



RULES GOVERNING THE REFERENCE TO BELAC ACCREDITATION AND BELAC SIGNATORY STATUS OF INTERNATIONAL MULTILATERAL AGREEMENTS/RECOGNITIONS

The only valid versions of the documents of the BELAC management system are those available from the website (www.belac.be).

English translation for information only.

French and Dutch version remain the authoritative documents.

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HISTORY OF THE DOCUMENT

Revision and date of approval	Reason for revision	Type of revision
0 CC 06.06.2003	This document replaces documents BKO/OBE A004, BELTEST L03 and BELCERT BCT-L1	Full revision
1 Secretariat 31.01.2004	Update of lay-out	Full document
2 CC 18.05.2006	<ul style="list-style-type: none"> - Revision following implementation of the BELAC R.D : no significant changes with respect to the basic principles - Replacement of the term “logo” by “symbol” - Provisions for the transition period 	Full document Full document Point 5
3 Secretariat 01.03.2007	Extending transition period	Point 5
4 CC 14.05.2009	<ul style="list-style-type: none"> - Reference to accreditation in case of regulated activities - Accredited bodies with multi-standard accreditation - Disclaimer clause - Relative size of the BELAC symbol with respect to the one of the accredited CAB and of the final user - End of transition period - Clarification and update of the text and lay-out without significant modification of the main principles 	Point 3.1 Point 3.1 Point 3.4.1 Point 4.1 Point 5.5 Full document
5 Secretariat 29.10.2012	Extension of the scope of the document to the activities of the validation and verification bodies.	Each time relevant, the wording “inspection bodies” is changed to “inspection bodies, validation and verification bodies”

<p>6 CC 03.05.2016</p>	<ul style="list-style-type: none"> - Mandatory reference to the accreditation on certificates issued by accredited certification bodies for management system in scopes for which they are accredited - Complementary requirements with respect to the reference by BELAC accredited bodies to the international multilateral agreements/recognitions for which BELAC is signatory : <ul style="list-style-type: none"> - Reference to EA MLA - Reference to ILAC MRA 	<p>Point 3.3</p> <p>Point 5</p>
<p>7 CC 20.04.2017</p>	<ul style="list-style-type: none"> - 2 notes added under point 1 - Obligation for the accredited bodies to document their procedure for the reference to accreditation - Reference to accreditation in case of subcontracted activities - Addition of requirements for the reference to accreditation by Proficiency testing Providers - Addition of requirements for the reference to accreditation by Producers of Reference Materials - Complementary requirements in case of reference by the accredited bodies to the multilateral agreements BELAC is signatory to: EA, IAF, ILAC 	<p>Point 1</p> <p>Point 3.1</p> <p>Point 3.2.3</p> <p>Point 3.4</p> <p>Point 3.5</p> <p>Point 5</p>
<p>8 CC 20.10.2017</p>	<p>Completion of the provisions resulting from the IAF resolution 2016-17 regarding the reference to accreditation for certification bodies for management systems</p>	<p>Point 3.3</p>
<p>9 CC 19.04.2018</p>	<ul style="list-style-type: none"> - Addition of the obligation for the accredited bodies to inform their clients in case of suspension, withdrawal or reduction of the accreditation scope - Clarification of the difference between the BELAC logo and symbol 	<p>Point 3.1.3 j</p> <p>Point 3.7</p>

<p>10 CC 10.01.2019</p>	<ul style="list-style-type: none"> - Implementation of the IAF resolutions IAF 2017-19 and 2018-13 with respect to the mandatory reference to accreditation for products and persons certification bodies - The possibility to refer to the ILAC MRA and IAF MLA is no longer limited to certificates and reports. A reference to the EA MLA remains limited to certificates and reports. 	<p>Point 3.3</p> <p>Points 5.1 and 5.2.2</p>
<p>11 CC consultation by correspondence 11.07.2019</p>	<ul style="list-style-type: none"> - Clarification with respect to the mandatory reference to accreditation by certification bodies in case part of the activities listed in the certificate are not covered by the accreditation - Differentiation between provisions applicable to certification bodies and environmental verifiers 	<p>Point 3.3</p> <p>Points 3.3 and 3.4</p>
<p>12 CC 29.06.2020</p>	<ul style="list-style-type: none"> - Update after revision of the documents EA-3/01, EA-2/13 and ILAC P8 - Mandatory reference to accreditation - New rules in case of accreditation of foreign sites - No reference to BELAC accreditation or EA-MLA in case reports or certificates do not contain any result covered by the accreditation - Withdrawal of the obligation for calibration laboratories to make reference to accreditation on calibration certificates only in case a majority of results are covered by accreditation. - Clarification with respect to the use of labels - Strengthening of the rules in case of reference to accreditation on documents or materials with a general character - Clarification with respect to the use of the BELAC symbol by BELAC itself - Clarification with respect to the use of combined symbol in case of multistandard accreditations 	<p>Point 3.1.1, 3.2, 3.3, 3.5, 3.6</p> <p>Point 3.1.3d</p> <p>Point 3.1.3m</p> <p>Point 3.2.2</p> <p>Points 3.2.6, 3.2.7, et 3.6</p> <p>Point 3.7.1</p> <p>Point 3.8</p> <p>Point 3.8.1</p>

	<ul style="list-style-type: none"> - Text to be used to make reference to a BELAC accreditation or the EA-MLA - Requirement for the accredited bodies to take the necessary actions in case their clients make incorrect reference to accreditation - Requirement for the certification bodies to include rules in their policies and procedures in order to ensure a correct use of the BELAC symbol or other type of reference to the accreditation by their clients. - Withdrawal of the obligation for the certified bodies to mention the certification number. - Mention of the reference materials producers - Clarification with respect to the reference to accreditation by clients of laboratories, inspection bodies and validation/verification bodies - Update of IAF scopes 	<p>Points 3.9 et 5.2.2</p> <p>Point 4</p> <p>Point 4.1.1</p> <p>Point 4.1.1 Point 4.1.2</p> <p>Point 4.2</p> <p>Point 5.4.1</p>
<p>13 CC 04.03.2021</p>	<ul style="list-style-type: none"> - Addition of note and clarifications of the obligation to refer to accreditation - Adjustment based on ILAC P8: 2019: reference to accreditation may no longer appear on documents that only relate to activities that do not fall within the scope of accreditation - Delete paragraphs "3.2.2 subcontracted work" and "3.2.3 electronic reporting" - Addition of specific provisions for validation and verification - Lay-out optimization 	<p>Point 3.1, 3.10</p> <p>Point 3.1.3 m, 3.8.1, 3.8.3</p> <p>Point 3.2</p> <p>Delete from Point 3.2 Point 3.7 Full document</p>
<p>14 Secr. 06.09.2022</p>	<ul style="list-style-type: none"> - Update of the applications of which BELAC is signatory of the international mutual agreements 	<p>Point 5</p>

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RULES GOVERNING THE REFERENCE TO BELAC ACCREDITATION AND BELAC SIGNATORY STATUS OF INTERNATIONAL MULTILATERAL AGREEMENTS/RECOGNITIONS

1 OBJECTIVES AND NORMATIVE REFERENCES

This document aims at specifying the rules governing reference to accreditation and the use of the accreditation symbol by BELAC accredited bodies and by users of accredited services, if appropriate jointly with the reference to an international multilateral agreement/recognition in which BELAC is signatory.

Provisions hereafter are applicable to all conformity assessment bodies accredited by BELAC.

This document refers to and complies with the relevant sections of:

- the Code of Economic Law, in particular Book VIII concerning the accreditation of conformity assessment bodies;
- the standard EN ISO/IEC 17011;
- the relevant EA/IAF/ILAC guidelines.

Note 1: in the present document, the term “test/testing” is intended to cover both the activities of the testing laboratories (ISO/IEC 17025) and those of the medical testing laboratories (ISO 15189)

Note 2: in the present document, the term “laboratory” is intended to cover calibration, testing and medical testing laboratories, unless the type of laboratory is explicitly mentioned.

2 RECIPIENTS

With follow-up of modifications:

- Co-ordination Commission
- Accreditation Board
- Secretariat
- Assessors
- Accredited bodies

Without follow-up of modifications

- Any external request

3 RULES AND CONDITIONS FOR REFERENCE TO BELAC ACCREDITATION BY ACCREDITED BODIES

3.1 General

3.1.1 BELAC policy

Note: Where in this document reference is made to reports or certificates, it is meant the (physical or digital) media through which the accredited bodies represent the results of the conformity assessment activities.

BELAC accredited bodies are required to refer to their accreditation on the reports and certificates they issue when activities covered by the accreditation scope are performed in compliance with the accreditation requirements.

Either the BELAC symbol (3.9.1) or the mandatory wording (3.10) can be used to make reference to accreditation.

The use of the BELAC symbol or the mandatory wording on reports and certificates is the sole way to provide evidence for the final user that the report or certificate is covered by the accreditation.

In order for the activity to be considered as not covered by the accreditation, a written agreement of the customer of the accredited body will be required.

This option is however not accepted in the following cases :

- the reports or certificates contain results of activities in fields where accreditation is required by a specific regulation or linked to a contractual arrangement (e.g. a conformity assessment scheme);
- the results are to be published or transmitted to third parties;
- In case of certification of management systems, products or personnel.

In such cases, the use of the accreditation symbol the mandatory wording on reports or certificates is mandatory, except if forbidden by legal or regulatory provisions.

Accredited bodies may only claim to take advantage of the mutual recognition agreements between accreditation bodies (EA Multilateral Agreements, ILAC Arrangement and IAF Multilateral Recognition Arrangement) when reports and certificates make explicit reference to accreditation.

Bodies holding BELAC accreditation certificates for several types of conformity assessments activities will refer to accreditation by using the specific accreditation number and applicable type of conformity assessment reference relevant for the concerned activities.

An accredited body shall document its policy and/or procedure for reference to accreditation.

The reference to accreditation on other type of documents or supports is explained in detail further in this document.

3.1.2 The concept of “reference to accreditation”

Under the concept of reference to accreditation are meant all types of actions and material that the accredited body may use to mention and promote its status of accredited body.

This includes:

- written and oral communications, including those involving paper, electronic and audio- visual technologies or social media;
- mentions on reports and certificates issued by accredited bodies (see 3.2 to 3.7);
- mentions on stationary paper and on other types of documents or supports for information, marketing or promotion (see 3.8);
- reference to accreditation via the use of the accreditation symbol (see 3.9) or wording (see 3.10).

3.1.3 General rules

The accredited body shall respect the following rules:

- a) Accreditation will be referred to only for those activities for which accreditation has been granted and when the concerned services are performed in compliance with the accreditation requirements;
- b) Whenever a body is composed of several sites among which at least one has not been granted accreditation, only those accredited sites shall make reference to accreditation. When a document pertinent to several sites is issued, it will clearly identify (close to the reference to accreditation) which sites are covered by accreditation and will mention that their respective scopes are available on request;
- c) Whenever a subsidiary belonging to a group has been accredited, there shall not be any confusion as to which part of the group holds accreditation. Communication shall not imply other subsidiaries have been accredited. When a common document is to be issued, the list of the accredited bodies shall be included;
- d) In case an accreditation covers foreign sites, these sites are allowed to offer conformity assessment activities to the local market only on behalf and under the name of the accredited body. Certificates and reports issued with reference to accreditation shall mention the name and address of the accredited legal

entity, without mention of the name of the local entity. The issued quotations, contracts, certificates and reports shall not create confusion with respect to the identification of the entity that has been granted accreditation;

- e) There will be no such kind of reference to accreditation that could bring the accreditation body into disrepute;
- f) There will be no declaration with regard to accreditation that the accreditation body might reasonably consider as misleading;
- g) Reference to accreditation shall not be used in such a way as to imply that the concerned accreditation body accepts responsibility for the results provided by an accredited body;
- h) Reference to accreditation shall not be used in such a way as to imply that BELAC approves a calibrated instrument, test item, product or process;
- i) Copy of the accreditation certificate, together with the technical appendix each time relevant (or mention of the possibility to have access to these documents on the BELAC web site) will be provided:
 - o on request of information by third parties;
 - o complementary to each quotation referring to accreditation;
- j) There will be no reference to accreditation of the body involved in testing or inspection of the product on marketing documents related to this product, and this in order to avoid any confusion with product certification;
- k) Information on suspension, cancellation, reduction or withdrawal, either for full or part of the accreditation scope, and of the consequences of these facts will be provided to the affected clients without undue delay;
- l) Upon termination of accreditation or when it is no longer valid (withdrawal or resignation), the body shall immediately stop publishing any document bearing reference to accreditation. In case of withdrawal or resignation for only part of the activities of the accreditation, the above mentioned ban to make reference to accreditation is limited to those activities.

Certification bodies shall make arrangements concerning such use or reference by their customers.

In case of suspension and for the duration of the suspension, the body shall stop

- o to make reference to its status of accredited body;
 - o to issue reports covered by the accreditation;
 - o to issue certificates bearing reference of accreditation for new certification contracts. This means that the body is allowed to continue with existing contracts until the suspension has been lifted or until the contract for certification comes for renewal;
- m) The reference to BELAC accreditation shall not appear on quotations, work proposals, reports or certificates that do not contain any result covered by the accreditation.

3.2 Complementary provisions in case of reference to accreditation on calibration, test and inspection reports

Note: By accredited calibration, test or inspection is meant a calibration, a test or an inspection mentioned in the technical appendix to the certificate, and performed in compliance with the accreditation requirements.

3.2.1 Non accredited results

Whenever the report includes non-accredited calibration, test or inspection results, these shall be clearly identified (e.g. by means of a * and a footnote stating "non-accredited calibration/test/inspection").

3.2.2 Specific provisions for the testing laboratories

With regard to testing activities, opinions and interpretations that are not integral part of the test method can be included in a report bearing reference to accreditation, provided that

- opinions and interpretations are based on accredited results;
- the laboratory has documented and implemented specific provisions to ensure compliance with the specific provisions of the ISO/IEC 17025 standard with respect to opinions and interpretations.

In case these conditions are not met, the laboratory shall include a disclaimer stating that opinions and interpretations are not covered by accreditation.

3.2.3 Specific provisions for the calibration laboratories

Complementary to an accredited calibration report, accredited calibration laboratories are entitled to place on calibrated instruments calibration labels bearing reference to accreditation or the accreditation symbol of the calibration laboratory. Calibration labels shall not give the impression that the calibration has been performed or approved by BELAC.

The label will mention:

- the name of the calibration laboratory and/or its accreditation number;
- equipment identification;
- date of current calibration;
- cross-reference to the calibration certificate issued in respect to this calibration.

3.2.4 Specific provisions for the inspection activities

Complementary to an accredited inspection report, accredited inspection bodies are entitled to place labels on inspected items bearing reference to accreditation or the accreditation symbol of the inspection body. Inspection labels containing the accreditation symbol shall not give the impression that BELAC approved or inspected the item.

The label shall explicitly mention that the instrument has been the subject of an inspection (e.g. “inspected on ...” or “inspected by ...”).

The label will mention:

- the name of the inspection body and/or its accreditation number;
- equipment identification;
- date of current inspection;
- cross-reference to the inspection report issued in respect to this inspection.

3.3 Complementary provisions in case of reference to accreditation on certificates issued by certification bodies

Certification bodies for certification of management systems, products or persons are not allowed to issue certificates without reference to accreditation in scopes for which they are accredited; the reference to accreditation is always mandatory for the certification areas that are covered by the accreditation. Activities mentioned on the certificate but not covered by the accreditation will be clearly identified.

During the transition period, the following rules are in force:

- Management systems certification bodies shall re-issue with reference to accreditation the certification documents previously issued, on the occasion of the re-certification decision and this at the latest by November 06, 2019;
- Certification bodies for persons shall re-issue with reference to accreditation the certification documents previously issued, on the occasion of the re-certification decision and this at the latest by October 30, 2020;
- Products certification bodies shall re-issue with reference to accreditation the certification documents previously issued, at the latest by October 31, 2021.

After getting initial accreditation for a particular standard or scheme, a certification body for management systems, product or persons shall, within one year after the accreditation decision, re-issue the certification documents previously issued without reference to accreditation. For this purpose, the certification body has to perform a comprehensive evaluation aiming to confirm that all accreditation requirements are met, followed with a new certification decision. The date of this decision will be the

issue date of the re-issued certification documents without modification of the expiry date of the certificate.

3.4 Complementary provisions in case of reference to accreditation on certificates issued by environmental verifiers

No complementary provisions applicable.

3.5 Complementary provisions in case of reference to accreditation on reports issued by Proficiency Testing Providers.

No complementary provisions applicable.

3.6 Complementary provisions in case of reference to accreditation on reports/certificates issued by Producers of Reference Materials

Complementary to the report/certificate issued under accreditation that is provided together with the reference material, the producers are allowed to affix on the material or its packaging a label with reference to accreditation or the accreditation symbol of the producer. The label shall not give the impression that the reference material has been produced or approved by BELAC.

The label shall mention :

- the name of the producer and the number of its accreditation certificate;
- the identification of the reference material;
- the date of production with identification of the lot or batch number;
- reference to the report or certificate.

3.7 Complementary provisions for the reference to accreditation in case of validation or verification

Bodies accredited for validation or verification shall refer to the accreditation on the reports containing the validation or verification declaration, provided the validation/verification was conducted within the scope of accreditation. This is not applicable to verifications as part of EU ETS, where a format, prescribed by the European Commission, for the declaration shall be used, which does not include the reference to the accreditation.

3.8 Specific provisions in case of reference to accreditation on other materials than reports and certificates issued by accredited bodies

3.8.1 Types of documents and supports

Accredited bodies are entitled to include reference to accreditation on their website and on documentation for information, marketing and advertising (in paper or digital format) provided the information refers at least in part to activities covered by the accreditation or when they clearly relate to a type of activities covered by the accreditation. In this context, reference to accreditation can be put on the vehicles used by the accredited body for the performance of the accredited activities.

Concerning

- general documents of any institution or organisation with which the organisation actually accredited may be affiliated;
- specific documents such as quotations, work proposals or invoices, issued as a result of activities not covered by the accreditation certificate;

reference to accreditation is not allowed.

Reference to accreditation is prohibited on business cards of the staff of the accredited body.

3.8.2 Accredited/non-accredited work

By choosing specific ways and means for stating reference for accreditation, the accredited body shall avoid to create any confusion between accredited and non-accredited activities. This shall in particular be considered by bodies holding accreditation for only part of their activities.

3.8.3 Work proposals and quotations

Work proposals and quotations bearing reference to accreditation shall clearly identify which activities will be, or not, covered by accreditation. If work proposals or quotations only relate to activities that are not covered by the accreditation, then they may not contain any reference to the accreditation.

3.8.4 Other uses

Use of reference to accreditation in circumstances not addressed in this document are subject to written approval of BELAC.

3.9 General provisions and conditions for use of the accreditation symbol as means of reference to accreditation

Note: One needs to differentiate between the BELAC logo (to be used only by BELAC itself) and the BELAC symbol that be used by the BELAC accredited bodies and their customers provided the provisions of this document are complied with.

The BELAC logo has been officially registered at the BENELUX Office of Trademarks (class 42) and is represented in the below figure.



This logo is only to be used by BELAC and its staff members on documents and forms being part of the BELAC management system and for communication.

BELAC assessors and experts are not allowed to use the BELAC logo on visit cards, CVs , presentations or other forms of communication.

3.9.1 The BELAC symbol

The BELAC symbol consists in the BELAC logo accompanied with the number of the accreditation certificate of the accredited body including the reference to the concerned accreditation field.

In case a body is accredited for more than one accreditation program, a reference to the different accreditation programs the body is accredited for can be affixed together with the BELAC logo. The accredited body is allowed to use the combined symbol only for general communication on the different accredited activities but not on reports and certificates.

3.9.2 Conditions for use

Use of the BELAC symbol as means of reference to accreditation is allowed during the period of validity of the accreditation certificate, provided the specific provisions mentioned hereafter are complied with.

The BELAC symbol shall only be used if

- it is accompanied with the logo and/or name of the accredited body;
- the accreditation number including the reference to the concerned accreditation field is clearly readable;

- the specific colour of the BELAC symbol (PANTONE RUBINE RED) is respected. The logo may however be reproduced in black or in the predominant colour of the corporate identity of the accredited body.

Models of the BELAC logo to be used for reproduction or printing can be obtained from the BELAC secretariat.

The normal dimensions of the BELAC symbol when printed on size A4 paper, are those shown in the figure above (25mm x 25mm).

These dimensions may however be modified, provided that

- the symbol remains square in format and is clearly legible,
- they do not exceed the dimensions of the organisation's own logo.

3.10 Reference to accreditation through the use of text

As an alternative to the BELAC symbol, an accredited body is allowed to make reference to its accreditation by using only the following text:

<name accredited body> is accredited by BELAC under the certificate nr <xxxxx>.

3.11 Penalties for non-compliance with the rules of reference to accreditation by accredited bodies

Any case of potential abuse of the rules laid down in this document will be examined.

In case of major abuse, the Accreditation Board - supported by a reasoned advice - may decide to proceed with one of the following sanctions:

- impose additional measures on the organisation;
- deprive the organisation of the right to refer to accreditation for a certain period of time;
- suspend accreditation for a certain period of time;
- withdraw the accreditation.

The decision of the Board, together with the procedure for submitting an appeal, will be transmitted to the accredited organisation.

Notwithstanding the measures mentioned above, BELAC may take the necessary court action against any abuse of usage which fails to respect the rules laid out in the present document or which might give rise to misunderstanding, and this in compliance with provisions of the Code of Economic Law (books VIII and XV) on accreditation of conformity assessment bodies.

4 REFERENCE TO BELAC ACCREDITATION BY USERS OF ACCREDITED SERVICES

BELAC encourages clients of accredited bodies, i.e. users of accredited services to inform that they rely on bodies whose technical competence has been formally recognised.

Respect of specific provisions is nevertheless necessary to avoid any abuse and misunderstanding.

In case of incorrect use of the reference to accreditation by its clients, the accredited body shall take the necessary actions against the client and shall inform BELAC.

4.1 Holders of certificates issued by certification bodies and by environmental verifiers

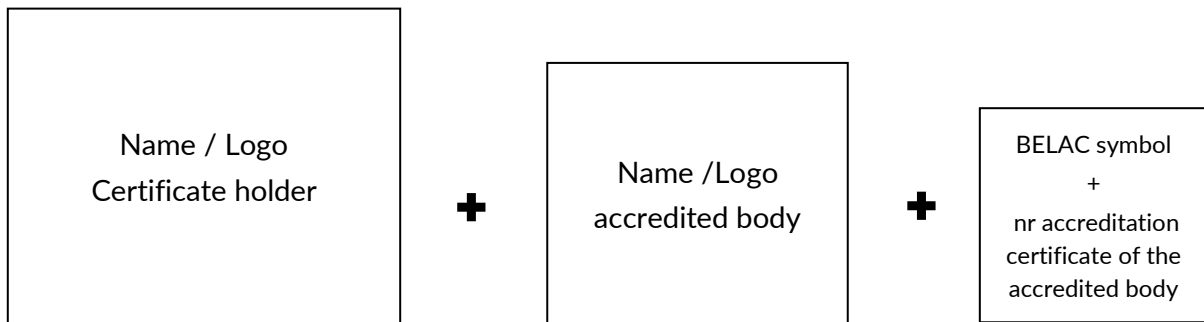
Note: in the below mentioned text, the provisions related to the use of the BELAC symbol are also valid in the case of reference to accreditation through an appropriate wording.

4.1.1 General provisions

The reference to the BELAC accreditation may appear on documentation for information and advertising purposes used by the holder of a certificate issued by an accredited organisation, provided that such use is directly relevant to the activity covered by the certificate.

The reference to the BELAC accreditation may only be used by the holder of a certificate issued by an accredited organisation if

- the name and/or logo of the certificate holder concerned also appear(s) on the document,
- it is used in conjunction with the name and/or logo of the accredited organisation itself,
- the accreditation number of the concerned organisation appears under the accreditation symbol;
- the size of the BELAC symbol is smaller than the size of the symbol of the certificate holder company and of the accredited organisation itself.



The BELAC symbol may not appear on

- any documents under the letterhead of the holder of a certificate issued by an accredited organisation that is used for general purposes,
- on documents related to other types of activities than those covered by accreditation.

The policies and procedures of the certification body shall include the necessary provisions in order to ensure that the certified bodies intending to make use of the BELAC symbol or another type of reference to accreditation reference comply with the related rules.

The accredited certification bodies are responsible to inform the certified bodies with respect to the rules on the use of the BELAC symbol or reference to accreditation and to check whether these rules are correctly implemented.

A supplier who refuses to accept BELAC observers during the certification process will not be entitled to make reference to the BELAC accreditation.

4.1.2 Holders of certificates issued by accredited certification bodies for management systems and by environmental verifiers

When a certification body certifies the management system of a laboratory or inspection body or reference material producer (this body being accredited or not) the body shall not enable the laboratory, the inspection body or the reference materials producer to use its mark on testing/calibration/inspection reports or certificates issued by a reference materials producer as such reports/certificates are considered as products in this context.

Reference to accreditation is not allowed on products, packaging, reports, certificates and other such documents if the certificate that has been issued only covers the management system of the certificate holder.

4.1.3 Holders of certificates issued by accredited product certification bodies

Use of the accreditation symbol on products and packages is not allowed. Reference to accreditation of the certification body on accompanying documents may however be used in case the production is covered by an accredited product certification scheme.

4.2 Reference to accreditation by users of the services of accredited laboratories, inspection bodies and validation/verification bodies

The clients of laboratories, inspection bodies and validation/verification bodies are allowed to make reference to accreditation through the use of a text on informative and marketing documents, provided these documents are directly related to the conformity activity covered by the accreditation. The use of the BELAC symbol is prohibited.

The accredited laboratories, inspection bodies and validation/verification bodies shall inform their clients of the conditions for reference to accreditation.

Clients of accredited laboratories, inspection bodies, validation or verification bodies are however entitled to reproduce calibration/test/inspection/validation/verification reports and certificates, including the BELAC symbol or a reference to accreditation.

The report/certificate shall in principle be reproduced in full; partial reproduction will be subject to formal approval of the issuing body.

5 REFERENCE BY THE BELAC ACCREDITED BODIES TO THE BELAC STATUS OF SIGNATORY OF INTERNATIONAL MULTILATERAL RECOGNITIONS/AGREEMENTS

5.1 General guidelines

It is the policy of BELAC to promote the international multilateral recognitions/agreements it is signatory to. With this aim, the BELAC accredited bodies are entitled to combine the BELAC symbol or the reference to BELAC accreditation with the mark or the reference to a multilateral recognition/agreement BELAC is signatory to. In such a case, the provisions for the use of the BELAC symbol or the reference to the BELAC accreditation are complemented with specific provisions; these provisions are presented hereafter.

The certification bodies accredited by BELAC are allowed to make reference to the mutual agreements BELAC is signatory to in order to promote the recognition of their

activities at world level. An accredited body shall document its policy and procedure for reference to the multilateral agreements.

Considering the reference to the multilateral agreements has to be presented jointly to the reference to the BELAC accreditation,, such reference is only possible in cases where the reference to the BELAC accreditation is allowed.

Before using a combined reference to the BELAC accreditation and to a multilateral recognition/agreement, the accredited body shall apply in writing by the BELAC secretariat. An example of report or certificate with the combined reference will be presented for approval as part of the application.

The clients of the BELAC accredited bodies are not entitled to make reference to an international multilateral recognition/agreement.

5.2 Reference to the European Accreditation Cooperation Multilateral Agreement (EA MLA)

5.2.1 Scope

BELAC is signatory of the EA MLA for the accreditation of the following types of conformity assessment bodies:

- Calibration, testing and medical laboratories;
- Proficiency testing providers;
- Inspection bodies;
- Certification bodies for management systems, products and persons;
- Validation and verification bodies for GHG emissions
- Producers of reference materials.

As a consequence, the reference to the EA MLA is only possible for the above mentioned activities.

5.2.2 Specific provisions

BELAC accredited bodies may refer to the EA MLA on reports and certificates only either

- by adding the statement “EA MLA signatory” to the BELAC symbol or the reference to the BELAC accreditation or
- with the following text: “<name of the body> is accredited by BELAC under the certificate nr <xxxx> The activities covered by this accreditation certificate are covered by the EA MLA.”

5.3 Reference to the ILAC Mutual Recognition Arrangement (ILAC MRA)

5.3.1 Scope

BELAC has signed an agreement with ILAC for the use of the ILAC MRA Mark.

BELAC is signatory of the ILAC MRA for the accreditation of the following types of conformity assessment bodies:

- Calibration, testing and medical laboratories;
- Inspection bodies
- Proficiency testing providers;
- Producers of reference materials.

As a consequence, the reference to the ILAC MRA is only possible for the above mentioned activities.

5.3.2 Specific provisions

Bodies accredited for the activities mentioned under point 5.3.1 are allowed to use the combination of the ILAC MRA mark and the BELAC symbol. The model presented below is solely to be used. The ILAC MRA mark will be placed to the right of and close to the BELAC accreditation symbol and will be of the same size.

The ILAC MRA mark may be reproduced in black (100%) or PANTONE 293C (blue). The use of any other color is forbidden. The requirements for the use of the BELAC symbol as defined in point 3.9.2 are still applicable when the BELAC symbol is used in combination with the ILAC MRA mark.

In case the combined mark is used, the identification number of the BELAC accreditation certificate with the reference to the type of accreditation shall be affixed to the BELAC symbol and not to the ILAC MRA mark.



5.4 Reference to the International Accreditation Forum multilateral agreement (IAF MLA)

5.4.1 Scope

BELAC has signed an agreement with IAF in order to get a license for the use of the IAF MLA Mark.

BELAC is signatory of the IAF MLA for the following accreditation programs :

- Accreditation of bodies for the certification of management systems according to ISO/IEC 17021-1 and in particular certification according to ISO 9001, ISO 14001, ISO 22000, ISO 13485 and FSSC 22000;
- Accreditation of validation/verification bodies according to ISO 14065;
- Accreditation of certification bodies for products according to ISO/IEC 17065 and in particular certification of products against GlobalG.A.P. IFA (Integrated Farm Assurance) General Regulations and GlobalG.A.P. IFA CPCCs (Control points and Compliance Criteria);
- Accreditation of certification bodies for personnel according to ISO/IEC 17024.

As a consequence, the reference to IAF MLA is only possible for the above mentioned activities .

5.4.2 Specific conditions

The certification bodies accredited by BELAC shall apply to BELAC that will issue a sub-license for the use of the IAF MRA combined Mark (see annex 2 of the document IAF ML2). Signing the sub-license agreement is a mandatory condition to allow the use of the IAF MLA Mark. A copy of the authorized IAF MLA Mark is provided to the accredited body as soon as the sub-license agreement has been signed.

The combined IAF MLA Mark can only be used jointly with the BELAC symbol and with the name or mark of the accredited body on the same page and provided the different marks have similar sizes.

The following reproduction specifications are mandatory for the use of the combined IAF MLA Mark :

- In black/white or in the colors Pantone 2747 (dark blue) and Pantone 299 (light blue);
- On a clearly contrasting background ;
- In a size which makes all the words of the IAF MLA Mark clearly distinguishable, with the width of the IAF MLA Mark no less than 20 mm for printed media and 75 pixels for digital media;

- The accredited body shall submit to BELAC, following simple request, the templates it intends to use to refer to the combined IAF MLA Mark.

