

Rules on Reference to Accreditation

FINAS Finnish Accreditation Service

Helsinki 2019

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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 competent 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 and verification services).

These rules replace the corresponding previous rules (FINAS V1/2018) as of 9 September 2019 and are in force until further notice.

The rules have been updated to reflect the revised ILAC Policy P8:03/2019 and the extension of the ILAC Mutual Recognition Arrangement (MRA) to the accreditation of proficiency testing providers. The references in Section 4 have been updated.

Director

Risto Suominen

Lead Assessor

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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-P8:03/2019 ILAC Mutual Recognition Arrangement (Arrangement): Supplementary Requirements and Guidelines for the Use of Accreditation Symbols and for Claims of Accreditation Status by Accredited Conformity Assessment Bodies

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

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

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

SFS-EN ISO 15189:2013 Lääketieteelliset laboratoriot. Laatu ja pätevyyttä koskevat vaatimukset
Medical laboratories. Requirements for quality and competence

SFS-EN ISO/IEC 17020:2012 Vaatimustenmukaisuuden arviointi. Vaatimukset erityyppisten tarkastuslaitosten toiminnalle
Conformity assessment – Requirements for the operation of various types of bodies performing inspection

SFS-EN ISO/IEC 17021-1:2015 Vaatimustenmukaisuuden arviointi. Vaatimukset johtamisjärjestelmiä auditoiville ja sertifioiville elimille. Osa 1: Vaatimukset

Conformity assessment. Requirements for bodies providing audit and certification of management systems. Part 1: Requirements

SFS-EN ISO/IEC 17024:2012 Vaatimustenmukaisuuden arviointi. Yleiset vaatimukset henkilöitä sertifioiduille elimille

Conformity assessment. General requirements for bodies operating certification of persons

SFS-EN ISO/IEC 17025:2017 Testaus- ja kalibrointilaboratorioiden pätevyys. Yleiset vaatimukset

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 Vaatimustenmukaisuuden arviointi. Vaatimukset tuotteita, prosesseja ja palveluita sertifioiduille elimille

Conformity assessment. Requirements for bodies certifying products, processes and services

SFS-EN ISO 14065:2013 Kasvihuonekaasut. Vaatimukset kasvihuonekaasuja validoiville ja todentaville elimille käytettäväksi akkreditoinnissa ja muissa tunnustamismenettelyissä

Greenhouse gases. Requirements for greenhouse gas validation and verification bodies for use in accreditation or other forms of recognition

EY N:o 1221/2009 Euroopan parlamentin ja neuvoston asetus organisaatioiden vapaaehtoisesta osallistumisesta yhteisön ympäristöasioiden hallinta- ja auditointijärjestelmään (EMAS-järjestelmä)

5 Reference to accreditation

5.1 Accreditation symbol and its terms of use

Accredited bodies are entitled to use the FINAS accreditation symbol, which consists of the FINAS logo, the accredited body's identification number, and a reference to the standard underlying the accreditation, as demonstrated in the example below. For more examples of use, see Appendix 1.



Accredited bodies must comply with Requirement V1, which describes the rules for reference to accreditation. Accredited bodies are responsible for appropriate and correct reference to accreditation. Accredited bodies must ensure that any references pertain only to activities within the scope of accreditation and are 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 in black and white (black text with a grey circle) or two-coloured (blue text with a red circle).



The FINAS logo is a registered trademark.

5.3. Shape, adaptation and printing of the accreditation symbol

FINAS provides the accredited body with an accreditation symbol in connection with issuing the accreditation decision and later upon request. 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. An accredited body may not use the two-coloured FINAS logo as part of its own accreditation symbol.

When the size of the accreditation mark 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 giving the impression that the accredited body's documents are documents by FINAS.

5.4 International accreditation marks of ILAC and IAF

Certification bodies, laboratories and inspection bodies and proficiency testing providers accredited by FINAS can demonstrate 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. The ILAC MRA accreditation 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 whenever referring to accreditation. When necessary, text references to accreditation are also possible. The reference must include the name, field of activity and registration number of the accredited body, the accreditation organisation, and the standard or other grounds underlying the accreditation. If the standard underlying the accreditation is both an international ISO standard, a European EN standard and a Finnish SFS standard, reference may be made to all of these as in 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 a 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). The procedure for referring 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 accredited body is responsible for reference to accreditation and shall comply with the rules for reference to accreditation described in this document. Reference to accreditation may not be misleading.

Reference to accreditation may only be made for activities that fall within the scope of the accreditation. If only a part 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 scope 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, certification documents or reports by proficiency testing providers.

Reference to accreditation in accredited activities is voluntary. An exception to this is the additional requirement for organisations that provide certification of management systems, persons and products (see section 6.2.8). However, using accreditation to demonstrate the validity of results requires that the results are accompanied by a 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 prestige of accreditation. If a body fails to include a reference to accreditation in the certificates or reports it issues, it cannot in the same context refer to competence demonstrated by means of accreditation.

Where reference to accreditation is made in connection with results, the reports and certificates must indicate which results fall within the scope of accreditation and which do 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 stating “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 may not give the impression that FINAS is responsible for the results of testing, calibration, inspection or certification or carrying out proficiency testing programs, or for the opinions and interpretations formed on the basis of the results. Nor may any impression be given that FINAS has approved the object under testing, calibration, inspection or certification, or the act of carrying out proficiency testing.

6.2.2 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 system certification, because the 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 Externally provided services

An accredited laboratory may acquire testing and calibration services provided for the laboratory's clients as externally provided service (SFS-EN ISO/IEC 17025:2017 6.6). Sections 6.6.1–6.6.3 of the standard describe the requirements for externally provided products and services in more detail.

The results of testing and calibration performed by external service provider must 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 external service provider if the results are copied to the laboratory's own certificate.

The laboratory may refer to the accreditation of the external service provider in connection with test and calibration results when the external service provider 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 external service provider 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 externally acquired results in the test report or calibration certificate must present the same information as the laboratory's own results. In addition to information associated with samples and results, the reports must identify the external service provider laboratory that performed the testing or calibration and must provide sufficient information about the accreditation of the methods used (the service provider's accreditation symbol and the name of the accreditation body).

The laboratory's own reports and certificates may not include externally acquired results that have been obtained from a third laboratory (service 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 service provider's accreditation symbol and the name of the accreditation body that has granted it).

If the body uses non-accredited service providers, 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 externally acquired.

6.2.5 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.

6.2.6 Calibration certificates and labels

Calibration certificates must include a reference to accreditation in order to demonstrate the traceability of calibration.

A device's calibration details 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 label must include the following information:

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

Including the identification data of the equipment and the name of the calibration laboratory is 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.

6.2.7 Labelling the object of inspection

In addition to the inspection report and certificate, an inspection body may also refer to accreditation in connection with the results of an inspection by means of labelling the object of inspection. The label may include the accreditation symbol or a text reference to accreditation.

6.2.8 Requirement for organisations certifying management systems, persons and products

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

6.2.9 Proficiency testing providers

Proficiency testing providers may refer to accreditation when reporting on proficiency testing programs if the proficiency testing falls within the scope of accreditation of said proficiency testing provider.

6.3 Communications and marketing material

6.3.1 General rules

The accreditation symbol and text references to accreditation may be used in communications 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 and in annual reports, publications, marketing material, leaflets, tenders and contracts. The published material should describe the accredited activities and make a clear distinction between accredited activities and other activities.

6.3.3 Form templates and letterheads

The accredited body's pre-printed forms and 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.

A specific limitation applies when referring to the EA MLA: Reference to the EA MLA is not permitted on pre-printed forms or letterheads.

6.3.4 Other uses

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

6.4 Withdrawal and suspension of accreditation

The body may choose to give up accreditation, at which point its right to use the accreditation symbol ceases. Accreditation may be withdrawn upon the decision of FINAS. After withdrawal, the body may no longer use the accreditation symbol or otherwise refer to accreditation.

Accreditation may be suspended for a specific period of time. The suspension may apply to the accredited body's activities in full or in part. During this time, the body may not refer to accreditation in conjunction with activities subject to the suspension of accreditation. The body must immediately inform any of its clients using the activity of the withdrawal or suspension of accreditation. Where necessary, possible other restrictions shall be agreed 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. Such 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 to use the marks may be applied from FINAS. Reference to the European EA MLA must be 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, inspection body, proficiency testing provider, certification body or 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. Referring is governed by the same rules as when referring to accreditation by FINAS. However, clients of accredited bodies may not refer to the EA MLA.

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

”(toimijan nimi) on FINAS-akkreditointipalvelun akkreditoima testauslaboratorio / kalibrointilaboratorio / tarkastuslaitos / vertailumittausjärjestäjä / sertifiointielin / todentaja T/K/I/PT/S/VB (akkreditointinumero, akkreditointivaatimus (standardi). Akkreditointi kuuluu European co-operation for Accreditation (EA) monenkeskiseen tunnustamissopimukseen EA MLA.”

[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. For detailed instructions on use of the Mark, see IAF ML2:2016.

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 its clients that the IAF is not responsible for the activities referred to in the document or the conformity of the activities to requirements.

7.4 The ILAC MRA Mark for testing, calibration, inspection and proficiency testing

An accredited laboratory, inspection body or proficiency testing provider that has obtained the necessary right of use agreement may use the ILAC MRA Mark. The mark is used together with the laboratory's, inspection body's or proficiency testing provider's own accreditation symbol; when these two elements are combined, they form the laboratory's, inspection body's or proficiency testing provider's ILAC MRA mark. A model of the combined mark is shown in Appendix 1. For detailed instructions on use of the Mark, see ILAC R7:05/2015.

The mark may be used on testing reports, calibration certificates and inspection certificates, proficiency testing reports 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 clients of the accredited body may not use the ILAC MRA Mark. If necessary, the user of the ILAC MRA Mark must explain to the client that ILAC is not responsible for the results which the reference to accreditation concerns.

8 Users of accredited services

8.1 Clients of an accredited body providing certification of 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 providing product certification

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 providing certification of persons

Persons certified by a body providing certification of persons may not use the accreditation symbol. A certified person may demonstrate the certification by means of a certificate issued by the accredited certification body.

8.4 Clients of an accredited laboratory or inspection body

Clients of a laboratory or inspection body may refer to accreditation when reporting on results to any third parties. In the event that a client transfers the 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. Misuse may also result in the withdrawal or suspension of accreditation.

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 may be one of the following types

TXXX	testing laboratories
KXXX	calibration laboratories
IXXX	inspection bodies
SXXX	certification bodies
FI-V-000X	environmental verifiers
PTXX	proficiency testing providers
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 bodies that have acquired the relevant licence may use international symbols.



**FINAS**
Finnish Accreditation Service
SXXX (EN ISO/IEC 17065)

**FINAS**
Finnish Accreditation Service
FI-V-000X
(EC No 1221/2009)

**FINAS**
Finnish Accreditation Service
IXXX (EN ISO/IEC 17020)
(Tyyppi A / Type A)

**FINAS**
Finnish Accreditation Service
PTXX (EN ISO/IEC 17043)

**FINAS**
Finnish Accreditation Service
VBXX (EN ISO 14065)

**FINAS**
Finnish Accreditation Service
TXXX (EN ISO/IEC 17025)
IXXX (EN ISO/IEC 17020)
(Tyyppi A / Type A)

**FINAS**
Finnish Accreditation Service
TXXX (EN ISO/IEC 17025)
(EN ISO 15189)




Appendix 2 Examples of calibration labels


Calibration labels must include the following information:

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

Including the identification data of the equipment and the name of the laboratory is 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.

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

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

Changes from the previous version

9 September 2019

Chapter	Change
4 References	4 Updated references
5 Reference to accreditation	5.4 Added reference to proficiency testing providers
6 Where and how to refer to accreditation	6.2.1 Added reference to proficiency testing providers
	6.2.4 Revised chapter on externally provided services
	6.2.5 Removed chapter on statements, opinions and comments
	6.2.8 Added products
	6.2.9 Added chapter on proficiency testing providers
	6.4 Withdrawal and suspension of accreditation
7 International accreditation marks of ILAC and IAF	7.4 Added reference to proficiency testing providers
Changes from the previous version	Added