

Rules for Reference to Accreditation

FINAS Finnish Accreditation Service

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1 Introduction

The national accreditation body, FINAS Finnish Accreditation Service, is responsible for accreditation in Finland and grants accreditation to applicants determined to be competent. Accredited activities are identified by the accreditation symbol used by the body. Reference to accreditation is recommended always when reporting on activities falling within the scope of accreditation. FINAS has drawn up national rules for reference to accreditation; these are based on the requirements published by the international cooperation bodies EA (European cooperation for Accreditation), ILAC (International Laboratory Accreditation Cooperation) and IAF (International Accreditation Forum Inc.) and on the Regulation of the European Parliament and of the Council on environmental verifiers.

2 Entry into force

FINAS Finnish Accreditation Service confirms these rules by virtue of Act 920/2005 and its Amendment 764/2014 concerning the accreditation of conformity assessment services (testing, calibration, inspection and certification bodies, providers of proficiency testing services and verifiers).

These rules replace the corresponding previous rules (FINAS V1/2017) as of 11.6.2018 and are in force until further notice.

The Rules take into account a new requirement for certification bodies certifying persons. The example of the accreditation symbol for EN ISO/IEC 17021-1 has been updated. The instructions for the use of the IAF MLA and ILAC MRA marks has been added to parts 7.3 and 7.4. The references in part 4 have been updated.

Director

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3 Definitions

FINAS logo

Corporate logo used by FINAS Finnish Accreditation Service.

FINAS accreditation symbol

Symbol used by a body accredited by FINAS enabling the body to demonstrate its accredited activities.

Reference to accreditation

Use of the accreditation symbol or an accreditation claim presented in writing.

4 References

EA-3/01 M:2012 EA Conditions for the use of accreditation symbols, text reference to accreditation and reference to EA MLA signatory status

ILAC-P8:12/2012 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

ILAC-R7:05/2015 Rules for the use of the ILAC MRA Mark

IAF ML2:2016 General Principles on Use of the IAF MLA Mark

SFS-EN ISO/IEC 17011:2004 Conformity assessment - General requirements for accreditation bodies accrediting conformity assessment bodies

SFS-EN ISO/IEC 17011:2017 Conformity assessment. Requirements for accreditation bodies accrediting conformity assessment bodies

SFS-EN ISO 15189:2013 Medical laboratories Requirements for quality and competence

SFS-EN ISO/IEC 17020:2012 Conformity assessment – Requirements for the operation of various types of bodies performing inspection

SFS-EN ISO/IEC 17021-1:2015 Conformity assessment. Requirements for bodies providing audit and certification of management systems. Part 1: Requirements

SFS-EN ISO/IEC 17024:2012 Conformity assessment. General requirements for bodies operating certification of persons

SFS-EN ISO/IEC 17025:2005 General requirements for the competence of testing and calibration laboratories

SFS-EN ISO/IEC 17025:2017 General requirements for the competence of testing and calibration laboratories

SFS-EN ISO/IEC 17043:2010 Conformity assessment – General requirements for proficiency testing

SFS-EN ISO/IEC 17065:2012 Conformity assessment -- Requirements for bodies certifying products, processes and services

SFS-EN ISO 14065:2013 Greenhouse gases – Requirements for greenhouse gas validation and verification bodies for use in accreditation or other forms of recognition

Regulation (EC) No 1221/2009 of the European Parliament and of the Council on the voluntary participation by organisations in a Community eco-management and audit scheme (EMAS)

5 Reference to accreditation

5.1 Accreditation symbol and the terms for its use

Accredited bodies are entitled to use the FINAS accreditation symbol, which consists of the FINAS logo, the accredited body's registration number, and a reference to the standard underlying the accreditation, as shown by the example below. More examples are given in Appendix 1.



The accredited body must comply with Requirement V1, which describes the rules for reference to accreditation. The accredited body is responsible for

appropriate and correct reference to accreditation. It must ensure that a reference pertains only to activities within the scope of accreditation and is not misleading. Reference to accreditation must be made so as not to damage the reputation of FINAS or the reputation of the international recognition agreements (EA MLA, ILAC MRA and IAF MLA).

More detailed instructions for reference to accreditation in various applications, such as reports, certificates, letterheads and publicity materials, are given below.

A body with multiple accredited fields of activity may use its accreditation symbols separately or by combining more than one registration number under one FINAS logo. FINAS provides the combined symbol for the accredited body upon request. Examples of combined symbols are given in Appendix 1

5.2 Logo of the accreditation body

The right to use the FINAS logo is limited to the accreditation body, FINAS Finnish Accreditation Service. The logo is either black and white (black text and a grey circle) or two-coloured (blue text and a red circle).



The FINAS logo is a registered trademark.

5.3 Shape, adaptation and printing of the accreditation symbol

Together with the accreditation decision, FINAS provides the accredited body with an accreditation symbol. The accreditation symbol is delivered in electronic format. The accreditation symbol shall be used in one colour only, but the colour may be chosen freely. The body cannot use the two-coloured FINAS logo as part of its own accreditation symbol.

When the size of the accreditation symbol is changed, its dimensions must remain unaltered. The size must remain large enough so that all texts are fully legible. The size and layout of the accreditation symbol must be proportionate to the body's own logo and other information to avoid the impression that the accredited body's documents are FINAS's documents.

5.4 International accreditation marks of ILAC and IAF

Certification bodies, laboratories and inspection bodies accredited by FINAS can show that their activities fall within the scope of international multilateral agreements by using the IAF MLA and ILAC MRA marks. The use of the marks is described in section 7. ILAC MRA mark is a registered trademark in Finland.

5.5 Text references to accreditation

5.5.1 FINAS accreditation

Use of the accreditation symbol is recommended always when referring to accreditation. Whenever necessary, text references to accreditation are also possible. The reference shall show the following information: name of the body, field of activity, registration number, accreditation body, and the standard or other grounds underlying the accreditation. If the standard underlying the accreditation is simultaneously an international ISO or an European EN standard and a Finnish SFS standard, reference may be made to all of them; see the examples below.

When a text reference is used in connection with the results of activities, it shall read as follows:

“[name of body] is testing laboratory / calibration laboratory / inspection body / certification body / verifier organisation / proficiency testing provider no. T/K/I/S/VB/FI-V/PT [accreditation number] accredited by FINAS Finnish Accreditation Service, accreditation requirement [standard/regulation/guideline].”

examples:

Company Ltd, Laboratory is testing laboratory no. T999 accredited by FINAS Finnish Accreditation Service, accreditation requirement SFS-EN ISO/IEC 17025.

Body Ltd is certification body no. S999 accredited by FINAS Finnish Accreditation Service, accreditation requirement SFS-EN ISO/IEC 17021-1:2015.

5.5.2 The EA MLA

Accreditation certificates issued by FINAS for laboratories, inspection bodies, proficiency testing providers, certification bodies and verifiers

contain a reference to FINAS being a signatory of the European co-operation for Accreditation (EA) multilateral agreement for accreditation (EA MLA).

Laboratories, inspection bodies, proficiency testing providers, certification bodies and verifiers accredited by FINAS can show that their activities are encompassed by *the European co-operation for Accreditation (EA) multilateral agreement for accreditation (EA MLA)*. Reference to the EA MLA is described in section 7.

6 Where and how to refer to accreditation

6.1 General

Reference to accreditation may be made when there is a valid accreditation decision concerning the body in question and when the body meets the requirements for accreditation. No reference to accreditation may be made during the application phase. The body is responsible for reference to accreditation and shall comply with the rules for reference to accreditation described in this document. Reference to accreditation shall not be misleading.

Reference to accreditation may only be made for activities that are encompassed by the accreditation. If only some of the body's activities are accredited, reference to accreditation may only be made for the activities mentioned in the scope of accreditation.

If the accreditation symbol is used in a situation where not all the activities are accredited, the extent of accreditation must be specified clearly, for instance: "Information on the activities and locations within the scope of accreditation is provided upon request/is available on the website www.finas.fi".

6.2 Reports and certificates

6.2.1 General rules

The accreditation symbol and text references to accreditation are used most commonly when reporting on the results of accredited activities in test reports, calibration certificates, inspection certificates or certification documents.

Reference to accreditation in accredited activities is voluntary. Exception is the additional requirement for organisations certifying management

systems and persons (see 6.2.9.). Utilisation of accreditation for showing the validity of results requires that the results are accompanied by reference to accreditation. The accreditation symbol in certificates and reports is an indication of competence and provides the opportunity to benefit from the national and international status of accreditation. If a body does not refer to accreditation in the certificates or reports it issues, it cannot in the same context refer to competence shown by means of accreditation.

When reference to accreditation is made in connection with results, the reports and certificates must indicate which results are encompassed by accreditation and which are not. Accredited activities and results achieved under accreditation must be clearly distinguishable if the same certificate also includes results and activities that are not accredited. Accredited activities can be indicated, for instance, by writing "accredited testing method" in connection with the results.

No reference to accreditation may be made if none of the results or activities reported fall within the scope of accreditation.

Reference to accreditation shall not give the impression that FINAS is responsible for the results of testing, calibration, inspection or certification, or for the opinions and interpretations formed on the basis of the results. Nor shall there be the impression that FINAS has approved the object under testing, calibration, inspection or certification.

6.2.2 Management system certification and accredited results

If an accredited body has been certified, the certification symbol may not be used in connection with the results of accredited activities. For instance, test reports and inspection certificates may not refer to management system certification, because reports and certificates are considered to be the bodies' products.

6.2.3 Certification documents

Reference to accreditation may not be used to give the impression that FINAS is responsible for the conformity to requirements, approval or certification of the product. For this reason, certification documents shall indicate the body granting the certificate, the grounds for accreditation, and the body granting the accreditation.

6.2.4 Subcontracting in testing and calibration

An accredited laboratory may subcontract testing and calibration services provided for the laboratory's clients. The laboratory must ensure

the subcontractor's competence, and the laboratory is responsible for the subcontractor's work to the clients. The use of the subcontracting shall be agreed upon with the client.

The results of testing and calibration performed by subcontractors can be reported to clients either as original reports and certificates or in the same test report and calibration certificate where the laboratory reports its own results. It shall be agreed with the subcontractor if the results are copied to the laboratory's own certificate.

The laboratory may refer to the accreditation of the subcontractor in connection with test and calibration results when the subcontractor has been accredited for the activities in question by FINAS or by an accreditation body covered by the same international recognition agreement for testing and calibration (EA MLA or ILAC MRA) as FINAS. When reporting test and calibration results issued as an accredited body, the subcontractor shall use its own accreditation symbol. In addition, the laboratory performing the calibration must always provide the client laboratory with a calibration certificate to ensure that calibrations are traceable.

The subcontracted results in the test report or calibration certificate must show the same information as the laboratory's own results. In addition to information associated with samples and results, the reports must identify the subcontractor laboratory that performed the testing or calibration and must provide sufficient information about the accreditation of the methods used (the subcontractor's accreditation symbol and the name of the accreditation body that has granted it).

The laboratory's own reports and certificates may not include subcontracted results that have been obtained from a third laboratory (subcontracting chains). Such results acquired from a third laboratory are reported in a separate report which may include a reference to the accreditation of the laboratory that performed the tests (the subcontractor's accreditation symbol and the name of the accreditation body that has granted it).

If the body uses non-accredited subcontractors, the test and calibration results shall show clearly that the results do not fall within the scope of accreditation.

The body cannot refer to its own accreditation in testing reports and calibration certificates if all activities have been subcontracted.

6.2.5 Statements, opinions and comments

The scope of accreditation may also include the issuance of statements pertaining to accredited activities. In that case, the statement is enclosed as such with the report given by the accredited body. If the scope of accreditation does not include statements, opinions and comments, they must be distinguished clearly from the results reported by the accredited body by indicating that they are not included within the scope of accreditation.

6.2.6 Field testing and calibration

The accreditation symbol and reference to accreditation can be used in the same way as in calibrations and testing carried out in permanent premises.

6.2.7 Calibration certificates and calibration labels

Calibration certificates must include a reference to accreditation so that the traceability of calibration can be shown.

Calibration data may be marked on the equipment or in its vicinity by means of a calibration label or in some other manner. The calibration label may include the accreditation symbol as shown in Appendix 2. Calibration labels showing the accreditation symbol may only be used in equipment that has been calibrated using an accredited calibration method.

The following information shall be recorded in calibration labels:

- accreditation symbol
- date of calibration
- number of the calibration certificate

The identification data of the equipment and the name of the calibration laboratory are optional. The size of the calibration label may be changed provided that it remains legible. The client ordering the calibration is responsible for the use of calibration labels.

6.2.8 Labels attached to the object inspected

An inspection body may refer to accreditation in connection with the results of an inspection. Apart from the inspection report and certificate, labels attached to the object inspected may include reference to accreditation. The label may show the accreditation symbol or a text reference to accreditation.

6.2.9. Requirement for organisations certifying management systems and persons

Bodies certifying management systems and persons shall always issue certificates accredited and make reference to accreditation in certificates, if the certified activity is within the scope for which the certification body is accredited.

6.3 Information and marketing material

6.3.1 General rules

The accreditation symbol and text references to accreditation may be used in information material associated with accredited activities following the same principles as presented in this document for reference to accreditation in connection with results.

6.3.2 Publications and websites

Accredited bodies may use the accreditation symbol and text references to accreditation on websites, reports on operations, publications, marketing material, leaflets, offers and contracts. The information material shall demonstrate accredited activities and make a clear distinction between accredited activities and other activities.

6.3.3 Forms and letterheads

The accredited body's forms or letterheads may include the accreditation symbol or a text reference to accreditation. When such forms are used, it must always be ensured that the text shows clearly what part of the activities falls within the scope of accreditation.

Reference to the EA MLA involves a specific limitation: Reference to the EA MLA is not permitted on pre-printed forms or letterheads.

6.3.4 Other use

The accredited body must contact FINAS if it is necessary to use the accreditation symbol or a text reference to accreditation in a manner other than those described in this document.

6.4 Termination, withdrawal and suspension of accreditation

The body may choose to give up accreditation. This means that its right to use the accreditation symbol ceases. Accreditation may be withdrawn upon decision made by FINAS. After withdrawal, the body shall no longer use the accreditation symbol or otherwise refer to accreditation.

Accreditation may be suspended for a specific period of time. During this time, the body may not refer to accreditation in conjunction with its activities. The suspension may apply to the accredited body's activities in full or in part. The body must provide information of the suspension for clients that use the service affected. Whenever necessary, agreement on other restrictions is made with FINAS.

7 International accreditation marks of ILAC and IAF

7.1 General

FINAS Finnish Accreditation Service is a signatory to international agreements on multilateral recognition of accreditation. These agreements have been concluded by European co-operation for Accreditation (EA), International Laboratory Accreditation Cooperation (ILAC) and International Accreditation Forum Inc. (IAF).

Bodies accredited by FINAS can show that their activities fall within the scope of these international agreements by using the international accreditation marks associated with the IAF MLA and ILAC MRA. The right of use agreements for using the marks are obtained from FINAS upon application. Reference to the European EA MLA is made in writing.

7.2 The EA MLA

Accreditation certificates issued by FINAS for laboratories, inspection bodies, proficiency testing providers, certification bodies and verifiers contain a reference to FINAS being a signatory of the European co-operation for Accreditation (EA) multilateral agreement for accreditation (EA MLA).

An accredited testing and calibration laboratory, an inspection body, a proficiency testing provider, a certification body and a verifier organisation may refer to the EA MLA in writing. The body must agree on the use of the EA MLA reference with FINAS so as to ensure that the body's accredited activities are included in the MLA. Reference to accreditation is governed by the same rules as reference to accreditation by FINAS. However, clients of accredited bodies cannot refer to the EA MLA.

A text reference to accreditation within the scope of the EA MLA shall read as follows:

[name of body] is a testing laboratory / calibration laboratory / inspection body / proficiency testing provider / certification body / verifier T/K/I/PT/S/VB [accreditation number] accredited by FINAS Finnish Accreditation Service, accreditation requirement [standard]. The accreditation is included in the Multilateral Agreement for Accreditation (EA MLA) of the European co-operation for Accreditation (EA).

7.3 The IAF MLA Mark for management system certification

An accredited certification body that has obtained the necessary licence may use the IAF MLA Mark in connection with management system certification programmes determined separately by IAF. The mark is used together with the certification body's own accreditation symbol; when these two elements are combined, they form the IAF MLA Mark of the certification body. A model of the combined mark is shown in Appendix 1. See instructions for the use of the Mark in the IAF ML2 document.

The mark may be used on certificates and on the certification body's forms, letters, advertisements, website and other documents when the activities fall within the scope of accreditation and the IAF MLA. The right to use the IAF MLA Mark may not be assigned to another party; thus, the clients of the certification body cannot use it. The IAF MLA Mark may not be attached to a product. If necessary, the user of the IAF MLA Mark must explain to the client that the IAF is not responsible for the activities referred to in the document or for the conformity of the activities to requirements.

7.4 The ILAC MRA Mark for testing, calibration and inspection

An accredited laboratory or inspection body that has obtained the necessary right of use agreement may use the ILAC MRA Mark. The mark is used together with the laboratory's or inspection body's own accreditation symbol; when these two elements are combined, they form the laboratory's or inspection body's ILAC MRA mark. A model of the combined mark is shown in Appendix 1. See instructions for the use of the Mark in the ILAC-R7:05 document.

The mark may be used on testing reports, calibration certificates and inspection certificates and on forms, letters, advertisements, websites and other documents when the activities fall within the scope of accreditation and the ILAC MRA. The right to use the ILAC MRA Mark may not be assigned to another party; thus, the laboratory's or inspection body's

clients cannot use it. If necessary, the user of the ILAC MRA Mark must explain to the client that ILAC is not responsible for the results referred to in the document.

8 Users of accredited services

8.1 Clients of an accredited body certifying management systems

The clients of management system certification may refer to accreditation only by using documents proving the accredited certification, for instance, a certificate. The accreditation symbol or text reference to accreditation may not be used in products.

8.2 Clients of an accredited body certifying products

The clients of product certification may refer to accreditation only by using documents proving the accredited certification, for instance, a certificate. The accreditation symbol or text reference to accreditation may not be used in products.

8.3 Clients of an accredited body certifying persons

Persons certified by a body certifying persons cannot use an accreditation symbol. A certified person proves the certification by producing a certificate issued by an accredited certification body.

8.4 Clients of an accredited laboratory and an inspection body

The client of a laboratory and an inspection body may refer to accreditation when reporting on results to any third parties. If clients transfer results to their own reports or other documents, the manner of presenting the results requires the accredited body's consent.

9 Misuse

Accredited bodies and other parties must refer to accreditation as laid down in the above requirements. If a national or an international accreditation symbol or mark is misused or if reference to accreditation is otherwise erroneous, FINAS – together with other parties – takes the necessary measures to prevent misuse. Accreditation may also be suspended because of misuse.

Appendix 1 Examples of accreditation symbols



The accreditation symbol of an accredited body consists of the FINAS logo with the body's registration number centred under it. These are followed, in parentheses, by the abbreviated name of the standard or another requirement underlying the accreditation. The registration number is of the following type:

TXXX	testing laboratories
KXXX	calibration laboratories
IXXX	inspection bodies
SXXX	certification bodies
FI-V-000X	environmental verifiers
PTXX	providers of proficiency testing
VBXX	verifiers

The registration number consists of a letter indicating the operating sector (T, K, I, S, FI-V, PT or VB), followed by a number marked here with letters X. The number is an ordinal number given by FINAS to the accredited body in the accreditation decision. In the international IAF MLA and ILAC MRA accreditation marks, the FINAS accreditation symbol is accompanied by an element referring to the international agreement for multilateral recognition of accreditation. Only a body that has acquired the relevant licence may use international symbols.








Appendix 2 Examples of calibration labels

Calibration labels show the following information:

- accreditation symbol
- date of calibration
- number of the calibration certificate

The identification data of the equipment and the name of the laboratory are optional.

The date of re-calibration is entered by the client, or if so agreed between the client and the calibration laboratory, by the person performing the calibration. The date of re-calibration can be entered after the date of calibration.

 <p>FINAS Finnish Accreditation Service KXXX (EN ISO/IEC 17025)</p>	Kalibroitu: PVM <input type="text"/>
	Todistus nro: <input type="text"/>

Kalibrointilaboratorion nimi	
 <p>FINAS Finnish Accreditation Service KXXX (EN ISO/IEC 17025)</p>	Kalibroitu: PVM <input type="text"/>
	Todistus nro: <input type="text"/>
	Laite: <input type="text"/>