



ACCREDITATION REQUIREMENTS OF CONDITIONS FOR THE USE OF DAC ACCREDITATION Symbol

DAC-REQ-05

February 2013

SIGNATORIES			
APPROVED:		Director, Dubai Accreditation Department	
REVISION HISTORY			
ISSUE NO.	REV. NO.	DETAILS	DATE
1	1	Issue for use	28-09-2006
1	2	Revised Issue to replace DAC logo with the new logo	31-05-2007
2	1	Re-issued to reflect the new organizational chart and the new numbering system of Accreditation Certificates.	15-06-2008
3	0	Making the use of the symbol compulsory and changing its dimensions as a result of document review.	30-03-2011
3	1	Revised for clear indication of type of conformity assessment body through amended DAC accreditation symbol. All changes are marked in italic font and teal color (point 2.3)	15-11-2012
3	2	Changing the code for Certification Bodies, All changes are marked in italic font and teal color (point 2.3.1)	28-02-2013



CONTENTS

1	Definitions	3
2	General Requirements.....	3
3	Requirements for the Use of the Symbol on Reports and Certificates	5
3.1	General	5
3.2	Specific Requirements for Laboratories	5
3.3	Specific Requirements for Certification Bodies	5
3.4	Requirements for Multi-Sites Accredited CABs	7
4	Subcontracted test or certification	7
5	Use of DAC Symbol on Advertising Material/ Publicity	7
6	Other Restrictions on the Use of the Symbol.....	8
7	Suspension/ Withdrawal of the Accreditation	8
8	Misuse of the Symbol	8
9	Reference to Accreditation.....	8



1 DEFINITIONS

1.1 DAC Logo

Is the Logo used only by DAC (Dubai Accreditation Department) to identify itself.

1.2 DAC accreditation Symbol

Is a combination of DAC logo and accreditation number allotted to CAB.

It is used by DAC accredited Conformity Assessment Bodies to indicate their accreditation status.

2 GENERAL REQUIREMENTS

Display of the Symbol

2.1 The Symbol shall be displayed only in the appropriate form, and color as demonstrated in figure no. (1) below. The CAB is entitled to enlarge, if necessary, provided that the original proportion between the height and width of the symbol will not be affected and the symbol is legible.

2.2 DAC symbol shall normally have a minimum height of 20mm and minimum width of 25mm.

2.3 The Accreditation number shall be printed centrally underneath DAC logo. It consists of three fields. First field of two alphabets identify the type of CAB, second field consist of numbers shows the reference number of CAB and the third field consists of alphabets shows the broader scope of CAB as shown in Figures 1 to 3 as example: The figure (1) shows accreditation number of management system certification body. The figure (2) shows accreditation number of Laboratories. The figure (3) shows accreditation number of Inspection Body.

2.3.1 Certification Bodies:

- CB-000-PRD** : For accredited Product Certification
- CB-000-MS** : For accredited Management Systems Certification
- CB-000-PRS** : For accredited Persons Certification
- CB-000-TRG** : For Learning Service Provider (Training Companies)

(Figure No. 1)



CB-000-MS

2.3.2 Laboratories:

- LB-000-TEST : For accredited Testing Laboratories
- LB-000-CAL : For accredited Calibration Laboratories
- LB-000-MED : For accredited Medical Laboratories

(Figure No. 2)



LB-000-TEST

2.3.3 Inspection Bodies:

- IB- 000: For accredited Inspection Bodies

(Figure No. 3)



IB- 000

- 2.4 The Symbol shall not be displayed in a more prominent way than the logo of the accredited CAB.
- 2.5 The Symbol may be used as a die-stamp or an embossment and these may be in the defined colors or black and white colors provided that the conditions set out in this document are fulfilled.
- 2.6 The Symbol may be reproduced electronically, provided that the requirements of this document are met, distortion and/or degradation does not occur and the electronic version (softcopy) of the symbol is acquired from DAC.



3 REQUIREMENTS FOR THE USE OF THE SYMBOL ON REPORTS AND CERTIFICATES

3.1 General

- 3.1.1 The use of DAC symbol is compulsory for all CABs accredited by DAC.
- 3.1.2 The accredited CAB can display the Symbol on the reports/ certificates that contain exclusively results from the accredited methods carried out within the scope of accreditation.
- 3.1.3 The accredited CAB may report the non-accredited methods results on reports/ certificates with the Symbol therein, provided that the report/ certificate at least contains results from one accredited method. The accredited CABs shall state clearly which tests and inspections are accredited.
- 3.1.4 The Symbol shall not be used in such a way as to state, imply or suggest that DAC accepts responsibility for the accuracy of test, calibration, inspection results or certification decisions covered by the scope of accreditation.
- 3.1.5 The Symbol does not imply any certification/ approval of the products tested, inspected, or certified.
- 3.1.6 The Symbol shall not be included in reports or certificates containing only results from non-accredited methods, nor shall such reports or certificates present any reference to the accreditation status.
- 3.1.7 The accredited bodies shall submit to DAC, the procedure on how they will use the symbol and a sample of their report/ certificate with DAC Symbol. Both of these have to be approved by DAC and the implementation will be monitored by DAC.

3.2 Specific Requirements for Laboratories

- 3.2.1 A laboratory is likely to issue reports or certificates incorporating the Symbol and containing opinions, interpretations or other material relating to investigational activities. When such statements are outside the scope of accreditation, the report or certificate shall include at the beginning close to expression of opinions/ interpretation a disclaimer such as: “The opinions/ interpretations expressed in this report/ certificate are outside the scope of this CAB’s accreditation”.
- 3.2.2 Where the quality management system of an accredited laboratory is certified to ISO 9001, the certification body symbol shall not be used for the reporting of results of any test or calibration covered by the scope of accreditation.

3.3 Specific Requirements for Certification Bodies

- 3.3.1 Holders of certificates issued by DAC accredited certification bodies shall always use DAC Symbol in conjunction with the mark of the certification body or certification scheme. As shown in Figure No. (4).
- 3.3.2 The certification body mark (separately or in conjunction with DAC symbol) shall not be used on a product or product packaging seen by the consumer or in any

other way that may be interpreted as denoting product conformity in cases when only the management system is certified.

- 3.3.3 The certification body shall not permit its mark (separately or in conjunction with DAC symbol) to be applied to the laboratory test, calibration or inspection reports.
- 3.3.4 Certification bodies shall ensure that they audit the use of their combined marks (i.e. the mark of the certification body in conjunction with DAC Symbol) by their certificate holders. Conditions for the use of the marks by such certificate holders are given below.
- 3.3.5 If, in the specific case of a product produced under an accredited product conformity scheme, physical constraints prevent reproduction of the product certification accreditation combined mark to the limits specified in this document, a label based on the product certification example in Figure no. (4) may be attached to the product. If that is impracticable, the label may be affixed to the primary packaging (e.g. Blister pack) but not to the secondary packaging (e.g. Outer, transit pack).
- 3.3.6 Where a management system certification body (ISO 9001, ISO 14001, ISO 22000, HACCP, OHSAS 18001 etc) or product certification body holds more than one accreditation from different accreditation bodies, the subject certification body is not allowed to use any other accreditation bodies' symbol along with DAC symbol on the conformity assessment certificate issued by it. However the certification body can issue separate certificate containing accreditation symbol of other accreditation body.
- 3.3.7 Personnel certification body (ISO 17024) is allowed to use other symbols on conformity assessment certificate along with DAC symbol.

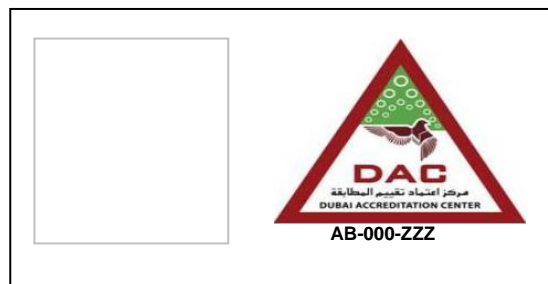


Figure No. (4)



3.4 Requirements for Multi-Sites Accredited CABs

- 3.4.1 Whenever a CAB 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 Symbol. When a common document is issued, a disclaimer shall indicate clearly the accredited/ non-accredited sites.
- 3.4.2 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, and it shall not imply that other subsidiaries have been accredited.

4 SUBCONTRACTED TEST OR CALIBRATION

- 4.1 DAC accredited laboratory may subcontract their DAC accredited testing or calibration work to another DAC accredited laboratory (including branches of its own organization) or to a laboratory which is accredited by MRA signatory accreditation body.
- 4.2 The subcontracted laboratory must have accreditation for the scope to be subcontracted.
- 4.3 DAC allows an accredited laboratory to include results of subcontracted tests or calibrations in its endorsed reports/ certificates with the accreditation symbol subject to the followings:
- a) the accredited laboratory takes full responsibility for the subcontracted tests or calibrations and, unless it is an accredited branch of the same laboratory, has informed the customer of the proposed subcontracting and has obtained his/ her prior approval;
 - b) approval has been obtained from the subcontractor to report excerpts from the subcontractor's report/ certificate;
 - c) the subcontractor has issued the results on its endorsed report or certificate;

5. USE OF DAC SYMBOL ON ADVERTISING MATERIAL/ PUBLICITY

- 5.1 DAC Symbol shall not be used in any way that might mislead the reader about the status of an accredited CAB.
- 5.2 DAC Symbol may be displayed on advertising materials/ publicity only if the logo and the name of the accredited CAB concerned is also shown, with no more prominence than the logo or the name of the accredited CAB and no more than once for each DAC accreditation.
- 5.3 All quotations for work that contain an accreditation symbol shall clearly indicate the accredited activities.
- 5.4 The terms “publicity material” shall not include notices, labels, documents or written announcements affixed to or otherwise appearing on goods or products unless the goods or products have been manufactured under an accredited product conformity scheme. This restriction shall also apply to primary (e.g. Blister packs) packaging and promotional products.



6 OTHER RESTRICTIONS ON THE USE OF THE SYMBOL

Items or Products Certified by Accredited CABs

- 6.1 DAC Symbol for calibration and Testing shall not be displayed on an item that has been tested, or on a product (or attachment thereto) or used to imply product certification or approval.
- 6.2 DAC Symbol for Inspection shall not be displayed on an item that has been inspected, or on a product (or attachment thereto) or used to imply product certification or approval.

7. SUSPENSION/ WITHDRAWAL OF THE ACCREDITATION

The accredited CAB shall discontinue the use of the accreditation symbols or any reference to accreditation status in reports, certificates, promotional material, stationery, internet web sites, etc for an activity immediately on suspension, withdrawal or termination of the accreditation for that activity for an activity immediately on suspension, withdrawal or termination of the accreditation for that activity.

8. MISUSE OF THE SYMBOL

The Symbol is owned by DAC. Accredited CABs are not allowed to copy or make use the same or similar Symbol as their own symbols. In the event of misuse of the Symbol, DAC reserves the right to issue violations and sanctions depending on the gravity of the violation and consistent with Law 2/ 2010.

9 REFERENCES

- 9.1 ILAC-P8: ILAC Mutual Recognition Arrangement (Arrangement): Supplementary Requirements and Guidelines for the Use of Accreditation Symbols and for Claims of Accreditation Status by Accredited Laboratories
- 9.2 ISO/IEC 17011 Conformity assessment – General requirements for accreditation bodies accrediting conformity assessment bodies.
- 9.3 The National Accreditation Logo and Symbols: Conditions for Use by UKAS and UKAS Accredited Organizations
- 9.4 Law 2/2010: Conditions for licensing the Conformity Assessment Bodies working in Emirates of Dubai.