

LATAK - D.011-15/10.2022

Regulations on the Use of the National Accreditation Mark and the Reference to Accreditation and EA MLA

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The updated version of this document is available on the official website www.latak.gov.lv.

This document may be translated into other languages. The text in Latvian shall be considered the base text.

1. Abbreviations, Terms and References

- 1.1. **CAB** – conformity assessment body accredited for one of the following scopes of accreditation: inspections; certification of management systems; certification of persons; testing; calibration; medical laboratory examinations; certification of products; environmental verification; validation and verification; organization of skills testing.
- 1.2. **LATAK** – Latvian National Accreditation Body, State Agency “Latvian National Accreditation Bureau”.
- 1.3. **Accreditation logo (LATAK logo)** – trademark registered in the Patent Office of the Republic of Latvia on 20 February 1997 under the registration number M36333 (registration renewed on 27 February 2005), which is protected pursuant to the regulatory enactments in force. The trademark is owned by the State Agency “Latvian National Accreditation Bureau”. Only LATAK is entitled to use the LATAK logo.



- 1.4. **Accreditation mark** – serves to attest the accreditation status of the CAB. The accreditation mark consists of the accreditation logo, number of the accreditation standard and the accreditation registration number of the CAB, in accordance with the Annex to Cabinet Regulation No. 673 “Regulations on the Assessment, Accreditation and Monitoring of Conformity Assessment Bodies” of 17 December 2019. In the documents of the international accreditation organizations, also the term “accreditation symbol” is used. Example of the accreditation mark:



- 1.5. **Reference to accreditation** – way of attesting the accreditation status, which contains a statement on the accreditation of a CAB, identifying the CAB’s accreditation number and scope of accreditation.
- 1.6. **EA MLA** – Multilateral Agreement of the European Cooperation for Accreditation signed between the EA members whereby the signatories recognize and accept the equivalence of the accreditation systems and the reliability of the conformity assessment results provided by conformity assessment bodies that are signatories to the agreement.
- 1.7. **IAF MLA mark** – International Accreditation Forum (International Accreditation Forum) multilateral recognition arrangement mark (Multilateral Recognition Arrangement Mark).
- 1.8. **IAF MLA combined mark** – IAF MLA mark used together with accreditation mark.

- 1.9. **ILAC MRA mark** – International Laboratory Accreditation Cooperation (International Laboratory Accreditation Cooperation) Mutual Recognition Arrangement mark.
- 1.10. **ILAC MRA combined mark** – the ILAC MRA mark used together with the accreditation mark.
- 1.11. **Accredited report/ certificate** – document that includes the conformity assessment results in the CAB’s scope of accreditation and bears the accreditation mark or reference to accreditation.
- 1.12. **Regulations** – “Regulations on the Use of the Accreditation Mark and the Reference to Accreditation and EA MLA”.
- 1.13. **Cabinet Regulation No. 673** – Cabinet Regulation No. 673 “Regulations on the Assessment, Accreditation and Monitoring of Conformity Assessment Bodies” of 17 December 2019.
- 1.14. **Standard LVS EN ISO/IEC 17011:2017** – Conformity assessment – Requirements for accreditation bodies accrediting conformity assessment bodies (ISO/IEC 17011:2017).
- 1.15. **Document EA-3/01 M:2021** „EA conditions for the use of accreditation symbols, logos and other claims of accreditation and reference to the EA MLA signatory status”, available on: <http://www.european-accreditation.org>.
- 1.16. **Document ILAC R7:05/2015** “Rules for the Use of the ILAC MRA Mark”, available at <https://ilac.org>.
- 1.17. **Document IAF ML 2:2016** “General Principles on the Use of the IAF MLA Mark”, available at <https://iaf.nu>.

2. Purpose

The Regulations prescribe the terms of use of the Latvian National accreditation mark and/or references to accreditation, ILAC MRA combined marks, IAF MLA combined marks and references to EA MLA signatory status and special conditions for accreditation schemes for conformity assessment institutions accredited in the Latvian National Accreditation System.

3. General Terms and Conditions

A full text reference to accreditation may be used instead of the accreditation mark. Typical phrase: “<CAB> accredited by LATAK under the accreditation number <XXX> for <scope of accreditation – inspections/ certification of management systems/ certification of persons/ testing/ calibration/ medical laboratory examinations/ certification of products/ environmental verification/ validation and verification/ organization of skills testing>”.

4. Use of the Reference to EA MLA

The CAB may refer to the EA MLA signatory status only in accredited reports/ certificates, by including statements or text references to EA MLA. The CAB shall take into account the following:

- 4.1. The reference “LATAK is a signatory to the EA MLA” shall be used together with the accreditation mark.

4.2. The reference to EA MLA, e.g., “<CAB> accredited by LATAK under the accreditation number <scope><XXX> covered by EA MLA”, shall be used together with the reference to accreditation.

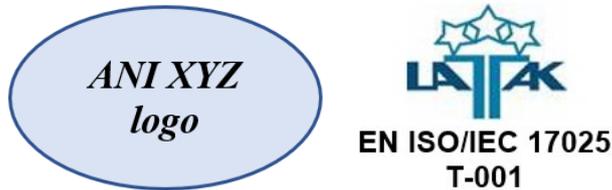
5. Regulations on the Use of the Accreditation Mark and the Reference to Accreditation

- 5.1. The accreditation mark and/or reference to accreditation may be used **only by the CAB in accordance with the requirements specified in Paragraphs 6 and 7 of these Regulations.**
- 5.2. It shall be the responsibility of the CAB to ensure that the accreditation mark and/or reference to accreditation, including on electronic media, are used in accordance with these Regulations.
- 5.3. The CAB shall be entitled to use the accreditation mark and/or reference to accreditation, if it has been granted accreditation for the relevant scope of accreditation.
- 5.4. The accreditation marks and/or references to accreditation shall not state, imply or suggest that LATAK accepts responsibility for the accuracy of the results and/or the decision made. There shall be no statements/ references indicating that LATAK approves the respective conformity assessment results.
- 5.5. The CAB shall use the accreditation mark and/or reference to accreditation only together with its name and/or logo. The accreditation mark shall appear in close proximity to the CAB’s logo or name. The accreditation mark shall not be highlighted more than the CAB’s logo and name.
- 5.6. When using the accreditation mark or reference to accreditation, the CAB shall ensure that the CAB, the scope of accreditation and the accreditation body are clearly identified.
- 5.7. Requirements with regard to the size, colour and shape of the accreditation mark are laid down in Cabinet Regulation No. 673.
- 5.8. It shall be taken into account that the Annex to Cabinet Regulation No. 673 prescribes the size of the accreditation mark when used on A4 format sheet. Further information on the text:
 - Font – Arial or Times New Roman, black.
 - Font size – 8 pt (or proportionally to the increase or decrease of the accreditation logo).
 - Space between the logo and the text – 1 mm.
 - Spacing between lines – 0 pt.
 - In the reference to a standard, the abbreviation of the Latvian standard, i.e., LVS, shall not be used.

On a larger or smaller surface, the accreditation marks may be increased or decreased, in accordance with the proportions referred to in the Annex to Cabinet Regulation No. 673. When decreasing the sizes, the accreditation standard and CAB number shall be clearly legible.

5.9. If a body is accredited for several scopes of accreditation:

5.9.1. Only one accreditation mark covering a specific accredited service may appear on the report, certificate or any other document containing conformity assessment results. Example:



5.9.2. The communication media may contain all accreditation marks or references to accreditation, indicating the respective scope of accreditation next to the number of each body. Also, the respective standard may be indicated, e.g., “SIA XYZ accredited by LATAK under the accreditation number T-001 for testing (EN ISO/IEC 17025) and I-004 for inspections (EN ISO/IEC 17020)”. Example with the logo and accreditation marks of the body:



6. Use of the Accreditation Mark and the Reference to Accreditation in Reports and Certificates

6.1. When a CAB’s customer requires an activity, which is covered by the CAB’s scope of accreditation, it is an implicit expectation of the customer to get an accredited report/ certificate. So, for conformity assessment activities that are covered by the CAB’s scope of accreditation, the CAB shall issue an accredited report/ certificate, unless explicitly agreed between the CAB and its customer on a service without accreditation mark. In these cases, the CAB shall inform its customer that such reports/ certificates are not covered by EA MLA, i.e., results issued by an accredited CAB without accreditation mark or reference to accreditation may not be recognized in the European Union (they may not be assumed as compliant with the respective accreditation standards or EA MLA provisions). However, the possibility to issue a non-accredited report/ certificate referred to in this Paragraph shall not be used in the case specified in the Sub-paragraph 6.3.2.

6.2. In order to use an accreditation mark or refer to accreditation and the EA MLA signatory status, the reports/ certificates shall contain accredited results.

6.3. When issuing results in scopes for which the CAB has been accredited, the following shall be taken into account:

6.3.1. In case of certification of management systems, the CABs shall issue accredited certificates (see IAF Resolutions 2016-17, 2018-13, 2017-19).

When issuing an accredited certificate for the scope of management systems, the body may, within the scope of certification, refer only to the standards and mandatory documents or codes of practice covered by the CAB's scope of accreditation (IAF TC 16/10/03, [EA CC 36.10](#)).

6.3.2. In case of inspections, testing and calibration, medical laboratory examinations, environmental verification, validation and verification, and organization of skills testing, the CAB reports shall bear the accreditation mark or reference to accreditation (unless prevented by legal or regulatory requirements), when they contain results covered by the area where accreditation is mandatory by law or under contractual conditions or when they are to be displayed or sent to third parties (document EA-3/01, Paragraph 5.2.1.).

6.3.3. Testing, calibration and medical laboratories carrying out their activities both within and without the scope of accreditation, shall use the accreditation mark and/or references to accreditation only if the results/certificate contains at least one result/ parameter of an accredited method.

6.3.4. A clear distinction shall be made between the results of an accredited and non-accredited activity. The results/ methods not falling within the scope of accreditation shall be clearly identified in the accredited certificates/ reports issued by the CAB.

6.3.5. Whenever an accredited CAB operates from several sites among which several have not been granted accreditation, the joint reports may contain the accreditation mark and/or reference to accreditation only in conjunction with due reference to the accredited sites.

7. Use of the Accreditation Mark and the Reference to Accreditation in Other Documents and In Cases Where the Accreditation is Suspended or Withdrawn

7.1. The CAB shall be entitled to use the accreditation mark and/or reference to accreditation on letters and promotional materials of accreditation services, and on the CAB's website, provided that the CAB is clearly and unambiguously identified and relevant to the scope of accreditation, the accreditation does not cover a non-accredited scope, and the compliance with these Regulations is ensured (the CAB may not mislead its customers and third parties).

7.2. On commercial documents, such as quotations with regard to the accredited activities which do not fall into the CAB's accreditation scope, it should be clearly and unambiguously identified which activities are covered by the scope of accreditation and which are not.

Example: *"ABC laboratory" accredited by LATAK under the accreditation number T-XXX for microbiological testing of food (full scope of*

accreditation available in the laboratory upon request or on the LATAK website: <http://www.latak.gov.lv>) offers (..).”

- 7.3. The use of the accreditation mark and reference to accreditation and/or the EA MLA signatory status in cases other than those described in these Regulations shall not be discouraged if it is in line with the requirements of ISO/IEC 17011 and it is not forbidden by the relevant legal or regulatory requirements. The CAB shall be invited to seek a written approval from LATAK prior to any such use.
- 7.4. In cases where the accreditation of the CAB is suspended or withdrawn for the entire scope of accreditation or any part thereof, the CAB shall discontinue the use of the accreditation mark and/or reference to accreditation as soon as it has been notified thereof.

8. General principles on the use of the ILAC MRA Mark

- 8.1. The ILAC MRA joint mark may only be used for activities covered by ILAC's MRA signatory status, i.e. reports, reports or certificates issued by accredited calibration, testing and medical laboratories and inspection bodies. The ILAC MRA mark may only be used in conjunction with an accreditation mark.
- 8.2. Before starting the use of the ILAC MRA combined mark, CAB must sign and submit to LATAK a declaration that it has familiarized itself with and will comply with all LATAK and ILAC rules and requirements relating to the use of the ILAC MRA combined mark and must obtain LATAK's permission to use the ILAC MRA mark.
- 8.3. The combined ILAC MRA mark is used only in the format and placement specified in these regulations (the ILAC MRA logo may be placed to the left, right, above or below the logo in close proximity to the mark), unless LATAK has given written permission to use an alternative configuration.
- 8.4. The combined ILAC MRA mark may not be altered, stretched, compressed or otherwise modified in its visual appearance as intended in the original format and in the appearance specified in the document ILAC R7:05/2015 Rules for the Use of the ILAC MRA Mark. Among them, it is not allowed to use the mark in such sizes that change the visualization of the letters and make the text illegible, to place it on a background that makes it difficult to perceive the mark and makes the letters illegible.
- 8.5. The accreditation mark contained in the ILAC MRA combined mark is subject to all the conditions set out in these regulations for the visual display of the accreditation mark.
- 8.6. The ILAC MRA combined mark may be used in two ways - in black and white or in full color, using the specified color for both the ILAC MRA mark and the accreditation mark.

Mono color/black (100% black)



Full color

ILAC MRA Mark: CMYK C100 M56 Y0 K0; Pantone 293C (blue); RGB R0 G0 B229

LATAK National Accreditation Mark: Pantone T and stars 5415C, the rest of mark Pantone 654C



- 8.7. It is allowed to use the ILAC MRA mark no smaller than 20 mm, except on business cards, if there are exceptional cases, then it is necessary to obtain permission from ILAC for using the mark outside the requirements of the rules. In all cases, the sign must be clearly legible;
- 8.8. The proportions of the two combined marks must be preserved, the accreditation mark must not exceed +/- 5% of the size of the ILAC MRA mark;
- 8.9. The ILAC MRA combined mark may only be used horizontally, it may not be rotated;
- 8.10. It is recommended to reproduce the mark in high-quality formats in order to preserve the original form of the mark, ensuring high-quality reproduction. It is not recommended to use copies of the logo from other documents.

9. General principles on the use of the IAF MLA Mark

- 9.1. The IAF MLA joint mark can only be used for activities covered by the status of a signatory to the IAF Multilateral Recognition Agreement, i.e. reports, reports or certificates issued by certification bodies for persons, management systems, products and services and verification, validation bodies. The IAF MLA Badge may only be used in conjunction with the Accreditation Mark.
- 9.2. CAB must conclude an agreement with LATAK on the use of the IAF MLA mark before starting to use the IAF MLA combined mark. CAB is entitled to use the IAF MLA combined mark only in accordance with the terms of the agreement on the use of the IAF MLA mark, current IAF

documents on the use of the IAF MLA combined mark, including in accordance with the document IAF ML 2:2016 "General Principles on the Use of the IAF MLA Mark" .

9.3. The combined IAF MLA insignia may be used in two ways – in black and white or in full color, using the specified color for both the IAF MLA insignia and the accreditation insignia:

Mono color/black (100% black)



Full color

IAF MLA Mark: CMYK C100 M90 K16;

LATAK National Accreditation Mark: Pantone T and stars 5415C, the rest of mark Pantone 654C



10. Liability for the Non-Compliance with These Regulations

CAB assumes all responsibility for compliance. The use of accreditation marks and/or references to accreditation, ILAC MRA combined marks, IAF MLA combined marks or references to EA MLA that do not comply with these regulations shall be considered a significant violation of trademark rights, copyright and accreditation regulations.

11. Register of Changes

Version	Content of changes	Date
09	Incorporation of a reference to the EA MLA status.	19 August 2013
10	Paragraph 5.1.3. –specification of the amount of the results in a non-accredited scope in reports and certificates bearing the accreditation mark.	5 March 2014
11	Paragraph 9 – specification of the transition period to implement the amendments referred to in Paragraph 5.1.3.	6 May 2014
12	Updating of the accreditation mark in accordance with Cabinet Regulation No. 1059, amendments to Paragraph 5.3.2.2. on the use of references and interpretations, and exclusion of the paragraph on transitional provisions containing outdated information.	
13	Full review and correction of the entire document, including with regard to the change of the accreditation mark, EA-3/01 M:2021 and ISO/IEC 17011.	5 August 2021

14	Clause 5.1 of the rules has been clarified, including a reference to clauses 6 and 7 of the rules. Clause 6.1 of the rules has been clarified, including a reference to subsection 6.3.2 of the rules. Subsection 6.3.2 of the Rules specifies the cases when the ANI report must be issued with an accreditation mark or a reference to accreditation. Subsection 6.3.3 of the Regulations specifies the cases when the use of the accreditation mark and/or reference to accreditation is permissible.	30 November 2021
15	Supplemented with rules for the use of the combined mark of ILAC MRA and IAF MLA	19 October 2022