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1. PURPOSE

The purpose of this document is to define the rights and rules for the use of the Cofrac logo, Cofrac accreditation symbols and combined IAF MLA and ILAC MRA marks. It also deals with the case of text reference to accreditation and to international recognition arrangements in respect of accreditation.

2. REFERENCES AND DEFINITIONS

2.1. References

This document is based on the following international documents:

- NF EN ISO/IEC 17011: General requirements for accreditation bodies accrediting conformity assessment bodies
- IAF/ILAC A5: Application of ISO/IEC 17011:2004
- EA-3/01: EA conditions for the use of accreditation symbols, text reference to accreditation and reference to EA MLA signatory status
- EA-2/13: EA Cross border accreditation
- ILAC P8: Supplementary requirements and guidelines for the use of accreditation symbols and for claims of accreditation status by accredited laboratories and inspection bodies
- ILAC R7: Rules for the use of the ILAC MRA mark
- IAF ML2: General principles for the use of the IAF MLA mark
- IAF resolutions 2015-14, 2017-19 and 2018-13 relating respectively to management system certification, persons certification and product certification.

2.2. Definitions

For the purposes of the present document, the following definitions apply:

- CAB (Conformity Assessment Body): legal entity which is accredited or a candidate for accreditation and which provides one of the conformity assessment activities listed in the table in §6.1.
- **Report**: designates any document issued by the CAB arising from the conformity assessment activity. Examples: certificate, attestation, verification report, examination report.
- Cofrac logo: semi-figurative mark including the term "Cofrac":



 Accreditation symbol: semi-figurative mark consisting of the combination of the Cofrac logo and an indication of the conformity assessment activity covered by the accreditation.

Example:



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- Cofrac mark: generic term including the acronym, logo and all Cofrac accreditation symbols, as registered with the Institut National de la Propriété Industrielle (INPI) [National Intellectual Property Institute].
- IAF MLA and ILAC MRA combined marks: semi-figurative marks consisting of the combination of the accreditation symbol and the symbol of the multilateral international recognition arrangements of IAF and ILAC. Examples:





- CAB logo: symbol of the CAB, which may or not be used in combination with the details of its company name, enabling the CAB to be identified.
- **Certification mark**: mark that the CAB authorises its client to use for a given certification. The registered certification mark may sometimes be the CAB logo.
- **Text reference to the accreditation**: reference by a CAB to its status as an accredited body without use of the accreditation symbol.

3. SCOPE

This document is applicable to accredited entities or candidates for accreditation. It applies to any medium (written, electronic or audiovisual) which refers to the accreditation.

4. IMPLEMENTING RULES

This document is applicable as of 1st January 2019. It cancels and supersedes the previous version.

5. CHANGES

The following changes were made:

- §6.1 update of information regarding the applicable accreditation standards;
- §6.2; precision regarding reference to international mutual recognition arrangements;
- \$7.2: introduction of IAF resolution nr 2018-13 requiring that product certifications in the scope of accredited CBs shall be performed under accreditation;
- §7.4 and 8.1: flexibility offered regarding conditions of reproduction of accreditation symbols;
- §10.2: detail about the issue of reports by network and international multisite organisations;
- §10.3: flexibility offered regarding the affixing of labels bearing the accreditation symbol.

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6. ACCREDITATION SYMBOLS

6.1. Cofrac accreditation symbols

The Cofrac accreditation symbols are linked to the conformity assessment activity (hereinafter referred to as "activity") for which the accreditation has been granted.

The following table details the symbols currently in force:

	Activity Standard / Accreditation reference system	Accreditation symbol		Activity Standard / Accreditation reference system	Accreditation symbol
*	Essais (Testing) NF EN ISO/IEC 17025	cofrac	*	Certification de systèmes de management (Management Systems Certification) NF EN ISO/IEC 17021-1	COTROIC CERTIFICATION DE SYSTEMES DE MANAGEMENT
*	Etalonnage (Calibration) NF EN ISO/IEC 17025	COFTAC	*	Certification de personnes (Persons Certification) NF EN ISO/IEC 17024	CERTIFICATION DE PERSONNES
*	Inspection (Inspection) NF EN ISO/IEC 17020	inspection	*	Certification de produits et services (Products and Services Certification) NF EN ISO/IEC 17065	CERTIFICATION DE PRODUITS ET SERVICES
*	Organisation de comparaisons interlaboratoires (Interlaboratory Comparisons) NF EN ISO/IEC 17043	COMPARAISONS		Vérification environnementale (EMAS) Regulation EC 1221/2009	cofrac
	Production de matériaux de référence (Reference Materials) Guide ISO 34**	MATERIAUX DE REFERENCE	*	Validation et vérification des déclarations d'émissions de gaz à effet de serre (Greenhouse Gases) NF EN ISO 14065	GAZ A EFFET DE SERRE
*	Examens médicaux (Medical Examinations) NF EN ISO 15189	EXAMENS MEDICAUX		Qualification d'entreprises (Qualification of organisations) NF X50-091	QUALIFICATION D'ENTREPRISES

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	d / Accreditation ce system	Accreditation symbol	Activity Standard / Accreditation reference system	Accreditation symbol
Cf. §8.2		MULT, I ACTIVITES		

^{*} cf. paragraph 6.2

Files corresponding to the accreditation symbols that may be used by the accredited CAB are issued to it when accreditation is granted for the activity concerned. A CAB making use of accreditation symbols must comply with the conditions detailed in this document, including the graphic specifications presented in the appendix.

Only reports (as defined in §2.2) bearing the accreditation symbol or text reference to accreditation (cf. §9) are deemed to be covered by the accreditation.

The insertion of the accreditation symbol or text reference to accreditation in a report equates to the presumption of conformity to the corresponding accreditation standard (cf. table above) for the services provided. The content of reports issued by the CABs remains their exclusive and entire responsibility.

6.2. International recognition linked to accreditation symbols

Cofrac is a signatory of the multilateral recognition arrangements of EA¹ and/or ILAC² and/or IAF³ for the activities marked with the symbol *in the table in §6.1.

Accreditation certificates issued by Cofrac refer to its status as a signatory of EA multilateral agreements, if applicable.

The accreditation bodies that are signatories to the arrangement for a given activity recognise the reliability of conformity assessment reports bearing the accreditation mark of other accreditation bodies signatories to the arrangements for the activity in question.

Obtaining accreditation for an activity for which Cofrac is a signatory to an international recognition arrangement offers the CAB the possibility of using the combined ILAC MRA or IAF MLA marks, under the conditions stated in §7.6.

<u>NB</u>: Since information concerning the activity perimeter and signatories of recognition arrangements is liable to evolve according to peer evaluations carried out by EA, ILAC and IAF, readers are invited to consult the corresponding documents on the respective websites of these organisations.

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^{**}transition to NF EN ISO 17034 in progress

¹ European cooperation for Accreditation

² International Laboratory Accreditation Cooperation

³ International Accreditation Forum









Cf.:

- EA INF/03: Signatories to the EA Multi-Lateral and Bilateral Agreements, accessible at www.european-accreditation.org, section: "Publications/Information and promotional documents";
- Signatories to the ILAC Arrangements, accessible at www.ilac.org, section: "ILAC MRA and signatories" and
- IAF Member Signatories, accessible at www.iaf.nu, section: "IAF MLA".

7. RIGHTS OF USE

The Cofrac mark is a protected trademark, registered with the INPI. The ILAC MRA and IAF MLA marks are also registered and protected trademarks. Anyone making illicit use of these marks may be prosecuted.

7.1. Rights of use of the Cofrac logo

The use of the Cofrac logo alone is reserved for the Comité Français d'Accréditation [French Accreditation Committee], for example on accreditations certificates or letterheads, and for its assessors, solely in the context of assessment missions entrusted to them.

Rights of use of accreditation symbols 7.2.

Accreditation symbols may be used by an accredited CAB only in relation to the activities that are the subject of its scope of accreditation, insofar as the accreditation is still in force, and when used in compliance with the rules specified in this document (in particular §§8 to 11).

For other cases than clause 7.4 the right to use the accreditation symbols granted to an accredited CAB cannot be transferred by the latter to any third party either free of charge or for a fee.

Accredited management system persons and product certification bodies must not issue not-accredited certificates for services in their scope of accreditation.

7.3. Case of accreditation candidates

Other than specific situations provided for by law or by Cofrac's specific provisions, the dissemination by CABs of information concerning an application for initial accreditation or extension of scope, formulated such as to imply that the accreditation is about to be awarded, is prohibited.

7.4. Case of clients of accredited CABs

An accredited CAB may authorise its clients to refer to its accreditation by other means than integral reproduction of the CAB's reports.

It must in this case establish the rules and procedures to ensure that the accreditation is referred to under fair conditions, in accordance with the rules of this document and without harming the image of accreditation or of Cofrac.

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⁴ Product certification bodies shall (re-)issue the concerned certificates before the 31st of December 2021

It is up to the CAB to provide its clients with the necessary instructions to prevent any error of interpretation or erroneous claim by the third party in question, concerning in particular the beneficiary of the accreditation and the meaning of the accreditation, and to take any appropriate action in the event of any erroneous use that is brought to its attention.

In particular:

- The accreditation symbol must not be reproduced other than in combination with the accredited CAB's logo or name (or its relevant certification mark if existing).
- A certified company must only be authorised to reproduce the accreditation symbol if the certificate issued under accreditation is currently valid.
- A company whose management system is certified by an accredited certification body must not be authorised to reproduce the accreditation symbol on products (including their packaging).
- Individuals certified by an accredited certification body must not be authorised to reproduce the accreditation symbol.
- Clients of an accredited laboratory or inspection body must not be authorised to reproduce the accreditation symbol on their letterheads.
- The laboratory must specify to its clients the conditions under which they may reproduce reports subject to its prior agreement – or incorporate them into their own documents.

If the choice is made not to authorise clients to refer to its accreditation by other means than integral reproduction of the CAB's reports, this must be expressly made clear to them.

7.5. Suspension or withdrawal of accreditation

The consequences of a suspension or withdrawal of accreditation on the use of accreditation symbols are dealt with in document GEN PROC 03.

7.6. Right of use of combined ILAC MRA and IAF MLA marks

The right to use combined ILAC MRA and IAF MLA marks is reserved for accredited CABs that have asked Cofrac to do so, and following express authorisation of Cofrac.

This right of use can only be granted for countries in which the ILAC MRA and IAF MLA marks are registered trademarks. The use of the marks is limited to documents and media relating to the activities for which Cofrac is a signatory of recognition arrangements.

Cofrac's agreement is manifested by the transmission to the CAB of the corresponding combined marks, following receipt of the commitment from the applicant to the conditions of use of the marks (cf. forms GEN FORM 41 and GEN FORM 42 respectively for the combined ILAC MRA and IAF MLA marks, available from www.cofrac.fr).

The general rules associated with the reproduction of accreditation symbols apply to the combined ILAC MRA and IAF MLA marks.

The use of the combined ILAC MRA and IAF MLA marks by clients of the CABs is prohibited.

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8. RULES FOR ACCREDITATION SYMBOL REPRODUCTION

8.1. General rules

The presentation of documents where the accreditation symbol is reproduced must not lead to confusion concerning either the recipient entity of the accreditation or the scope of the accreditation, or the site(s) covered by the accreditation, or the status of validity of the accreditation. Similarly, the media used must also refer without ambiguity to the accredited entity.

The accreditation symbol must always be reproduced with the following elements:

- a) the logo or name of the accredited CAB (as designated in the accreditation certificate);
- b) its accreditation number(s);
- c) a reference to its accreditation scope:
 - "scope available on www.cofrac.fr" or,
 - for calibration laboratories, the reference to the national calibration chain, where possible, and following prior, written agreement from Cofrac.
 - for multi-site CABs: "List of sites and scopes available on www.cofrac.fr" (see § 8.3).

These various elements must be visible simultaneously, on the same page, regardless of medium or document used (written, electronic or audiovisual). Elements b) and co must be next to the accreditation symbol. The body can draw on the examples given in §8.2 and 8.3. Where a CAB has several accreditations, it is acceptable for the accreditation numbers to be grouped on the following page or on another page of the same document.

The accreditation symbol reproduced must respect the graphic specifications in the appendix of the present document, have the same proportions as the original, and be legible.

The accreditation symbol must be reproduced in dimensions (surface area) inferior to those of the CAB's logo or name. The page layout must not leave in any doubt the identity of the issuer of the document.

Reproduction using die stamps or rubber stamps is authorised so long as this abides by the rules defined in this document.

The accreditation symbol can only be reproduced on CAB documents if they refer at least in part to activities within the CAB's accreditation scope.

When the medium on which the mark is reproduced deals with both activities covered by the accreditation and activities not covered by the accreditation, it must be easy to distinguish between the accredited activities and the other activities. For example, in the test reports, a statement such as "Only those results proceeded by the sign* are covered by the accreditation" may be used.

When the documents and communication media of the accredited CAB feature a trademark or refer to membership of a group/grouping/network, the inclusion of the accreditation symbol must not imply, for example through the positioning or dimensions of the logos, that the accreditation is associated with the trademark of the entire group/grouping/network.

8.2. Multi-activities accreditations

A CAB with accreditations for different activities has the option to use the Multi-activities accreditation symbol. In this case, the indication of the activities, the accreditation numbers and the reference to the corresponding accreditation scopes must appear next to one another. Example:



Testing / Accreditation No. 1-9999
Calibration / Accreditations Nos. 2-9998 and 2-9999
Inspection / Accreditation No. 3-9999
Medical examinations / Accreditation No. 8-9999
Scopes available on www.cofrac.fr

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Use of the Multi-activities symbol is not authorized on reports.

8.3. Multi-sites accreditation

If the accredited CAB operates from several sites (locations, workshops, etc.), the CAB may only refer to the accreditation for services performed by the site(s) included within the accreditation perimeter. Where a common document is issued, it must include a printed notice close to the accreditation symbol, such as: "List of sites and scopes available on www.cofrac.fr". Examples:



Accreditation No. 3-9999
List of sites and scopes
available on www.cofrac.fr



Accreditation No. 3-9999
List of workshops and scopes available on www.cofrac.fr

A body that has, for the same activity, accreditations for different sites (installations, workshops, etc.) is authorised to reproduce the accreditation symbol by inserting alongside it the numbers corresponding to the different accreditations and information enabling identification of the scope of accreditation. Example:



Accreditations Nos. 1-8888 and 1-9999

List of sites and scopes available on www.cofrac.fr

8.4. Use by clients of an accredited CAB

When the client of the accredited CAB reproduces the accreditation symbol in combination with the logo of the accredited CAB, or with its relevant certification mark, these are to be situated close to each other and must be simultaneously visible, with the accreditation symbol reproduced in proportions smaller than the CAB logo or its relevant certification mark.

For labels affixed to products and equipment, please refer to §10.3.

9. Text reference to accreditation and to international recognition arrangements

The same rights and rules as for the reproduction of accreditation symbols apply (except for specific cases dealt with in paragraph 10.4).

In addition, the activity concerned by the accreditation must be indicated. Example:

"Cofrac Inspection Accreditation, No. 3-9999, list of sites and scope available on www.cofrac.fr."

Reference to international recognition arrangements is only authorised for activities for which Cofrac is an actual signatory to these arrangements. Example:

"Cofrac is a signatory of mutual recognition agreements with EA for the calibration activity".

When conformity assessment is involved, the term "accreditation" automatically refers to the accreditation issued by an accreditation body. In France, in accordance with decree 2008-1401 dated 19 December 2008, this body is Cofrac. Consequently, the rules for text reference to accreditation defined in this document apply, even if Cofrac is not cited by name.

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10. DOCUMENTS AND MEDIA REFERRING TO ACCREDITATION AND TO INTERNATIONAL RECOGNITION ARRANGEMENTS

10.1. Letterheads and email

The reproduction of accreditation symbols by accredited CABs is authorised on letterheads and emails, when used in accordance with the rights and rules for use specified in the above paragraphs (§§7 to 9).

In particular, the insertion of the accreditation symbol or text reference to accreditation is not authorised if the correspondence (quotation, report cover letter, invoice for provisions of services, etc.) is unconnected with the activity covered by the accreditation.

In the case of a letter referring to services relating to an activity falling within the scope of accreditation but which is not provided under accreditation (report without symbol or text reference to the accreditation), the letter referring to the accreditation must indicate clearly and legibly the fact that the service in question is not covered by the accreditation. Example:

"The tests that are the subject of this sales proposal are not covered by accreditation".

It is not authorised to refer to international recognition arrangements on letterheads and emails.

10.2. Reports

Cofrac encourages CABs to use accreditation symbols of text reference to the accreditation and reference to international recognition arrangements on reports concerning services provided within the scope of the accreditation, so long as they comply with the rules for use specified in the above paragraphs (§§7 to 9).

Only the results of services for which the CAB was accredited at the time of their performance may be reported under accreditation. Performance includes the stages from contract review until delivery of the report. For the specific case of certification bodies, please refer to §10.2.2.

Except for specific rules defined by Cofrac in sector documents, when an accredited CAB has subcontracted service provision to another body it may report the subcontractor's results as being covered by the accreditation in its own report, provided that:

- the subcontractor has agreed to have the results concerned included in the report of the CAB for which it is the subcontractor;
- the subcontractor has delivered a report making it clear that the results are covered by accreditation delivered by a body that is signatory to international recognition arrangements.

In the case of network organisations, accredited reports shall be issued under the name of the legal entity to which accreditation is awarded, as named in the accreditation certificate, without any mark of the network members. The reports issued shall not create any confusion as to the legal entity which holds the accreditation. In the case of international multi-site organisations, the reports shall additionally contain the address of the legal entity which holds the accreditation.

10.2.1. Cases specific to testing and calibration laboratories

When conclusions, opinions or interpretations are communicated in addition to results and are not covered by the accreditation, these must be clearly identified as such on the report.

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Reports bearing the Cofrac/Calibration mark must include the following statement:

- If all the results reported are covered by the accreditation: "This calibration certificate (or verification report) guarantees the traceability of the calibration results in the SI International System of units".
- If some of the results reported are covered by the accreditation: "This calibration certificate (or verification report) guarantees the traceability of the calibration results in the SI International System of units only for the calibrations covered by the accreditation. Those that are not covered are marked by the symbol* (or any other equivalent symbol)".

10.2.2. Cases specific to certification bodies

A certification body with current accreditation is authorised to (re-)issue under accreditation a certificate based on an evaluation operation carried out prior to the effective date of the accreditation for the activity in question, strictly subject to the following conditions:

- It ensures that all the criteria of the accreditation in force have indeed been complied with. This verification must be documented and its justification transmitted to Coffac for agreement prior to issue of the certificate(s).
- The effective date of certificates cannot be prior to the effective date of accreditation or the lifting of suspension of the accreditation.
- The list of certificates concerned and the records enabling justification of compliance with the accreditation criteria are retained and kept available for subsequent Cofrac assessments and any possible disputes.

This possibility does not apply for:

- initial accreditations and extensions for operations implemented before the date on which admissibility of the accreditation application for the certification activity concerned has been issued;
- cases of lifting of suspension of accreditation, for:
 - o operations implemented before acceptance by Cofrac of agreed action plans to correct the non-conformities that led to the suspension of accreditation;
 - o operations implemented during a period of voluntary suspension of the accreditation.

10.3. Labels affixed to products

The affixing to products⁵ of labels bearing an accreditation symbol is authorised, exclusively in combination with the logo or name of the accredited CAB and its accreditation number, under the conditions hereafter specified, for the following marks:

- Cofrac Calibration
- Cofrac Inspection
- Cofrac Production of Reference Materials
- Cofrac Certification of Products

The accreditation symbol may only be displayed on the label if the object has been inspected /calibrated under accreditation or if the reference material has been produced under accreditation or if the product is covered by an accredited certification.

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⁵ « product » is a general term referring to calibrated/inspected objects, reference materials produced and certified products

The labelling must bring ambiguity neither on the beneficiary of accreditation nor on the nature of the accredited activity nor on the meaning of accreditation. In all cases the label must not suggest that the product was assessed or approved by Cofrac.

For objects that have been subject to calibration or inspection under accreditation, the label must also include the date of calibration/inspection and the corresponding report number. When the conformity assessment body cannot demonstrate that the label is affixed by itself or that the certificate circulates along with the product, the label shall also include the identification of the assessed product.

For reference materials produced under accreditation, the label must also include the designation of the material and its batch number, along with the corresponding certificate number.

10.4. Brochures, websites and other promotional documentation

The reproduction of accreditation symbols or text reference to accreditation on brochures, websites and promotional documentation is authorised for accredited CABs, subject to compliance with the rights and rules for use specified in the previous paragraphs (§§7 to 9). In particular, the content of the documentation must be linked, at least in part, to the accredited activities.

However, gadget-type promotional media (pens, caps, etc.) are excluded from this possibility, as are personal business cards.

Marketing and promotional media may refer to the accreditation without the obligation to cite the accreditation number(s) if:

- it describes the activities of the CAB in general terms, and
- readers can readily and unambiguously find the scope of the accreditation(s) of the CAB in question at www.cofrac.fr using only the information provided on the item, and
- the reference to accreditation is textual only (cf. §9).

11. Use of a foreign language

The Cofrac mark is not translated. However, the activity may be specified in the local language next to the Cofrac mark (cf. table \$6.1 for the English version).

Regardless of the language used in the documents linked to an accredited service (bid, report, etc.), the accredited CAB must retain a reference version written in French or in English, or in a bilingual version, in which one of the languages must be French or English.

The text referring to accreditation must be translated in full. For information, "Portée disponible sur www.cofrac.fr" is translated into English as "Scope available on www.cofrac.fr".

12. Sanctions in the case of improper use of the Cofrac mark

The following are considered to be improper uses:

- use of the Cofrac logo and accreditation symbols without authorisation;
- use of symbols or text references likely to mislead the reader concerning the recipient of accreditation, the scope of accreditation, the validity of accreditation, the status of signatory to international recognition arrangements, or the activities covered by these arrangements.

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In the case of improper use of the Cofrac mark or text reference to accreditation, Cofrac shall apply sanctions appropriate to the situation encountered, which may include communication action requirements and/or the recall of reports and publicity documents.

As a precautionary measure or in the face of a refusal to comply with the actions and rectifications required, Cofrac may suspend the accreditation, withdraw the accreditation or cease the processing of an accreditation application. In all cases, Cofrac reserves the right to instigate legal proceedings if it encounters a refusal to comply and/or persistence in improper use of the Cofrac mark or reference to the accreditation.



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Appendix: Graphic specifications



Colours in spot colours

Pantone blue 300 - Pantone red 185

Colours in quadrichrome

Blue: cyan 100% + magenta 45% - Red: magenta 91% + yellow 76%

Typography of the logotype Futura bold condensed justified

(XXXX corresponds to the name of the activity as defined in §6.1 in the present document.)

Typography of related references

The accredited CAB is free to choose the font to be used for statements such as "Accreditation No." and "Scope available on www.cofrac.fr".

Special uses

If the logotype is not used in its reference colours, it may be presented in monochrome or in the dominant colour of the CAB logo. Examples:





For inverted use, the mark shall be presented in white on black or in the dominant colour of the CAB logo, so long as the rules of the present document are complied with and at the CAB's own expense. Examples:





At the time of the initial accreditation, Cofrac supplies the logos in quadrichrome, black on white, red on white, and white on blue in .jpeg and .eps formats. For all colours other than those referred to above and supplied by Cofrac, the CAB may produce a variant in the dominant colour of its own logo, so long as the rules of the present document are complied with and at its own expense.

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