



# ACCREDITATION REQUIREMENTS OF CONDITIONS FOR THE USE OF DAC ACCREDITATION Symbol

## DAC-REQ-05

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## FOREWORD

Dubai is a rapidly expanding Emirate and the Government places great emphasis on providing quality services. The main role of Dubai Municipality is to formulate the Emirate's urban strategic plans as well as the provision of essential infrastructure, environmental and health services for the continued development of Dubai as a modern, safe and dynamic Emirate. The DM, through its Dubai Accreditation Department (DAC) undertakes assessment and accreditation of various Conformity Assessment Bodies (CABs) according to International standards, guidelines and world's best practices.

The Dubai Accreditation Department (DAC) is the sole authority for the granting, maintenance, suspension or withdrawal of accreditation.

DAC will issue an "Accreditation Certificate" to an applicant Conformity Assessment Body that complies with DAC Requirements and other relevant criteria of competence specified by DAC.

DAC encourages the accredited CABs to use its Accreditation Symbol demonstrated herewith this document; which is referred to hereafter as "the Symbol", as a demonstration of the recognition of the CAB competence to perform the tasks defined in the scope of accreditation and confirmation for meeting the requirements of the appropriate international standards:

- a) ISO/ IEC 17025 for Testing and Calibration Laboratories.
- b) ISO/ IEC 17020 for Inspection Bodies.
- c) ISO 15189 for Medical Testing Laboratories
- d) ISO/ IEC Guide 65 for Product Certification Bodies
- e) ISO/IEC 17021 for EMS and QMS Certification Bodies (replacing Guides 62 and 66) and
- f) ISO/ IEC 17024 for Certification Bodies

The Accredited CAB shall use the Symbol, wherever applicable, in accordance with requirements in this document.

This document should be read in conjunction with DAC-Req-01, *ISO/IEC 17025, ISO 15189, ISO/IEC 17020, ISO/IEC 17021, ISO/IEC 17024, ISO/IEC Guide 65, ISO/IEC Guide 62, ISO/IEC Guide 66 Requirements*, whichever is applicable.

While accreditation will normally be an indication of the quality and competence of services offered by the CABs, it should not be regarded as a guarantee that the CAB will always maintain a particular level of performance. It shall not, in any way, diminish the contractual obligation between the CAB and its clients.

This document is subject to revision periodically when deemed necessary. It is the responsibility of the Accredited CABs to ensure that the latest version of this document is available for reference and implementation.

## 1. DEFINITIONS

### 1.1 Accreditation Symbol<sup>1</sup>

A symbol issued by DAC to be used by the accredited CABs to indicate their accreditation status; it is a combination of DAC logo in association with the accreditation certificate number underneath the logo.

### 1.2 Conformity Assessment Body (CAB)

Body that performs conformity assessment services:

- According to ISO/ IEC 17011 Standard, conformity assessment services are: calibration, testing, inspection, management systems certification, personnel certification and product certification.
- Whenever the word “CAB” is used in the text, it applies to both the “applicant and accredited CABs” unless otherwise specified.

## 2 GENERAL REQUIREMENTS

The accredited CAB shall use the Symbol in accordance with the following requirements:

### 2.1 Display of the Symbol

- 2.1.1 The Symbol shall be displayed only in the appropriate form, and color as demonstrated in figure no. (1) below. The CAB is entitled to enlarge by a factor of up to 2, if necessary, provided that the original proportion between the height and width of the symbol will not be affected and the symbol is legible.
- 2.1.2 DAC symbol shall normally have a minimum height of 20mm (excluding DAC Accreditation No.) and not larger than 25mm. While the width of the symbol shall be minimum 30mm and not larger than 35mm.



Figure No. (1)

<sup>1</sup> The word symbol is used instead of Mark since “Mark” is to be reserved to indicate conformity of a product

*This is an official document of DAC; The Printed copy of this document shall be treated as 'Uncontrolled'. Always refer to the controlled version Online.*

- 2.1.3 The Accreditation Certificate No. shall be printed centrally underneath DAC logo ;it consists of five digits AB XXX the first two alphabets identify the type of CAB and the remaining three digits show serial number

Which mean:

- LB 000: For accredited Laboratories; for the whole scope of that accredited Laboratory  
IB 000: For accredited Inspection Bodies; for the whole scope of that accredited Inspection Body,  
CB 000: For accredited Certification Bodies; for the whole scope of that accredited Certification Body,

As shown in Figure No. (2)



**Figure No. (2)**

- 2.1.4 The Symbol shall not be displayed in a more prominent way than the logo of the accredited CAB.
- 2.1.5 The Symbol may be used as a die-stamp or an embossment and these may be in colors or without colors provided that the conditions set out in this document are fulfilled.
- 2.1.6 The Symbol may be reproduced electronically, provided that the requirements of this document are met, distortion and/or degradation does not occur and the electronic version (softcopy) of the symbol is acquired from DAC.



### **3 SPECIFIC REQUIREMENTS FOR THE USE OF THE SYMBOL ON REPORTS AND CERTIFICATES**

#### **3.1 General**

3.1.1 The accredited CAB is entitled to display the Symbol on the reports/ certificates that contain exclusively results from the accredited methods carried out within the scope of accreditation.

3.1.2 The accredited CAB may report the non-accredited methods results on reports/ certificates with the Symbol therein, provided that:

- The report/ certificate at least contains results from one accredited method.
- These results are unambiguously identified as non-accredited methods results.

When using the Symbol on testing, calibration or inspection reports containing results from any non – accredited methods, the accredited CABs shall include a disclaimer printed, stating clearly which tests and inspections are accredited. This disclaimer must be thoroughly readable; in addition, results from accredited methods shall be clearly identified in the report.

3.1.3 The Symbol shall not be used in such a way as to state, imply or suggest that DAC accepts responsibility for the accuracy of test, calibration, inspection results or certification decisions covered by the scope of accreditation.

3.1.4 The Symbol does not imply any certification/approval of the products tested, inspected, or certified.

3.1.5 The Symbol shall not be included in reports or certificates containing only results from non-accredited methods, nor shall such reports or certificates present any reference to the accreditation status.

3.1.6 The accredited bodies shall submit to DAC, the procedure on how they will use the symbol. This procedure has to be approved by DAC and the implementation will be monitored during the assessments and surveillance visits conducted by DAC.

#### **3.2 Additional Requirements for Laboratories and Inspection Bodies**

3.2.1 A laboratory is likely to issue reports or certificates incorporating the Symbol and containing opinions, interpretations or other material relating to investigational activities. When such statements are outside the scope of accreditation, the report or certificate shall include at the beginning close to expression of opinions/ interpretation a disclaimer such as: “ The opinions/ interpretations expressed in this report/ certificate are outside the scope of this CAB’s accreditation “

3.2.2 Site calibration/ testing: A laboratory that holds accreditation for site calibration/testing shall use the Symbol in the same way as for calibration/testing performed in a permanent laboratory. Requirements for use of the Symbol shall apply in the same way.

3.2.3 Calibration laboratories: A laboratory that holds accreditation shall use the Symbol on the calibration certificates issued by the laboratory within the accredited scope.

### 3.3 Additional Requirements for Certification Bodies

3.3.1 Holders of certificates issued by DAC accredited certification bodies shall always use DAC Symbol in conjunction with the mark of the certification body or certification scheme. As shown in Figure No. (3)

3.3.2 Certification bodies shall ensure that they audit the use of their combined marks (i.e. the mark of the certification body in conjunction with DAC Symbol) by their certificate holders. Conditions for the use of the marks by such certificate holders are given below.

3.3.3 The conditions detailed in section 2, 4 and 5 apply to such certificate holders.

3.3.4 If, in the specific case of a product produced under an accredited product conformity scheme, physical constraints prevent reproduction of the product certification accreditation combined mark to the limits specified in this document, a label based on the product certification example in Figure no. (2) may be attached to the product. If that is impracticable, the label may be affixed to the primary packaging (e.g. Blister pack) but not to the secondary packaging (e.g. Outer, transit pack).

3.3.5 Where a certification body holds more than one accreditation covering the scope of the certification from different accreditation bodies, the certification body is not allowed to use any other accreditation bodies' symbol along with DAC symbol on the conformity assessment certificate issued by it. However the certification body can issue separate certificate containing accreditation symbol of other accreditation body.



Figure No. (3)



### **3.4 Requirements for Subcontracted Results**

- 3.4.1 If a CAB reports results of subcontracted tasks, within its scope of accreditation, in its reports/ certificates, these results shall be unambiguously identified as being subcontracted.

### **3.5 Requirements for Multiple Accreditations**

- 3.5.1 For CABs accredited by DAC in multiple schemes they shall use only one Symbol at a time on the same report or certificate, but the Symbol shall include reference to each of the accredited fields and each accreditation number.

### **3.6 Requirements for Multi-Sites Accredited CABs**

- 3.6.1 Whenever a CAB is composed of several sites among which at least one has not been granted accreditation, only those accredited sites shall make reference to accreditation or use the Symbol. When a common document is issued, a disclaimer shall indicate clearly the accredited/ non-accredited sites.
- 3.6.2 Whenever a subsidiary belonging to a group has been accredited, there shall not be any confusion as to which part of the group holds accreditation, and it shall not imply that other subsidiaries have been accredited.

## **4 USE OF DAC SYMBOL ON STATIONARY**

- 4.1 DAC Symbol may be displayed on stationary:
- Only if the logo or the title of the accredited CAB concerned is also shown;
  - With no more prominence than the logo or the title of the accredited CAB;
  - No more than once for each DAC accreditation.
- 4.2 All quotations for work that contain an accreditation symbol shall clearly indicate those activities that are not DAC accredited.

## **5. USE OF DAC SYMBOL ON PUBLICITY MATERIALS**

- 5.1 DAC Symbol shall not be used in any way that might mislead the reader about the status of an accredited CAB.
- 5.2 DAC accredited CABs are entitled to incorporate DAC Symbol in publicity material that refers to accredited services, provided that the conditions contained in this publication are met.

- 5.3 The terms “publicity material” shall not include notices, labels, documents or written announcements affixed to or otherwise appearing on goods or products unless the goods or products have been manufactured under an accredited product conformity scheme. This restriction shall also apply to primary (e.g. Blister packs) packaging and promotional products.

## 6 OTHER RESTRICTIONS ON THE USE OF THE SYMBOL

### 6.1 Items or Products Certified by Accredited CABs

- 6.1.1 DAC Symbol for calibration and Testing shall not be displayed on an item that has been tested, or on a product (or attachment thereto) or used to imply product certification or approval.
- 6.1.2 DAC Symbol for Inspection shall not be displayed on an item that has been inspected, or on a product (or attachment thereto) or used to imply product certification or approval.

### 6.2 Suspension/Withdrawal of the Accreditation

- 6.2.1 In case of temporary suspension of accreditation for the whole of the accreditation scope, the accredited CAB shall immediately cease to issue reports/ certificates displaying the Symbol. In the case of suspension of part of the scope of accreditation, the CAB shall hold using the Symbol for the suspended part. The results of the suspended method(s) shall be clearly identified in the reports/ certificates that contain DAC Symbol.
- 6.2.2 In case of withdrawal of the accreditation either by DAC or voluntarily upon the request of the CAB, the accredited CAB shall immediately cease issuing all reports/certificates and any other items on which the Symbol is displayed.
- 6.2.3 In case of suspension/termination/withdrawal of DAC Accreditation for a scope, the CAB is required to immediately halt the quotations for work and other items displaying the symbol such as literature, publicity material and stationary.

## 7. REFERENCE TO ACCREDITATION

- 7.1 Where an accredited CAB wishes to make reference to its DAC accreditation instead of using DAC Symbol, it shall without variation use the phrase “**a DAC accredited (calibration laboratory) (testing laboratory) (certification body) (inspection body) No. AB XXX**”. The accredited CAB shall take all reasonable steps to ensure that this wording is used by any client when referring to the use of an accredited CAB.

## 8. MISUSE OF THE SYMBOL

- 8.1 The Symbol is owned by DAC. Accredited CABs are not allowed to copy or make use the same or similar Symbol as their own symbols. In the event of misuse of the Symbol, DAC reserves the right to issue violations and sanctions depending on the gravity of the violation and consistent with DAC Accreditation Requirements DAC-Req-01.

## 9 REFERENCES

- 9.1 ISO/ IEC 17011:2004 Conformity assessment / General requirements for Accreditation bodies accrediting conformity assessment bodies.
- 9.2 ISO/IEC 17025 "General requirements for the competence of testing and calibration laboratories" – for laboratories.
- 9.3 ISO 15189 “Medical Laboratories - Particular requirements for quality and competence”.
- 9.4 ISO/IEC Guide 65 "General requirements for bodies operating product certification systems" - for Product Certification Bodies.
- 9.5 ISO/IEC Guide 62 “General requirements for bodies operating assessment and certification/ registration of quality systems”- for Quality Management Systems Certification Bodies.
- 9.6 ISO/IEC Guide 66 "General requirements for bodies operating assessment and certification/ registration of environmental management systems” – for Environmental Management System Certification Bodies.
- 9.7 ISO/IEC 17024 "General requirements for bodies operating assessment and certification/ registration of personnel” - for Personnel Certification Bodies.
- 9.8 ISO/ IEC 17020:1998 General criteria for the operation of various types of Inspection bodies.
- 9.9 DAC-Req-01 Accreditation Requirements.
- 9.10 Conditions for use of national accreditation marks by UKAS and UKAS accredited organizations, 2003.