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1 Purpose

This document comprises the rules for the use of the National Accreditation Symbol (NAS) to be bindingly adhered to by the accredited conformity bodies such as testing laboratories, medical laboratories, inspection and certification bodies hereinafter referred to as „accredited bodies“.

2 Introduction

In this text, the term <<shall>> is used to indicate those provisions which, reflecting the requirements, are mandatory.

The term «should» is used to indicate those provisions which, although they constitute guidance for the application of the requirements, are expected to be adopted by an accreditation body.

3 Object

Accredited bodies should use the NAS to demonstrate a third party recognition of their competence.

The various aspects an Accreditation Body shall cover when working out the rules for use of its NAS by such accredited bodies are detailed below.

4 Definitions

(National) Accreditation Symbol (NAS)

Symbol, made available by an accreditation body and used by accredited bodies to identify its accreditation status.

Logo of the accreditation body

Logo used by an accreditation body for its own identification.

Note: The logo used by DAP differs from the accreditation symbol used by the accredited bodies.

5 Further applicable documents

- DIN EN ISO/IEC 17011: Conformity assessment – General requirements for accreditation bodies accrediting conformity assessment bodies
- DAR-2-GL-01: Rules of Procedure of the German Accreditation Council
- DAR-3-EM-03: Instructions for Use of the Accreditation Certificate of the German Accreditation Council
- DAR-3-EM-04: Instructions for Use of the Accreditation Certificate and of the Accreditation Symbol of the German Accreditation Council
- DAR-3-EM-05: EA Conditions for Use of Accreditation Marks
- EA-3/01 12/01: EA Conditions for the Use of Accreditation Marks
- ILAC-G14:2000 : Guidelines for the Use of Accreditation Body Logos and for Claims of Accreditation Status

6 General rules

6.1 National accreditation symbol (NAS)

The NAS is a combination of the DAR logo and the DAR registration number representing in the first three alphanumerical signs the identification of the accreditation body, in the two signs to follow the type of accreditation (e.g. PL for testing laboratories) and in the last six digits a sequence number:



The abbreviations in the DAR registration number refer to the type of accreditation:

- PL – Testing laboratory
- ML – Medical laboratory
- IS – Inspection body
- ZE – Certification body for products
- ZM – Certification body for management systems
- ZP – Certification body for persons

The DAR logo is protected by the Federal Institute for Materials Research and Testing (BAM) according to the trademark law. Only accredited bodies members in the DAR such as DAP complying with the rules of procedure of the DAR (DAR-2-GL-01) may pass on the logo to create the NAS to accredited bodies.

Passing on the NAS, DAP confirms that it has committed the accredited body to adhere to the binding rules of DAR (DAR-2-GL-01).

6.2 Use of the NAS and full-text reference to accreditation

The accreditation body shall use the NAS in combination of the DAR logo and registration number. Accredited bodies are allowed to use the NAS on:

- Documents directly related to an accredited service such as reports and certificates,
- Letterheads,
- Promotional materials,
- Vehicles of the company.

Use of the NAS or other full-text reference to accreditation shall not mislead as to what is accredited (scope) or who holds accreditation, the accredited body being responsible for correct use of the NAS under its accreditation.

For testing laboratories, a text reference should be:

*„Testing laboratory accredited by DAP according to DIN EN ISO/IEC 17025.
The accreditation is valid for the test methods stated in the certificate.“*

Stating the respective standard, reference to the text is analogously to be made for inspection and certification bodies.

6.3 Reproduction of the NAS

The NAS is only to be used with the rules for display (format, font, location of the registration number) - see example above.

The NAS should not supersede the proportions of the own company logo of the accredited body. The NAS has to appear separately, i.e. it may not be integrated in the company mark of the accredited body. The position of the NAS should not be misleading with regard to the accreditation status.

The bars of the NAS can be executed in colour (black/red/yellow) or in grey scales.

6.3.1 Embossed, relief or die-stamped versions

Embossed, relief or die-stamped versions may be used in the relevant colours or in black and white.

6.3.2 Multiple accreditations

Accredited bodies holding multiple accreditations may have the possibility of stating various registration numbers obtained within the DAR system. The mark shall include reference to each of the accredited fields and each registration number.



DAP-PL-9999.99
DAP-IS-8888.00
DAP-ZE-7777.00
DAP-ML-6666.00
DAP-ZM-5555.00
DAP-ZP-4444.00

There is also the possibility of stating the registration numbers of other DAR accreditation bodies here.

7 Rules for use by accredited bodies

7.1 Rights to use

The accreditation contract rules the rights of use. To be entitled to make reference to the accreditation or to the NAS, the body shall

- Be accredited, i.e. its accreditation shall be valid;
- Comply with the requirements according to the binding rules set out by DAR (DAR-2-GL-01 with annex), EA, ILAC, IAF (if applicable) and DAP.

Results issued by an accredited body, without the NAS (or reference made to the accredited status) cannot grant the presumption of conformity with the requirements of the standards DIN EN ISO/IEC 17000 ff, DIN EN ISO 15189, EN 45011, nor with the international provisions.

7.1.1 Rules to use for the suspension of accreditation

An accredited body shall upon suspension, including partial suspension, immediately cease to issue reports, certificates or labels bearing the NAS or full-text reference to accreditation, as well as any document directly related to its accreditation.

7.1.2 Rules to use for the termination of accreditation

Upon termination of accreditation, the body shall immediately stop publishing any document bearing the NAS or full-text reference to accreditation.

The body shall make arrangements concerning such use or reference by customers of those bodies.

7.1.3 Rules to use for non accredited activities

Accreditation shall not be stated, implied or suggested for non accredited activities, in particular:

- A body which holds accreditation for only part of its activities may use the NAS or make reference to accreditation provided there is no confusion as to which field has been accredited.
- 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 or use the NAS. When a common document is issued, a disclaimer printed close to the mark shall state for instance:
« List of accredited sites and scopes available on request.»
- 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. In particular, when a common document is to be issued, the list of the accredited bodies shall be included.

7.2 Rules to use for documents and promotional materials

7.2.1 Letterheads

On commercial documents such as quotations or proposals (including the associated stationery) related to services, which do not fall into the body's accreditation, it shall be clearly and unambiguously identified which services are accredited.

If a quotation concerning exclusively non-accredited services is to be printed on letterhead bearing the mark, it shall contain a disclaimer, easy to read, stating for instance:

„This quotation concerns services which do not fall into accreditation.“

Letters to be printed on letterhead bearing the NAS and going with reports or certificates containing non-accredited results shall include a disclaimer stating for instance:

„Attached results are not covered by accreditation“

7.2.2 Business cards

The rules shall not permit either use of the NAS or full-text reference to accreditation on business cards held by the accredited body's staff.

7.2.3 Other uses

Subject to conditions stated in this document, the use of the NAS on items other than those described in this document is not discouraged. The accredited body shall then seek approval from the AB prior to any release.

7.3 Rules to use for reports and certificates

7.3.1 General rules

The rules shall set out the minimum requirements to be satisfied to include the NAS on reports and certificates.

The following is to be explicitly excluded:

The NAS may not be used in such a way as to state, imply or suggest that DAP accepts responsibility for the accuracy of test, calibration or inspection results or certification decisions covered by accreditation.

In addition, no use shall be allowed that states, implies or suggests that DAP approves a calibrated instrument, test or inspection item or product, or that suggests product approval by DAP.

The NAS shall not be included in reports or certificates containing non-accredited results nor shall such reports or certificates present any reference to the accreditation status. The same refers to experts' opinions without direct reference to accredited services.

If an accredited body furnishes an expert's opinion, the NAS may only be displayed if immediately connected with it there is a statement with the following analogous contents:

„The conformity assessment body which performed the (testing, inspection, certification) services as the basis for the expert's opinion, is a conformity assessment body accredited by DAP for these (testing, inspection, certification) activities according to DIN EN XXXXX. The accreditation applies to the (test, inspection, certification) methods listed in the certificate.“

7.3.2 Laboratories and inspection bodies

When using the NAS on testing or inspection reports also containing results of non-accredited areas, accredited bodies shall include a disclaimer on the cover page printed close to the NAS stating clearly the non-accredited area marked as such.

This disclaimer must be thoroughly readable. In addition, accredited results shall be clearly identified in the report.

Opinions, interpretations or other material relating to investigational activities issued by an accredited laboratory:

A laboratory is likely to issue reports incorporating the NAS and containing opinions, interpretations or other material relating to investigational activities. These opinions and interpretations shall be marked with individual entries or footnotes in the test report as such.

Site calibration/testing:

A laboratory, which holds accreditation for site calibration/testing, shall use the NAS in the same way as for calibration/testing performed in a permanent laboratory.

7.4 Rules to use in combination with the MRA or MLA marks

DAP concluded license agreements with ILAC and IAF for the use of the ILAC MRA and IAF MLA marks.

The purpose of these agreements consists in using by accredited laboratories or certification bodies in sublicense the ILAC MRA or IAF MLA Marks in combination with the DAP logo.

In case accredited laboratories and certification bodies are interested in using these combined marks, sublicense agreements with DAP shall be concluded containing the details for the use of the combined marks.

The sub licensees are committed to submit its combined MRA or MLA mark to the DAP Office and may not use it until DAP has given its written approval.

If the sublicense has not exercised due diligence on the use of the combined mark, DAP can immediately withdraw the right to use the MRA or MLA mark. DAP takes no responsibility for any consequences of the withdrawal.

8 Users of accredited services [bodies]

Accredited bodies as a matter of principle are not allowed to pass on the NAS to users of their services.

Within the use of their accredited services, they however are free to permit the use of its own mark/logo, name or a reference to the granted accreditation by the users on letterheads, reports, brochures, documents, promotional materials, products or in other ways of communication such as the internet.

The accredited body shall ensure that:

- a) It has given a prior permission for the use;
- b) In case of doubt prior to the permission, DAP has been integrated;
- c) The use only refers to services included in the accreditation being unambiguously and unequivocally connected with them;
- d) The users of the accredited services and their reference to the services do not suggest that the users themselves are holders of the accreditation;
- e) The users of the accredited services do not make any statements which may be considered misunderstandable or unjustified by the accredited body;

- f) No report or certificate or part there from provided the reproduction in extracts has been given by the accredited body is used in a misunderstandable way;
- g) Through the reference to a point in time or period for the use of the accredited services the respective valid accreditation status is comprehensible;
- h) In case of suspension or withdrawal of the accreditation also the users of the accredited services do not continue to refer to the ex-accredited status;
- i) In case of certification bodies its logo is displayed in combination with the mark to refer to the accreditation if it is shown on the product itself or on the packing;
- j) In case of non correct use of the accredited services and when non correct reference is made in communication material in this connection, appropriate action is taken.

9 Misuse

There is misuse if the NAS or the name of DAP is used in a misleading way, if a false or misleading reference to the accreditation was made by an accredited body or by another body.

In accordance with the severity of the breach, infringements against these provisions are avenged with the following measures:

- Written exhortation
- Written exhortation with conditions
- Threat of suspension of accreditation or of parts there from
- Suspension of accreditation
- Withdrawal of accreditation

In some situations, legal sanctions under copyright or fair trading laws may be considered.

With regard to the proprietary rights, BAM is entitled to directly prohibit the use of the NAS to the accredited body/bodies, if the responsible accreditation body, despite an exhortation to DAR by BAM, does not respond to the misuse or infringement of the rules in the use of the NAS by the accredited body/bodies or if this infringement is not dealt with or remedied within a specified time according to the DAR provisions.

DAR is informed on the prohibition.

Infringements against the BAM exhortation are avenged by BAM with adequate measures under trademark protection.