mark, **H** (see schematic presentation) shall be **13 mm**.
- The minimum permitted margin of the combined mark shall be **H/4** (i.e. 3.25 mm).
- The combined mark shall not be higher than the height of the symbol (mark, logo) of the accredited CAB. On documents, it shall normally not be higher than **30 mm**.

### Ordering the combined IAF MLA mark

Upon signing the IAF MLA sub-license agreement, the accreditation body will receive the combined mark on electronic format, which shall be prepared by SA.

Reworks of the original marks, except for proportional adjustments of size to the minimum permitted size, shall not be allowed. The original marks shall be prepared in appropriate proportions by taking into account the minimum margin.