



Conditions for Use of SDAC Accreditation Symbol and Reference to SDAC Accreditation



HISTORY OF THE DOCUMENT

Version number	Reason(s) of revision	Scope of the revision
Ver 1.0:2/2020	- Replaces SDAC-SY-21 - Update of layout	Full revision
Ver 1.1:10/2020	To be inline with the last publications of ILAC/IAF	- 4. References: removing IAF/ILAC A5 -6.1.1: " it may not be used" was replaced by "it shall not be used"



1. PURPOSE

Reference to accreditation is expressed through various types of action and material means adopted by the accredited body to promote and claim accreditation status.

This covers:

- Written and verbal communications in various communication media. ;
- Accreditation claims on reports and certificates issued by accredited bodies;
- Accreditation claims on stationary paper and on other types of publicity and advertising material.

SDAC accredited bodies are entitled to make reference to accreditation by using an accreditation symbol and/or by using appropriate words in accordance with the rules prescribed in this document.

Only endorsed reports or certificates bearing the accreditation symbol can benefit fully from the acceptance established through mutual recognition agreements

The purpose of this document is to set the rules governing the use and protection of its accreditation symbols and reference to accreditation by its accredited bodies.

2. SCOPE

This document describes for accredited conformity assessment bodies (CABs) and their customers the requirements of The Sudanese Accreditation Council (SDAC) for the use of SDAC accreditation symbols and reference to SDAC accreditation;

3. REFERENCES

ISO/IEC17011:2017

Conformity assessment – Requirements for accreditation bodies accrediting conformity assessment bodies.

ILAC-P8:03/2019

ILAC Mutual Recognition Arrangement (Arrangement):
Supplementary Requirements and Guidelines for the Use of Accreditation Symbols and for Claims of Accreditation Status by Accredited Laboratories and Inspection Bodies



4. DEFINITIONS

SDAC : Sudanese Accreditation Council

ILAC: International Laboratory Accreditation Cooperation

CAB: Conformity Assessment Body

5. RESPONSIBILITIES

Accreditation Manager: to ensure that accredited CABs are informed of and comply with the requirements in this document

Quality Manager: to ensure that the requirements set in this document are in line with the specified in the relevant regional and international accreditation requirements.

6. POLCY

6.1 GENERAL REQUIREMENTS

6.1.1 Only SDAC accredited bodies may use **SDAC accreditation symbol** to make reference to accreditation. **SDAC symbol** shall be differentiated from **SDAC logo** which is used only by SDAC to identify itself and it shall not be used by any other CAB or organization.

Figure 1: SDAC logo





Figure 2: Examples of SDAC symbols (A full description of SDAC accreditation symbols is detailed in Appendix A)



6.1.2 The SDAC accreditation symbols shall be reproduced:

- in the full-colour form or in the single colours detailed in Appendix B ;
- on a background that will not impede readability ;
- in a size that makes all features of the symbol clearly distinguishable ;
- without distortion of its dimensions and
- only from the electronic copy provided by SDAC to the accredited body.

6.1.3 The accreditation symbols shall be displayed

- in conjunction with the relevant accreditation number as described in Appendix I ;
- only if the title or logo of the accredited body is also shown;
- with no more prominence than the title or logo of the accredited body and
- not more than once for each relevant SDAC accreditation.

6.1.4 When an accredited body claims its SDAC accreditation status using wording instead of SDAC accreditation symbol, it shall state this reference using, without variation, the relevant phrase with **the accreditation number** as follows:

- “an SDAC Accredited Testing Laboratory, No...”
- “an SDAC Accredited Calibration Laboratory, No.....”
- “an SDAC Accredited Medical Laboratory, No...”
- “an SDAC Multi-Accredited Laboratory, No...”
- “an SDAC Accredited Certification Body, No...”



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6.1.5 The Accredited body shall not use the accreditation symbols or make reference to its accreditation in a way that implies, or may lead to believe that the work is covered by the scope of accreditation when it is not.

The accreditation symbol and accreditation claims shall be used only :

- a) after accreditation is granted, the accreditation symbol shall not be used by applicants for accreditation;
- b) for the specific activities covered by the scope of accreditation.
- c) for the accredited premises and locations
- d) only under the name or the registered trade name of the legal entity in which it holds accreditation;
- e) accompanied by the organization's accreditation number.

6.1.6 The accredited body shall not make any misleading or unauthorized statement regarding its accreditation as to which conformity assessment activities are actually covered by the accredited body's scope of accreditation or use its accreditation in such a manner as to bring SDAC into disrepute.

6.1.7 An accreditation symbol or an accreditation claim shall not be affixed on its own or used to imply that a product, process, service, management system or person has been certified or approved by SDAC.(For example it is prohibited to use accreditation symbol on business cards or on product packaging material. For calibration/inspection/reference material labels, see clauses 6.3)

6.1.8 An accreditation symbol or an accreditation claim is not used in any manner which gives the impression that the accreditation body accepts responsibility for conformity assessment results, or for any opinion or interpretation derived from those results, or that the accreditation body approves a tested, calibrated or inspected product or item, or reference material (for requirements for accreditation symbols on calibration/inspection/reference material labels, see clauses 6.3)

6.1.9 Accreditation symbols shall not be placed on the products or items which have been subjected to conformity assessment (except on calibration/inspection/reference material labels, see Clause 6.3)

6.1.10 the accreditation symbol shall not be used by an accredited body's external service providers that are not accredited by the accreditation body;

6.1.11 Upon withdrawal or suspension of its accreditation, the accredited body shall

- a) stop issuing any documents bearing accreditation symbol and discontinue its use of any reference to that accreditation;



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- b) informs its affected clients of the suspension, reduction or withdrawal of its accreditation and the associated consequences without undue delay.(e.g. a consequence for a customer of a certification body is the withdrawal of certificates issued by certification bodies under their scope of withdrawn accreditation)

6.2 REPORTING ACTIVITIES AND RESULTS NOT COVERED BY THE SCOPE OF ACCREDITATION

6.2.1 SDAC accreditation symbols cannot be used, and that neither reports nor certificates nor any enclosed letters (including the paper on which they are printed) can include any reference to accreditation, if none of the results are for conformity assessment activities within the scope of accreditation;

6.2.2 Where any endorsed reports or certificates which contain, or are based upon, some results of conformity assessment activities not performed under the accredited body's scope of accreditation, the reported results or outcomes are clearly identified by a disclaimer (e.g. "The conformity assessment activities marked * are not covered by the scope of accreditation."; "The result/conclusion is based on conformity assessment activities outside of the scope of accreditation.")

6.2.3 There shall be nothing in any conformity assessment report or certificate or in any attachments or other materials that implies, or may lead any user of the results or any interested party to believe that the conformity assessment activity is covered by the scope of accreditation when it is not.

6.3 CALIBRATION LABELS, INSPECTION LABELS, REFERENCE MATERIAL DOCUMENTS AND LABELS, AND PROFICIENCY TESTING DOCUMENTS.

6.3.1 CALIBRATION LABELS ON EQUIPMENT

6.3.1.1 An accredited calibration laboratory may attach a calibration label containing the accreditation symbol to an item of equipment that it has calibrated using calibration methods covered by its scope of accreditation.

6.3.1.2 Calibration labels containing the accreditation symbol shall not give the impression that the accreditation body approved or calibrated the equipment.

6.3.1.3 The calibration label shall include the following information:

- a) The name of the accredited calibration laboratory;
b) The accredited laboratory accreditation number;



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- c) The equipment identification;
- d) The date of current calibration;
- e) Cross reference to the calibration certificate issued in respect of the calibration

6.3.2 INSPECTION LABELS ON INSPECTED ITEMS

6.3.2.1 An accredited Inspection body may attach an inspection label containing the accreditation symbol to the items inspected using the inspection services covered by its scope of accreditation.

6.3.2.2 Inspection labels containing the accreditation symbol shall not give the impression that the accreditation body approved or inspected the item.

6.3.2.3 The inspection label shall include the following information:

- a) The name of the accredited inspection body;
- b) The accreditation number of the accredited inspection body;
- c) The equipment identification;
- d) The date of the inspection
- e) A clearly indication that the item has been inspected, e.g., “inspected by ..,” or inspected on ...” etc. In addition;
- f) Cross reference to the inspection report issued in respect of the inspection

6.3.3 REFERENCE MATERIAL DOCUMENTS AND LABELS

6.3.3.1 RM certificates and RM labels containing the accreditation symbol shall not give the impression that the accreditation body approved or produced the RM.

6.3.3.2 In addition to the information required in ISO 17034, the label would usually include the following:

- a) The name and accreditation number of the accredited reference material producer;
- b) Designation of the product and batch number;
- c) Cross reference to the reference material certificate.

6.3.4 PROFICIENCY TESTING DOCUMENTS

Accredited PT providers may use the accreditation symbol on the documents related to the PT schemes covered by the scope of accreditation of the PT provider.



6.3.5 CERTIFICATION BODIES

A certificate issued by an accredited certification body shall:

- a) Identify the accreditation body (SDAC)
- b) Identify the certification body issuing the certificate
- c) Identify the number and title of certification standard, or other means of clearly identifying the scope of certification.

6.4 ADVERTISING AND PUBLICITY

Accredited bodies are permitted to use accreditation symbols or accreditation claims on website and in promotional materials such as publicity, advertising material, brochures, organizational publications provided that:

- a) The rules and requirement outlined in this document are met.
- b) where an accreditation symbol is printed on letterhead and/or other corporate paper, such items are not used for work proposals or quotes if none of the activity is within the scope of accreditation, nor for reporting of conformity assessment results if none of them are within the scope of the accreditation, nor for certifying a product or item
- c) the accreditation claim is related to or associated with only the conformity assessment activities that are covered by the scope of accreditation, and not with any other activities in which the CAB or its related organisation may be involved. In proposals or quotations, it is necessary to distinguish conformity assessment activities that are covered by the scope of accreditation from those which are not;
- d) Promotional materials are approved by SDAC in advance in writing to SDAC Accreditation Manager prior to publication and distribution.

6.5 MISUSE OF ACCREDITATION SYMBOL OR ACCREDITATION STATUS

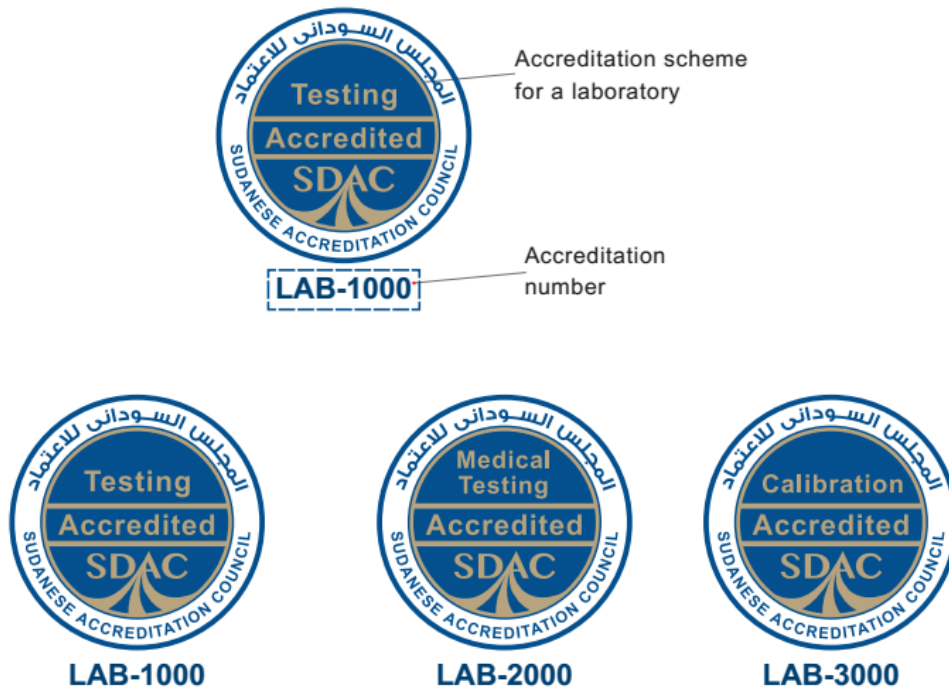
6.9.1 SDAC will treat seriously any non-compliance with its requirement regarding use of accreditation symbol or claim of accreditation

6.9.2 The action taken by SDAC to deal with incorrect or unauthorized claims of accreditation status, or misleading or unauthorized use of accreditation symbols and the accreditation body logo can include:

- a) requests for corrective action,
- b) suspension,
- c) withdrawal of accreditation,
- d) publication of the transgression and,
- e) if necessary, legal action.

APPENDIX A DESCRIPTION of SDAC ACCREDITATION SYMBOLS

A1.1 SDAC accreditation symbols for laboratories:



A1.2 SDAC accreditation symbol for multi-accredited laboratories:

- LAB:** Laboratory
- TEST:** Testing Laboratory
- CAL:** Calibration Laboratory
- MED:** Medical Testing Laboratory
- Multiple:** Laboratory Accreditation in Multiple Fields



SDAC-PO-05

Ver 1.1:10/2020

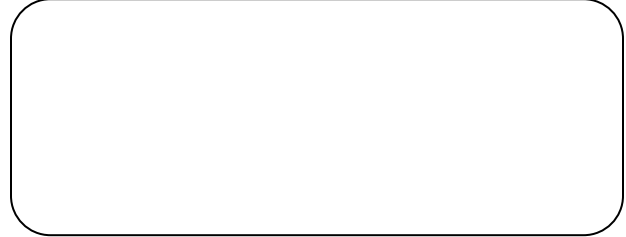
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for a multi accredited
laboratory

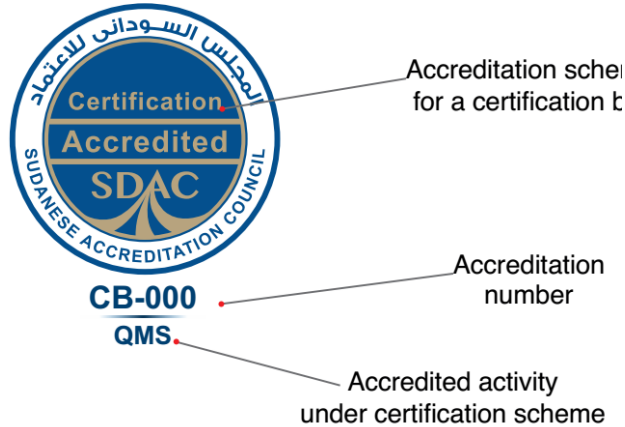
LAB-0000
TEST CAL

Laboratory accredited
activities





A2.1SDAC accreditation symbols for management system certification bodies:



CB-000
FSMS



CB-000
OHS



CB-000
PRD



CB-000
QMS



CB-000
PRS



CB-000
HALAL

CB: Certification Body.

EMS: Environment Management System.

FSMS: Food Safety Management System.

OHS: Occupational Health and Safety Management System.

PRD: Product Certification.

PRS: Persons Certification.

HALAL: Halal Certification



A2.2 Example of a combined accreditation symbol for management system certification bodies:



CB-000
QMS EMS FSMS

A3.1 SDAC accreditation symbol for inspection bodies:



Accreditation scheme
for an inspection body

Accreditation number

IB: Inspection Body



APPENDIX B DESCRIPTION OF SDAC ACCREDITATION SYMBOL COLOURS

B1.Full-colour form:



B2. The colours in which SDAC accreditation symbol shall be printed when using single -colour form:

