



Unclassified

SAS rules for references made to accreditation

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1 Object of the rules

The rules are based on the Accreditation and Notification Ordinance (OaccD, SR 946.512), art. 16 and 36, as well as on appendix 4 of the OaccD and the requirements in accordance with Document EA-3/01 of the European Co-operation for Accreditation EA.

They regulate references made to accreditation.

2 Definition of the accreditation marks

The accreditation marks are defined in appendix 4 of the OaccD. Accreditations entitle accredited bodies to use the accreditation mark for the part of the business covered by their scope of accreditation in accordance with art. 16 of the OaccD. The accredited body must also guarantee that the use of the accreditation mark conforms to the statutory requirements pursuant to the Trade Mark Protection Act of 28 August 1992 (SR 232.11) and the Federal Act on the Protection of Public Crests and Other Public Signs (SR 232.21) at all times.

SAS provides its accredited bodies with the mark, which may be used within the scope of their accreditation.

The accreditation mark consists of general components and the accreditation number allocated to the accredited body. Each accredited body is therefore given an individual accreditation mark.

The accreditation number must also be mentioned if written reference is made to the accreditation instead of using the accreditation mark.

The accreditation number consists of three to five letters identifying the type of accreditation and four numbers.

Examples:

- STS nnnn (STS stands for Swiss Testing Service; nnnn is the accreditation number of the type STS).
- SCESp nnnn (SCESp stands for Swiss Certification Service for Products; nnnn is the accreditation number of the type SCESp).

3 Rules

3.1 Presentation of accreditation marks

- a) The design and proportions of the accreditation mark must not be changed and the mark must always be displayed as a whole. Therefore, the following is not allowed: to cover parts of the mark by means of other design elements, the specular reflection or the contortion of the mark, the tridimensional display of the mark as well as the application of a shadow on the mark.
- b) The accreditation mark may be reproduced at any size as long as the writing remains legible.

If space requires for the size of the mark has to be reduced to such an extent that the writing becomes illegible, the full accreditation number as described in no. 2 must be reproduced either to the right or below the mark. The accreditation number must be stated in one line centred vertically or horizontally to the mark. Both mark and accreditation number must be discernible as one unit but must not touch:



STS 0000



STS 0000

The rectangle created by the combination of mark and accreditation number may not contain other content:



- c) The full accreditation mark must always be reproduced.
- d) The black or red version of the accreditation mark provided may be used. The colours must not be changed
- e) When using the accreditation mark in combination with the mark of the conformity assessment body, both marks must be of similar size.

3.2 Reports and certificates

- a) The minimal information contained in reports and certificates are defined by the corresponding accreditation standards. Reports and certificates issued under the accreditation contain the corresponding accreditation mark.
- b) Reference to accreditation may alternatively be given in written form. As an example we suggest: «The body is accredited by SAS under the number STS nnnn». In this case, too, the statement of the accreditation number is compulsory.
- c) Services not within the scope of accreditation shall clearly be identified when mentioned on documents (reports, certificates, price lists, order forms etc.) making reference to accreditation. Such reference must be clearly legible and displayed next to the information on the non-accredited services.
- d) Reports and certificates containing exclusively services not being rendered within the scope of accreditation may not refer to the accreditation.
- e) Results and other information coming from subcontractors have to be clearly identified. The indication that the subcontractor is accredited must be visible for the client.
- f) If a conformity assessment body has several accreditations, it must be clearly visible which services are provided under which accreditation.

3.3 Special rules

- a) Any indication of the SAS membership in the multilateral agreements of EA, ILAC and IAF has to be agreed with SAS on a case to case basis. However, accredited bodies may always mention the website www.sas.admin.ch in their documents.
- b) If an accredited body has several branches, only those branches listed in the accreditation register may use the accreditation mark or refer to the accreditation in writing.
- c) The use of the accreditation mark or other references to accreditation must not give the impression that SAS has approved a product, a service, a procedure or the content of a report, certificate or other documents provided by the accredited body.

3.3.1 Information and advertising material

References to the accreditation, for example by adding the accreditation mark, are generally possible. It has to be considered that for example conformity assessment services not covered by the scope of accreditation must be clearly indicated as such in advertising material.

Accompanying letters to reports and certificates which mention services not within the scope of accreditation must visibly list such services.

Prior to the printing proof of critical documents, accredited bodies may contact SAS in order to clarify possibilities for correct presentation of the accreditation mark.

3.3.2 Special rules for calibration bodies

The use of the accreditation mark on calibration stickers is allowed if

- the name of the accredited calibration body is clearly stated,
- the calibrated test equipment is clearly identified,
- a calibration date is stated and
- reference is made to the calibration certificate.

3.3.3 Special rules for testing laboratories

Opinions and interpretations regarding results can be expressed under the accreditation. Any information given which is not based on results gained within the scope of accreditation must clearly be identified as such.

3.3.4 Special rules for inspection bodies

Inspection bodies can use the accreditation mark on inspected products and equipment if the inspection date and the mark of the inspection body are indicated simultaneously.

3.3.5 Special rules for bodies certifying products

Certification bodies for products can use the accreditation mark on the certified products if the mark of the certification body is indicated as well.

3.3.6 Special rules for bodies certifying management systems

Certification bodies for management systems can use the accreditation mark in their own certification mark if these simultaneously contain the mark of the certification body and if the certification body itself enacts clear rules in order to show that those combined marks are exclusively used for certifications carried out under accreditation.

Certification bodies for management systems maintain rules ensuring that the reference to certification does not give the impression that individual products or services are certified.

3.3.7 Special rules for bodies certifying personnel

Individuals certified by a certification body for personnel are not allowed to use the accreditation mark. However, they may refer to their status as certified personnel by means of their certificate which in turn may refer to the accreditation.

3.3.8 Special rules for reference material producers

The use of the accreditation symbol or the textual reference to the accreditation on labels of reference materials is permitted if they contain the following:

- the name and accreditation number of the accredited reference material producer;
- designation of the product and the production code (e.g. batch number);
- cross reference to the reference material certificate or product information sheet.

4 Clients of accredited bodies

Clients of accredited bodies are not allowed to add the accreditation mark or written reference to the accreditation on their own documents.

5 Approval of reports and certificates under the multilateral agreements of EA, ILAC and IAF

An approval of reports and certificates by the SAS and by the members of the agreements mentioned above is only possible if correct reference to accreditation is made.

6 Complementary rules for accreditation marks of ILAC and IAF

If the marks of ILAC (MRA Mark) or IAF (MLA Mark) are simultaneously mentioned, the requirements stated in the following documents are applied in addition to these rules:

- ILAC R7 «Rules for the Use of the ILAC MRA Mark» (for the ILAC mark);
- IAF ML2 «General Principles on Use of the IAF MLA Mark» (for the IAF mark).

7 Withdrawal or suspension of the accreditation

If the accreditation is suspended, withdrawn or not renewed, the accredited body undertakes neither to no longer mention the accreditation nor use the respective accreditation mark as from the date of withdrawal, suspension or non-renewal.

All certificates issued by a certification body mentioning the accreditation and still valid shall be recalled immediately. This also applies for advertising materials, stickers and references on products.

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