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Scope :

This procedure is about the use of the accreditation symbol, combined mark (ILAC-MRA), and reference by the accredited CABs to the EA MLA recognition status.

Responsibility of applying the procedure:

Accredited CABs, ALGERAC personnel, assessors and SAC members.

Amendments :

- The revision of this procedure concerns the modification of chapter 5.11 by introducing chapters C and D of the ILAC R7 document:
- Introduction of chapter 5.12 concerns the charter for the use of the ILAC MRA mark

Established on: 11/05/2023

By :heads of technical
departments

Visa :

Verified on: 11/05/2023

By : Quality Manager

Visa :

Approved on: 14/05/2023

By :General Director

Visa :



Object

This procedure sets out the general rules for using ALGERAC symbol and ILAC MRA combined mark, and making reference to (EA MLA) signatory status.

1. Vocabulary and abbreviation

- **Logotype of the accreditor:** it refers to the logotype used by ALGERAC for the sake of its own identification.
- **Accreditation symbol:** it refers to the symbol designed by ALGERAC for use by accredited bodies to show they are accredited by ALGERAC.
- **Combined mark ILAC MRA:** it refers to the mark ILAC MRA used in combination with the ALGERAC accreditation symbol, in accordance with Article 5 of ILAC-R7:5/2015
- **Reference to the status as a signatory of EA's multilateral agreement (MLA):** it represents a declaration or text for use by ALGERAC or an accredited CAB to make reference to the EA MLA signatory status for a given accreditation scope.
- CAB: Conformity Assessment Body.
- AM: Accreditation manager.
- HD: Head of department.

3. Review procedures

Quality manager, in agreement with the heads of technical departments, shall review the procedure whenever it proves necessary.

Reference documents

- ISO/IEC 17011 : Conformity assessment - Requirements for accreditation bodies accrediting conformity assessment bodies.
- EA-3/01: Conditions for the use of Accreditation Symbols, Logos and reference to the EA MLA Signatory status.
- EA-1/06 : EA Multilateral Agreement. Criteria for signing. Policy and procedures for development.
- ILAC-P8 :ILAC mutual recognition arrangement : Supplementary requirements and guidelines for the use of accreditation symbols and for claims of accreditation status by accredited conformity assessment bodies.
- ILAC-R7 : Rules for the use of ILAC MRA mark.
- PRO 23 : procedure for suspension, reduction and withdrawal of accreditation.



5. Description of the procedure

Introduction

ALGERAC is the Algerian accreditation body, in charge of evaluating the competence of testing, calibration and biomedical analysis laboratories, inspection and certification bodies for management systems, products or person.

ALGERAC operates within the framework of Decree 05-466 of 4 Dhou El Kaada 1426 corresponding to 6 December 2005. The ALGERAC logotype is registered with the National Institute of Industrial Property (INAPI), Minutes of Deposit (092277).

ALGERAC is a signatory to the EA MLA and ILAC MRA multilateral recognition agreements for recognized scopes .

ALGERAC delivers accreditation certificates that make reference to its EA MLA/ILAC MRA signatory status for recognized scopes.

5.1 Rights to use the logo and accreditation symbol

5.1.1. Use of ALGERAC logo

ALGERAC logo is to be used exclusively by the Algerian accreditation body. It is used on ALGERAC's headed paper, quality documents, and any other document used within the framework of its activity. Cf. ANNEX 01.

5.1.2. Use of accreditation symbol

ALGERAC's symbol is used by accredited CABs to refer to their accreditations; thus demonstrating ALGERAC's recognition of their competences from the date on which accreditation took effect.

5.2 General rules for use of accreditation symbol

- 5.2.1 The reproduction of accreditation symbol, whatever its form, must meet the requirements of the graphic charter (mainly color reference: see annex 01 of this document), and remain homothetic to the original.
- 5.2.2 Whatever the size of the reproduction (Width no less than 15 mm), it should remain readable in all conditions.
- 5.2.3 The normal dimensions of accreditation symbol, when it is printed on A4-size sheets, are those appearing on the graphic chart (see annex 01 of this document).
- 5.2.4 Whatever the form, accreditation symbol must always be used in combination with :
 - ✓ Logotype of the accredited body,
 - ✓ The accreditation number(s)
 - ✓ the identification of the different sites covered by the accreditation.



- 5.2.5 Accreditation symbol's size must remain smaller than the dimensions of the accredited body's logotype. The use of accreditation symbol does not mean that ALGERAC is held accountable for the accuracy of testings/analyses, calibrations, or decisions relating to the inspections or certifications performed.
- 5.2.6 Accredited bodies shall make all reproductions of the national accreditation symbol based on the master versions in accordance with the examples presented in ANNEX 01.

5.3 The concept of reference to accreditation and international recognition agreements

The concept applies to any type of action and material resources adopted by the accredited body to mention and make known its accreditation status and the international recognition agreements (ILAC MRA combined mark, EA MLA recognition status).

5.3.1 Reference to the accreditation symbol is permitted for accredited scopes on;

- Headed papers,
- E-mails,
- websites,
- Advertising material,
- Reports and certificates.

5.3.2 Reference to the combined ILAC MRA mark and Status (EA MLA) are permitted for accredited and recognized scopes;

In order to refer to the combined mark ILAC MRA and to the mutual recognition status (EA MLA), accredited bodies are required to apply for authorization to use the mark from ALGERAC.

The reference to the combined mark ILAC MRA and to the status (EA MLA) are authorized for scopes accredited and recognized only on;

- Reports and certificates
- Communication tools (presentation slides, press releases, brochures, advertisements, business cards, invoices, quotes)
- Materials and displays for events (pop-up banners and booth displays, signage, posters)
- Online applications (websites, newsletters, email signatures),

When a CAB issues reports/Certificates or other means, including accredited or recognized scopes, it must clearly identify them as such.

ALGERAC encourages CABs to use the combined ILAC MRA mark and reference to Mutual Recognition Status (EA MLA).



5.4 Prohibited Uses of Accreditation Symbol, Combined ILAC MRA Mark Reference and to the Mutual Recognition Status (EA MLA).

5.4.1 Prohibition of use of the accreditation symbol

The affixing the accreditation symbol is prohibited:

- By organizations that have applied for accreditation
- On non-accredited activities.

5.4.2. The prohibition of use of the ILAC MRA mark and the reference to status EA MLA

- Unrecognized activities
- Corporate stationery (promotional gifts, calendars, business folders, documents, notebooks, letterhead, compliment cards, faxes).

5.5 Suspension

In the case of suspension, ALGERAC does not authorize the CAB whose accreditation is suspended to continue to use the accreditation symbol, combined mark and textual reference to the EA MLA recognition status on the certificates or report it issues or any other means (communication tools, material and displays for events, stand displays, signage, posters, online applications).

5.6 Specific rules for the use of ALGERAC symbol

•Multisite entities

In a multi-site accreditation, only the accredited sites and the common documents with header, can include next to or below the ALGERAC symbol, the list of sites and the domain covered by the accreditation.

•Groups and subsidiaries

When a subsidiary of a group is accredited, the established communications should in no way suggest that another entity owned by the group, or the whole group is accredited.

Headed common documents should reproduce the list of the subsidiaries covered by the accreditation next to or below ALGERAC symbol.

5.7 Rules for use of accreditation certificate

ALGERAC issues an accreditation certificate in the French language versions to any accredited organization and in Arabic and/or English if necessary.

•Conditions of use

It is possible for the certificate to be displayed at any place, and on the website of the accredited CAB covered by the accreditation.

It can be reproduced to be integrated on promotional materials provided that the accreditation number and related activity are perfectly readable.

•Limits of use

When a CAB is no longer accredited, he should make the commitment not to continue to make use of accreditation certificate starting from the date of expiry, suspension, renewal or withdrawal of accreditation on any copy or any document on which the certificate appears.



In the case of non-renewal or withdrawal, it also undertakes to withdraw any advertising material referring to its accreditation, including advertisements disseminated through the press or websites.

5.8 Misuse

Accredited CABs failing to comply with the rules stated in this document shall be liable to sanctions as specified in chapter 5.8.2. Misuse may occur in the following situations:

- ✓ Any use that may abusively lead to believe the entity is accredited for activities that lie outside the range of its accreditation scope.
- ✓ Any reproduction or affixing of a copy that is altered or truncated of ALGERAC symbol, Combined mark ILAC MRA and the Reference to the status (EA MLA).
- ✓ Use of the accreditation symbol, Combined ILAC MRA Mark and Status Reference (EA MLA) in such a way that it could mislead the last customer of the service provided

Also, considered as misleading advertising are the situations below:

- CAB publishing information on its request of accreditation in whatever form :

Example :- ALGERAC accreditation underway,

- *Extension of ALGERAC accreditation “ Scope” currently being assessed*

5.8.1 ALGERAC’s obligations

Following the suspension or withdrawal of accreditation, ALGERAC should verify the respect of the requirements relating to the use of accreditation symbol, combined mark, EA MLA recognition status, and accreditation certificate are still met (cf 5.6 and 5.7), through:

- consultation of CABs’ websites to make sure the accreditation symbol, combined mark ILAC MRA and Reference to status (EA MLA) is not misused
by HD,AM (CF 5.8)
- during assessments, verification of accreditation certificates and reports and other means, in accordance with the application for use of the combined ILAC MRA Mark and the Reference to the status (EA MLA) according to the FOR 76 registration issued by the 'OEC, during the period of suspension or withdrawal of accreditation;
- Unexpected visits following claims raised by CABs or others.



5.8.2 Sanctions

In the case of fraudulent behavior on the use of the symbol of accreditations/combined mark ILAC MRA/status of recognition EA MLA by an accredited CAB, ALGERAC proceeds to withdraw the accreditation. (see chapter 5.4.1.c of procedure 23), In the case of a non-accredited CAB, it is exposed to legal proceedings.

5.9. Non-accredited activities

There are established rules for CABs whereby accreditation should not be declared, implied or suggested for non-accredited activities delivered by CABs.

5.10 Rules for use of combined mark ILAC MRA and reference to EA MLA recognition status:

ALGERAC is a signatory member of the EA MLA and ILAC MRA for the scopes of activities recognized by its peers; as a result, ALGERAC can use the **combined mark ILAC MRA and make reference to EA MLA recognition status on the accreditation certificates it issues (see Annex 02).**

5.11 Rules for use by accredited CABs of combined mark ILAC MRA and reference to EA MLA recognition status.

For scopes recognized by our peers, The accredited body is authorized to use the combined mark ILAC-MRA and the reference to the mutual recognition agreement of (EA MLA) by following the steps below:

- The accredited organization submits a FOR 76 request for authorization to use the combined ILAC MRA mark and the reference to the mutual recognition agreement (EA MLA) to ALGERAC by email or others.
- the QM transmits to the CAB the application for the use of the combined mark ILAC MRA and the reference to the Mutual Recognition Agreement of (EA MLA) (FOR 76) together with the specimen of the combined mark and the reference to the mutual recognition agreement of (EA MLA) to the applicant who shall fill it in to inform him and invite him to consult the document ILAC R7 and EA3/01 through the ALGERAC WEB site.
- Accredited CABs must present an example of the use of the combined mark and reference to the Mutual Recognition Agreement (EA MLA) to ALGERAC on FOR 76
- After receiving the application and declaration of use of the combined mark ILAC MRA / reference to the mutual recognition agreement of (EA MLA) signed by the legal representative of the CAB, the QM verifies the status, scope of accreditation, the address of the latter, as well as its commitment to respect the rules of use of the combined mark ILAC MRA and the reference to the mutual recognition agreement of (EA MLA). (see Annex 02), as well as the example of use of the ILAC MRA mark / the reference on the EA MLA status communicated



- If all required requirements are met, the QM forwards to the CAB, the authorization to use of the combined ILAC MRA mark and reference to EA MLA status (FOR 76-1).

NB:

- Accredited CABs may not, under any circumstances, use the combined ILAC MRA mark and reference to the Mutual Recognition Agreement of (EA MLA) without the authorization approved by the GD of ALGERAC (FOR 76-1)
- In order to ensure that the conditions of use of the ILAC MRA combined mark and the reference to the mutual recognition agreement (EA MLA) are maintained and duly respected, ALGERAC checks compliance with the application of this procedure at each assessment.

5.12 Charter for the use of the ILAC MRA mark:

The ILAC MRA mark must:

- Always be used in its original proportions, as designed.
- Not be deformed, compressed or stretched in any way.
- Not appear in a size that would make the words of the ILAC MRA unreadable.
- Maintain similar proportions to the accreditation body's logo (in the ILAC MRA combined mark) or the accreditation symbol (in the ILAC MRA combined mark of the accredited CAB). As a general rule, one of the dimensions of the Accreditation Body logo/symbol, preferably the height, should be approximately 5% of the size of the ILAC MRA mark.
- Be used only in its normal horizontal orientation and not be rotated.
- Do not substitute the police as the ILAC MRA mark, as the ILAC MRA Police is a custom designed work of art. The ILAC MRA mark should always be used as a full ILAC MRA mark, as it appears in this document, for all application requirements.
- Be used on a background that does not interfere with readability.
- Use the original artwork to ensure a high quality reproduction. Photocopies of logos from other documents should not be used

6 Records

- Demand and commitment of use of the combined mark ILAC MRA and reference to EA MLA recognition status (FOR 76).
- Authorization for use of the combined mark ILAC MRA and reference to EA MLA recognition status (FOR 76-1).
- List of accredited bodies (LIS 04).
- List of suspended/reduction/withdrawn accreditations (LIS 04-1).



Annex 01

Graphic Chart

Color generic logo to be used by accredited CABs

Symbol to be used on a priority basis by accredited conformity assessment bodies (CABs).

- Width no less than 15 mm.



Spot colour and four-colour pattern

Pantone

Quadrichromie

Pantone 335 c



C : 94 / M : 0 / J : 100 / N : 0



Pantone 1795 c



C : 0 / M : 94 / J : 100 / N : 0



Black and white logo to be used by accredited CABs

If the logotype cannot be used in its referenced colors, it may be treated in black and white and with a width not less than 15 mm. Yew.



Black 100%





Background colours as support to be used by accredited CABs

- Colors

Colors to be used as a background for any type of support, the nature of the background color must be respected



127 C



373 C



468 C

- Black and white

Black and white background used for any type of support.



Black 20%



Black 50%



Black 100%



Accreditation symbol





Annex 02

Use of the combined mark ILAC-MRA and reference to EA MLA recognition status

1. Use of the combined ILAC-MRA mark: The ILAC-MRA mark may be presented in the following color:

- PANTONE 293C (blue)

The ILAC-MRA mark will be placed to the left and in close proximity to the accreditation symbol and will be of the same size. Any other use is strictly prohibited

- Testing laboratories



- Calibration laboratories



- Inspection bodies





2. Use of Reference to Mutual Recognition Agreement Status (EA MLA) by ALGERAC:

« ALGERAC is a signatory member of EA multilateral agreement for accreditation, for the activities subject to this certificate»

- **Testing laboratories**

CAB is accredited by the Algerian Accreditation Body (ALGERAC) under the accreditation number .../.../.... for the scope of activity Testing and Analysis covered by the European Accreditation (EA MLA).

- **Calibration laboratories**

CAB is accredited by the Algerian Accreditation Body (ALGERAC) under the accreditation number .../.../.... for the scope of activity Calibration covered by the European Accreditation (EA MLA).

- **Inspection bodies**

CAB is accredited by the Algerian Accreditation Body (ALGERAC) under the accreditation number .../.../.... for the scope of activity Inspection covered by the European Accreditation (EA MLA).