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CONDITIONS OF USE OF REFERENCE TO THE ACCREDITATION MARK AND INTERNATIONAL RECOGNITION AGREEMENTS



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I. GENERAL INFORMATION

I.1. OBJECT

This procedure defines the rights and rules for the use of the Cofrac (the French Accreditation Body) logo and Cofrac accreditation marks, and the combined marks IAF MLA and ILAC MRA. By extension, it also deals with the case of textual reference to accreditation and international recognition agreements in the field of accreditation.

I.2. SCOPE

This procedure applies to any medium (written, electronic or audio-visual) referring to accreditation.

As the Cofrac trademark is registered with the INPI (the French National Institute of Industrial Property) and protected, any person making unlawful use of it is liable to legal action.

I.3. IMPLEMENTATION RESPONSIBILITIES

The Management ensures that this procedure is properly applied.

I.4. REFERENCES

This document meets the requirements of the document "General rules for the use of the COFRAC mark" - **GEN REF 11**.

I.5. DEFINITIONS AND ABBREVIATIONS

- **Cofrac logo** : semi-figurative mark including the word "Cofrac» :




- **Accreditation mark**: a semi-figurative mark composed of a combination of the Cofrac logo and an indication of the activity of conformity through accreditation. Examples :



- **Cofrac mark**: generic term including the acronym, logo and all Cofrac accreditation marks, as registered with the French National Institute of Industrial Property (INPI).
- **TÜV SÜD logo**: logo of the laboratory, used or not in combination with the wording of its corporate name, allowing to identify the laboratory.
- **Textual reference to accreditation**: reference by the laboratory to its status as an accredited body without using the accreditation mark.

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The COFRAC accreditation marks are linked to the conformity assessment activity for which accreditation has been granted. The COFRAC Essais mark is used by TÜV SÜD.

II. USE OF THE COFRAC ACCREDITATION MARK

The following principles apply:

- the words "Scope available on www.cofrac.fr" without variation, are mandatory in addition to the accreditation mark, including on reports;
- only reports bearing the accreditation mark or textual reference to the accreditation are deemed to be covered by the accreditation;
- the affixing of the accreditation mark or the textual reference to accreditation on a report is equivalent to presumption of conformity with the corresponding accreditation standard (NF EN ISO/CEI 17025) for the services performed. The content of the reports issued by TÜV SÜD remains its full and complete responsibility.

III. RIGHT TO USE THE ACCREDITATION MARK

TÜV SÜD undertakes to use the accreditation mark only in connection with activities within its scope of accreditation, to the extent that accreditation is in force, and in accordance with the rules set out in this document and GEN REF 11.

IV. THE CASE OF TÜV SÜD'S CLIENTS

Clients of TÜV SÜD are not allowed to use the accreditation mark (apart from the full reproduction of documents issued by TÜV SÜD, especially reports).

TÜV SÜD shall inform its clients that they are not allowed to use the accreditation mark.

TÜV SÜD shall inform its clients of any misuse or abuse of the mark or reference to accreditation by its clients, which has been identified by the CAB or brought to its attention.

TÜV SÜD shall take appropriate action in case of misuse.


V. RULES FOR REPRODUCTION OF THE ACCREDITATION MARK

The presentation of the documents in which the accreditation mark is reproduced shall not be misleading as to the entity receiving the accreditation, the scope of the accreditation, the site(s) covered by the accreditation or the validity of the accreditation. Similarly, the materials used shall unambiguously refer to the accredited entity.

The accreditation mark is always reproduced with the following elements

- a. the COFRAC logo and the indication of the conformity assessment activity covered by the accreditation,
- b. the accreditation number,
- c. a reference to its scope of accreditation: "Scope available on www.cofrac.fr".

These different elements are visible simultaneously, on the same page, whatever the medium or document used (written, electronic or audiovisual). Elements b. and c. must be attached to the accreditation mark.

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Example:



Accréditations n°

Scope available on www.cofrac.fr

The reproduced accreditation mark shall comply with the requirements of the graphic chart annexed to the procedure and GEN REF 11. It is homothetic to the original and legible.

The accreditation mark is reproduced in a smaller size (surface) than the TÜV SÜD logo. The layout leaves no doubt as to the identity of the issuer of the document.

When TÜV SÜD's documents and communication materials bear a trademark or a reference to the TÜV SÜD AG Group, the affixing of the accreditation mark or the textual reference to the accreditation does not suggest, for example by the positioning or the dimensions of the logos, that the accreditation is associated with the group as a whole.

VI. TEXTUAL REFERENCE TO ACREDITATION AND INTERNATIONAL RECOGNITION AGREEMENTS

The same rights and rules apply as for the reproduction of the accreditation marks (except in special cases dealt with in the paragraph "Brochures, websites and other communication media").

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

Example:

"Cofrac Inspection accreditation, n°3-9999, list of locations and scope available at www.cofrac.fr."

Reference to international recognition agreements is only allowed for activities for which Cofrac is actually a signatory of the said agreements.


Example:

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

The reference to international recognition agreements is only allowed for activities for which Cofrac is actually a signatory of these agreements.

The use of the combined marks ILAC MRA and IAF MLA is reserved for accredited CABs that have applied to Cofrac and after the latter's express authorisation.

Where conformity assessment is concerned, the term "accreditation" automatically refers to accreditation by an accreditation body. In France, in accordance with Decree 2008-1401 of 19 December 2008, this body is Cofrac. Consequently, the rules for textual reference to accreditation defined in this document apply even if the accreditation body is not mentioned by name.

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VII. MATERIALS REFERRING TO ACCREDITATION AND INTERNATIONAL RECOGNITION AGREEMENTS

VII.1. HEADED PAPER

Reproduction of the accreditation mark is authorised on letterheads, used in accordance with the rights and rules of use specified in this document.

Affixing the accreditation mark or textual reference to accreditation is not authorised if the letter issued (estimate, accompanying a report, invoice for a service, etc.) is not related to the activity covered by accreditation.

If the letter refers to a service which is part of an activity within the scope of accreditation but which is not delivered under accreditation (report without a mark or textual reference to accreditation), the letter referring to accreditation must contain a clear and legible warning that the service in question is not covered by accreditation.

Example: "The tests covered by this business proposal are not covered by accreditation".

It is not permitted to refer to international recognition agreements on headed papers.

VII.2. REPORTS

Reports which do not concern any services covered by accreditation shall not contain any accreditation marks or textual references to accreditation or international recognition agreements.

Where the same report concerns services covered by accreditation and services not covered by accreditation, the results covered by accreditation and the results not covered by accreditation shall be clearly distinguished in accordance with the procedure "Criteria for affixing the COFRAC logo" - TSF.R3.PR.001.

Only the results of services for which TÜV SÜD is accredited at the time of their execution can be reported under accreditation. The execution includes the steps from the contract review to the delivery of the report.

If TÜV SÜD issuing the report has not produced any results under accreditation, the report shall not bear the accreditation mark or include a textual reference to its accreditation.


However, the issuance of non-accredited reports on services included in the scope of accreditation is forbidden in each of the following situations:

- when accreditation is made compulsory (by regulation or contract) or when the reports are intended to be displayed (e.g. on paper, on a website, etc.) or transmitted to third parties (the public or the authorities), unless otherwise required by law or regulation
- for management system, product and personnel certification bodies.

TÜV SÜD France Enercert is authorised to (re)issue under accreditation a certificate based on an assessment operation carried out before the accreditation took effect (initial accreditation, extension or lifting of suspension) for the activity in question, under the following strict conditions:

- ensure that all applicable accreditation criteria have been met. This verification must be documented, and its justification sent to Cofrac for approval prior to the issue of the certificate(s);
- The effective date of the certificate(s) cannot be earlier than the effective date of the accreditation or the lifting of the suspension of the accreditation.

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- The list of the certificates concerned, and the records used to justify compliance with the accreditation criteria are kept and evaluated during the next Cofrac assessments and are available for any possible dispute.

N.B.: TÜV SÜD does not use subcontractors.

VII.3. BROCHURES, WEBSITES AND OTHER COMMUNICATION MATERIALS

The reproduction of the accreditation marks or the textual reference to the accreditation on brochures, websites and communication supports is authorised for TÜV SÜD, in compliance with the rights and rules of use specified in the previous paragraphs.

In particular, the content of the materials must be related at least in part to the accredited activities. However, this possibility does not apply to advertising materials of a gadget type (pens, caps, etc.) or to name cards.

A communication material may refer to accreditation without the obligation to quote the accreditation number(s) if:

- ✓ it describes the activities of TÜV SÜD in general terms and
- ✓ if the reader can easily and unambiguously find the scope of the accreditation(s) on www.cofrac.fr from the information provided on the material alone and
- ✓ if the reference to the accreditation is only textual.

N.B. 1 : The following are considered as misuse:

- The use of the Cofrac logo and accreditation marks without authorisation,
- the use of marks or textual references that are likely to mislead the reader as to the beneficiary of the accreditation, the scope of the accreditation, the validity of the accreditation, the status of signatory of international recognition agreements or the activities covered by these agreements.


In case of misuse of the COFRAC mark, TÜV SÜD may be sanctioned according to the terms of GEN REF 11.

N.B. 2 : in case of suspension or withdrawal of accreditation by COFRAC the provisions of GEN PROC 03 apply.


VIII. USE OF A FOREIGN LANGUAGE

The Cofrac mark cannot be translated. However, the activity may be specified nearby in local language (see table §6.1 for the English version).

Whatever the language used in the documents related to an accredited service (offer, report, ...), the accredited CAB must keep a reference version written in French or in English, or in a bilingual version of which one of the two languages must be French or English.

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The text referring to the accreditation must be fully translated. For information, "Scope available on www.cofrac.fr" is translated into English

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Annex : Graphic Charter



Couleurs en tons directs

Bleu pantone 300 - Rouge pantone 185

Couleurs en quadrichromie

Bleu : cyan 100% + magenta 45% - Rouge : magenta 91% + jaune 76%

Typographie du logotype

Futura bold condensé justifié

(XXXX correspond au libellé de l'activité telle que définie au §6.1 présent document.)

Typography of associated statements:

The font to be used for statements such as "Accreditation No." and "Scope available on www.cofrac.fr" remains the free choice of the accredited laboratory.

Special uses:

If the logo is not used in its referenced colours, it may be presented in black and white or in the dominant colour of the laboratory logo. Example:



For reverse use, the mark shall be presented in white on black or on the dominant colour of the Laboratory's logo, in compliance with the rules of this document and at the expense of TÜV SÜD.

