
	<p>ACCREDITATION BODY OF MONTENEGRO</p> <p>ACCREDITATION BODY OF MONTENEGRO</p>	<p>Reference/Date:</p> <p>PA.02-1 /18.12.2023.</p>
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RULES FOR USE OF ATCG LOGO, ACCREDITATION SYMBOL AND CLAIMS OF ACCREDITATION

	Name and surname	Function	Date	Signature
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1. SUBJECT MATTER AND SCOPE

The subject of this document is defining the conditions and manner of using the logo of the Accreditation Body of Montenegro (ATCG) and the marks of European and international accreditation organizations (EA, ILAC, IAF) of which ATCG is a member, the conditions and manner of using the accreditation symbol by conformity assessment bodies (CABs) accredited by ATCG as well as by their clients.

2. ABBREVIATIONS AND DEFINITIONS

2.1 ABBREVIATIONS

ATCG - Accreditation body of Montenegro

CAB - Conformity assessment body

EA - European co-operation for accreditation

ILAC - International Laboratory Accreditation Cooperation

IAF - International Accreditation Forum

EA MLA / ILAC MRA / IAF MLA – EA/ILA/IAF Multilateral Agreements

2.2 DEFINITIONS

logotype (logo) of the accreditation body - used by an accreditation body to identify itself

accreditation symbol - mark for the use of which the accreditation body gives permission to accredited conformity assessment body to indicate its accreditation status

reference to accreditation - one example of a claim of accreditation status which consists of a text or a statement used by an accredited CAB to refer to its accreditation, identifying the accreditation number/code and the NAB

2 (change of 28.10.2024.)

EA MLA - Multilateral agreement on recognition of accreditation signed between the national accreditation body and the European Co-operation for Accreditation (EA)

ILAC MRA - Agreement on mutual recognition of accreditation signed between the national accreditation body and the International Laboratory Accreditation Cooperation (ILAC)

IAF MLA - Multilateral agreement on recognition of accreditation signed between the national accreditation body and the International Accreditation Forum (IAF)


3. RELATIONSHIPS WITH OTHER DOCUMENTS

EN ISO/IEC 17011:2018 - Requirements for accreditation bodies accrediting conformity assessment bodies

EA-1/19 A: 2022 - Rules for use of the EA logo

~~EA-3/01 M: 2024 – EA conditions for the use of Accreditation Symbols, Logos and other claims of accreditation and reference to the EA MLA Signatory status~~

~~1 (change of 28.10.2024.)~~

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EA-3/01 M: 2025 - EA conditions for the use of Accreditation Symbols, Logos and other claims of accreditation and reference to the EA MLA Signatory status 4 (change of 09.06.2025.)

ILAC-R4:10/2016 - Use of the ILAC Logo and Tagline

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

ILAC-P8:11/2023 - ILAC Mutual Recognition Arrangement (Arrangement): Supplementary Requirements for the Use of Accreditation Symbols and for Claims of Accreditation Status by Accredited Conformity Assessment Bodies

IAF PL 8:2023 Rules for the Use of the IAF Logo

IAF ML 2: 2023 - General Principles on the Use of the IAF MLA Mark

PA.01 Rules of Accreditation

4. DESCRIPTION OF TASKS AND RESPONSIBILITIES

4.1 Use of the logo

4.1.1 ATCG logo

ATCG establishes its visual identity through the use of its logo.

The appearance of the ATCG logo (Figure 1) was determined by the Decision of the ATCG Management Board No. 01-27 dated 24 October 2007, while its detailed description (geometry, colors, methods of publication and reproduction) is given in the ATCG's Book of Graphic Standards.


The ATCG logo is protected and registered as an individual trademark in the Intellectual Property Office of Montenegro.



Figure 1: ATCG logo - Montenegrin and English version

ATCG uses the logo on documents created within ATCG and approved according to officially prescribed rules and procedures. The logo shall be of such size so that it is legible on all types of documents. Resizing is allowed when all elements change proportionally.

The ATCG logo is used exclusively by permanently employed ATCG personnel on documents and publications issued by ATCG (e.g. Accreditation Certificate), in communication with client and other interested parties (memoranda, e-mails), on business cards and promotional materials.

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4.2 Use of the accreditation symbol

4.2.1 General

CAB achieves visual recognition of its accreditation status by using the accreditation symbol.

The accreditation symbol is a registered mark, the property of ATCG, for the use of which ATCG gives permission to accredited CAB to indicate its accreditation status.

The right and obligation to use the accreditation symbol by the CAB is acquired upon obtaining the accreditation certificate. The CAB shall use the ATCG accreditation symbol on its certificates for the scope for which it is accredited, in accordance with these rules and in a manner that will not mislead clients nor in any way compromise the reputation of ATCG or confidence in the established accreditation system.

Note: In the case of validation and verification bodies, the above refers to the statements issued by these bodies.

5 (change of 09.06.2025.)

In case of suspension or withdrawal of accreditation, CAB automatically loses the right to use the accreditation symbol, and thus the right to display it on documents, promotional and other materials, within media presentations and the like.

In the event of noncompliance with the rules for the use of the accreditation symbol, its misuse and/or unauthorized use, ATCG shall take appropriate actions which may include initiating extraordinary surveillance of the accredited CAB, suspension of accreditation, withdrawal of accreditation and, if necessary, appropriate legal actions.

4.2.2 Appearance and meaning of the accreditation symbol

The shape and form (structure) of the accreditation symbol are permanent. The accreditation symbol consists of: ATCG logo and depending on the type of accredited CAB (testing laboratory, calibration laboratory, medical laboratory, inspection body, certification body for certification of products, processes and services, certification body for certification of management systems, etc.), reference of the standard according to which the CAB is accredited and an unique accreditation number. This ensures that the ATCG accreditation symbol is unique for each individual accredited CAB.

The general appearance of the ATCG accreditation symbol is given in Figure 2.


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Figure 2: ATCG accreditation symbol

The ATCG logo is located in the upper left part of the ATCG accreditation symbol.

In the lower part of the ATCG accreditation symbol, the unique accreditation number of the issued accreditation certificate in the form Xy-X1X2-X3X4 is stated, where:

- a) **Xy** has one of the following values:
 - Li - for testing laboratories,
 - Lk - for calibration laboratories,
 - Lm - for medical laboratories,
 - KA - for type A inspection bodies,
 - KB - for type B inspection bodies,
 - KC - for type C inspection bodies,
 - SP - for certification bodies certifying products,
 - SM - for certification bodies certifying management systems,
 - SO - for certification bodies certifying persons,
 - etc. depending on the type of CAB, by analogy with the above.
- b) **X1X2** has the value of the last two digits of the year in which the accreditation was granted (e.g. for 2015 X1X2 has the value of 15)
- c) **X3X4** has the value of the ordinal number of the granted accreditation within a particular accreditation scheme, starting from number 01 (e.g. for the third accredited testing laboratory X3X4 has the value of 03)

In the right part of the ATCG accreditation symbol, the reference of the standard according to which the CAB is accredited is stated vertically and inclined (e.g. MEST EN ISO/IEC 17025, MEST EN ISO/IEC 17020, MEST EN ISO/IEC 17065, etc.).

In case the CAB is accredited for several accreditation schemes, then it uses the accreditation symbol for each individual standard.

The following example explains the meaning (interpretation) of the ATCG accreditation symbol.

Example: The accreditation symbol is shown in Figure 3


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Figure 3: Example of an ATCG accreditation symbol

Li19.25 has the following meaning, i.e. it is interpreted as follows:

CAB is accredited by ATCG (meaning of ATCG logo) as a testing laboratory (meaning of Li mark) according to the standard MEST EN ISO/IEC 17025. Accreditation was granted in 2019 (meaning of mark 19) as the 25th laboratory registered in the register of testing laboratories for, with the accreditation number Li 19.25 of the issued accreditation certificate.

4.2.3 Use of the accreditation symbol

4.2.3.1 General principles (applicable to all accredited CABs)


Accreditation symbol:

- may be used only by accredited CAB;
- may be used only for the duration of the accreditation granted by ATCG;
- may be used only for the granted scope of accreditation, as well as for locations stated in the granted scope of accreditation;
- may be used only after the approval of the intended use by ATCG;
- must not be used in a manner that would indicate that ATCG is performing conformity assessment activities.

After granting accreditation, in accordance with item 4.2.2 of these rules, ATCG shall produce the accreditation symbol and submit it to the accredited CAB in electronic form and in the appropriate format for further use and reproduction in accordance with these rules. Any change in the shape, form and content of the accreditation symbol by the accredited CAB is not allowed.

Whenever possible, the accredited CAB reproduces the accreditation symbol (in color or in black and white color spectrum) in its original appearance as it was obtained from ATCG. If there is a need for its reproduction in a smaller or larger size, then its original shape (proportional change of height and width), readability and clarity must be preserved.

The accreditation symbol may be used only with the logo of the accredited CAB and/or its name. The accreditation symbol may not be smaller than the logo of the accredited CAB.

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If the CAB is an organizational unit within the parent organization, when using the accreditation symbol, it must be clearly indicated that the accreditation symbol refers to that organizational unit (e.g. the name must include the name of the accredited CAB in addition to the name of the parent organization).

The accredited CAB must use the accreditation symbol on documents on conformity (test report, calibration certificate, inspection report/certificate, certificate, etc.) issued by the CAB for the activities from the granted scope of accreditation.

Accredited CAB may use the accreditation symbol for the purpose of its promotion as an accredited CAB through media and social networks, provided that the general principles of using the accreditation symbol are respected, that users are not misled, and that ATCG's reputation and accreditation system are protected and promoted.

Accredited CAB may use the accreditation symbol on promotional and advertising materials, memoranda and other business forms, provided that the general principles of using the accreditation symbol are respected and that the material relates, at least in part, to activities covered by the issued accreditation certificate.

Business cards of employees in accredited CABs must not contain the accreditation symbol.

The specific use of the accreditation symbol on calibration and inspection labels/stickers, on documents and labels/stickers for reference materials, on proficiency testing documents, as well as on documents and labels/stickers for biobanks, is prescribed in the ILAC P8 document. 3 (change of 28.10.2024.)

4.2.3.2 Use of the accreditation symbol by laboratories


An accredited laboratory must use the accreditation symbol on the test report/calibration certificate when it contains test/calibration results obtained by methods within the granted scope of accreditation.

An accredited laboratory may not use the accreditation symbol on the test report/calibration certificate when it contains only test/calibration results obtained by methods outside the granted scope of accreditation.

If the laboratory is not accredited for all performed tests/calibrations, the test report/calibration certificate under the accreditation symbol shall clearly indicate the results obtained by methods outside the granted scope of accreditation.

Also, in case the laboratory subcontracts part of the work from the granted scope of accreditation with another laboratory, the test report/calibration certificate under the accreditation symbol shall clearly indicate the test/calibration results obtained by subcontracting.

If the laboratory needs to include opinions and interpretations in the test report/calibration certificate under the accreditation symbol, when it is not accredited to report opinions and interpretations, then such

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statements must be clearly and unambiguously indicated (eg: opinion/interpretation stated in this report is outside the scope of accreditation).

Accredited calibration laboratories may mark calibrated equipment – measuring instruments with labels with the accreditation symbol. In addition to the accreditation symbol, which contains the accreditation number of the accredited laboratory, the labels shall also contain the identification marking of the calibrated measuring instrument, the date of calibration and a reference to the number of the calibration certificate. Labels with the accreditation symbol may only be used to mark equipment that has been calibrated by an accredited calibration laboratory using a calibration method from its scope.

4.2.3.3 Use of the accreditation symbol by inspection bodies

An accredited inspection body must use the accreditation symbol on the inspection report/inspection certificate when it issues the results of inspections obtained by methods from the granted scope of accreditation.

If the inspection body is not accredited for all performed inspections, the inspection report/inspection certificate under the accreditation symbol shall clearly indicate the results obtained by methods outside the granted scope of accreditation.

Also, in case the inspection body subcontracts part of the work from the granted scope of accreditation with another inspection body or laboratory, the inspection report/inspection certificate under the accreditation symbol shall clearly indicate the inspection results obtained from the subcontractor.


An inspection body may affix to the item inspected a label/sticker containing the accreditation symbol, but only for inspection methods from the scope of accreditation. In addition to the accreditation symbol, the label shall contain the following:

- the name of the accredited inspection body and the accreditation number;
- identification of the item inspected;
- date of inspection;
- reference to the number of the inspection report.

The inspection body's label/sticker must not indicate that the ATCG has approved or performed the inspection. The inspection body shall be responsible for the correct use of labels.

4.2.3.4 Use of the accreditation symbol by certification bodies

An accredited certification body must, on the certificate it issues to its clients for certification scheme covered by the granted scope of accreditation, in addition to certification mark use the ATCG accreditation symbol, in the manner shown in Figure 4.

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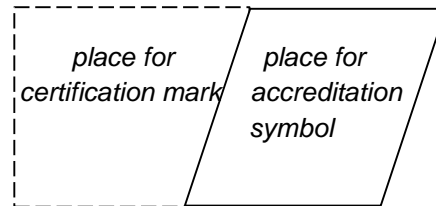


Figure 4 - Appearance of the combined certification mark and accreditation symbol

The combined certification mark and accreditation symbol is displayed in the header, on all šages of the certificate.

An accredited certification body may not use the accreditation symbol on certificates when the subject of certification is outside the granted scope of accreditation.

The rules for the use of the certification mark and the accreditation symbol by certified organizations (clients) are prescribed by an accredited certification body and these rules are subject to verification by the ATCG. An accredited certification body must ensure the proper use of the accreditation symbol by its clients, by adopting rules and/or introducing provisions in a contract or similar document, which is binding on the certification body and the holder of the right to use the certification mark so that:


- the client of the certification body does not display the accreditation symbol independently of the certification mark,
- that the accreditation symbol is not used in a way that could mislead end users, or on the basis of which it could be interpreted that the product, process, service or management system is certified or approved by ATCG.

An accredited certification body for certification of management systems shall ensure that the organization to which it has granted the certificate does not display the certification mark or the accreditation symbol on its product or its packing/packageing.

4.3 Textual claims of accreditation

As an alternative to the accreditation symbol, the accredited CAB has the possibility to use textual claim of accreditation by stating the text: “<Name of the legal entity and / or organizational unit that is the accreditation holder> accredited by ATCG with accreditation number <accreditation number>, according to standard <reference mark>, for activities <testing / calibration / inspection / certification (products, processes and services / management systems)>”.

An example for an accredited certification body for certification of products would be: "CERT.doo, accredited by ATCG, with accreditation number Sp 18.05, according to the standard MEST EN ISO/IEC 17065: 2013, for certification of products".

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The rules for using the textual claims of accreditation status are analogous to the rules for using the accreditation symbol described in item 4.2.3 of these rules.

4.4 CAB's obligations in case of suspension or withdrawal of accreditation

An accredited CAB whose accreditation has been suspended in whole or in part shall immediately stop issuing documents on conformity with the accreditation symbol or textual claim of accreditation (including labels when issued by calibration laboratories or inspection bodies) for the scope of accreditation under suspension. Also, the CAB shall stop displaying the accreditation symbol and textual claims of accreditation on any document related to the activities for which the accreditation has been suspended, on the website, as well as on other advertising and promotional materials.

Upon termination of accreditation, by means of expiration or withdrawal of accreditation, CAB shall immediately stop making any claims that it is still accredited or to distribute any document or material containing the accreditation symbol or textual claim of accreditation, including on its website.

In case of suspension (in part or in full) or termination of accreditation, the certification body shall immediately notify in writing its clients thereof, requiring them to stop using the accreditation symbol or claims of accreditation on documents, materials, promotional media (including website), products and their packaging their packaging (for clients of certification bodies for certification of products, processes and services) with regards to activities for which accreditation is suspended, expired or withdrawn.

Upon withdrawal of accreditation, the CAB shall immediately return to ATCG the issued accreditation certificate with the accompanying appendix and commit, by means of a written declaration, that it shall prevent the use the accreditation symbol and textual claims of accreditation.

4.5 Non-compliance with rules and abuse


In the event that an accredited CAB uses the ATCG logo, accreditation symbol and/or claims of accreditation granted by ATCG in a manner contrary to these rules, ATCG shall take appropriate actions or initiate proceedings to protect its rights in accordance with the law.

4.6 Referencing the status of EA MLA signatories and the use of the combined ILAC MRA and IAF MLA marks

In accordance with the policy of ATCG and document EA 3/01 M:2025, reference to the status of the signatory of the EA MLA, the agreement, in the compliance documents is realized in one of the following ways:

4 (change of 09.06.2025.)

- If the TOU uses an accreditation sign to identify the status of an accredited body, the text "ATCG is a signatory of the EA MLA agreement" must be indicated below or next to the accreditation sign, on test/control reports or control certificates issued by accredited laboratories or accredited control bodies. that is, on certificates issued by accredited certification bodies for product certification;

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- If instead of the accreditation sign to identify the status of an accredited body, the TOU uses a textual reference to accreditation, then on test/control reports or control certificates issued by accredited laboratories or accredited control bodies, or certificates issued by accredited certification bodies for product certification a combined textual reference to the accreditation and the status of ATCG as a signatory of the agreement should be indicated, through the following text: "<name of TOU> is accredited by ATCG, <accreditation number>, according to the standard <standard designation> for the tasks of <testing/calibration/control/certification of products >, for which ATCG signed the EA MLA agreement>".

ATCG is not a signatory to the ILAC MRA or the IAF MLA agreements, and therefore does not currently have the right to reference this status using the combined ILAC MRA and IAF MLA marks. After achieving the status of a signatory of the ILAC MRA/IAF MLA Agreement, ATCG and accredited CAB shall acquire the right to use the combined signs ILAC MRA and IAF MLA in accordance with and in the manner prescribed by ILAC-R7: 05/2015 - Rules for the use of the ILAC MRA Mark and IAF ML 2: 2023- General Principles on Use of the IAF MLA Mark.

5. FORMS

These rules do not contain records.