

**Rules
for Using the Symbol of KEY DIFFUSION Ltd.
Autonomously or in Conjunction with
the EA BAS Accreditation Mark
and/or Reference to the Status of EA BAS as a Signatory to a Multilateral
Agreement**

1. INTRODUCTION

This document defines the rules for: using the symbol of KEY DIFFUSION Ltd. autonomously or in conjunction with the EA BAS accreditation mark; using the certification marks (logo) of EA BAS; reference to accreditation granted by EA BAS; and/or reference to the status of EA BAS in its capacity as a signatory to the Multilateral Agreement of the European co-operation for Accreditation (EA MLA) for mutual recognition and acceptance of the reliability of the conformity assessment results, the ILAC Mutual Recognition Arrangement and the IAF Mutual Recognition Arrangement

This document has been updated in relation to the harmonization of the EA BAS rules with EN ISO / IEC 17011 REGULATION (EC) N765 / 2008 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL of 9 July 2008, with the instructions given by the European Accreditation Organization (EA), as set out in document EA-3 / O1M: 2012, and in connection with the adoption of the National Accreditation of Conformity Assessment Bodies (NPAS). This document has been updated in relation to the acquisition by EA BAS of the status of a full member of ILAC and the corresponding ILAC-R4:10/2016 and ILAC-R7:05/2015 and a full member of the International Organization for Accreditation of Laboratories Accreditation Forum (IAF).

The use of the accreditation mark of EA BAS on test reports, calibration certifications, certificates, and reports delivers confidence to the clients of KEY DIFFUSION Ltd. that the company has been granted and maintains an accreditation by EA BAS and that a particular document has been issued under EA BAS accreditation, as a proof of conformity with the provisions of the standard БДС (Bulgarian State Standard) EN 17020, as well as with the terms and conditions multilateral agreements to which EA BAS is a signatory.

2. SUBJECT AND SCOPE OF APPLICATION

Reference to accreditation granted by EA BAS engenders trust on the market and the Conformity Assessment Notified Body (CANB) with KEY DIFFUSION Ltd., which is accredited, refers to accreditation awarded by EA BAS and/or to the status of EA BAS in its capacity of a signatory to EA MLA, so as to prove compliance with the accreditation requirements. This principle, as well as the terms and conditions of this document, are also applied with regard to cross-reference to accreditation provided by EA BAS in its capacity of a national accreditation body and/or to the status of EA BAS as a multinational agreement signatory, in a way other than the use of accreditation symbols.

This document is a part of the accreditation requirements of EA BAS and is compulsory for the staff of KEY DIFFUSION Ltd. when issuing the final documents for activity in the area of accreditation.

This document is published on the Web Page of KEY DIFFUSION Ltd. with the purpose of informing the clients of their rights and obligations when referring to KEY DIFFUSION's accreditation.

3. DEFINITIONS

For the purposes of this document, the following terms and definitions are used:

Certification mark (logo) of EA BAS - a graphic symbol used by EA BAS with the aim of public visibility.

Accreditation symbol - a symbol introduced by EA BAS and intended for use by the accredited CANB with KEY DIFFUSION Ltd. with the aim of designating its status as an accredited CANB.

Reference to accreditation - a text used by the accredited CANB with KEY DIFFUSION Ltd., with the aim of designating its status as an accredited CANB by EA BAS.

Reference to the status of EA BAS as a signatory to a multilateral agreement - a text used by EA BAS or by the accredited CANB with KEY DIFFUSION Ltd. to designate the status of EA BAS as a signatory to a multilateral agreement.

Accredited body - a conformity assessment notified body (a body providing the service of conformity assessment - CANB) .

4. REFERENCE

The following documents are used to develop and implement this document. In quoted references, only the quoted edition applies. For the unsubscribed references the latest edition of this document (including its amendments) is applied (IAF):

- **BAS QR 5 procedure, version 5 of 01.10.2017**
- **LNACAB - Law on National Accreditation of Conformity Assessment Bodies (State Gazette, 41 of 2010).**
- **EN ISO / IEC 17011 - Conformity Assessment - General Requirements to accreditation bodies performing accreditation of assessment bodies for the compliance.**
- **EA-3/O1M:2012 (Oecember 2012 rev O3) - EA Conditions for the use of accreditation symbols, text reference to accreditation and MLA signatory status**
- **ILAC-P8:12/2012 - ILAC Mutual Recognition Arrangement (Arrangement):SupplementaryRequirements and Guidelines for the use of Accreditation Symbols and for Claims of Accreditation Status by Accredited Laboratoriesand Inspection Bodies**
- **IAF ML 2:2011 - General principles on the use ofthe IAF MLA mark.**

5. GENERAL TERMS AND CONDITIONS FOR USING THE LOGO OF KEY DIFFUSION LTD.

The logo designed by KEY DIFFUSION Ltd. is the property of KEY DIFFUSION Ltd. and is placed on all official documents issued by the personnel. For this purpose, templates have been printed to be used for reporting, issuing of certificates, correspondence and other types of documents. The logo is used also in the electronic version. It is placed on each page of the documents of the management system, marketing materials, company vehicles and is published on the company's Web Page.

The templates used for issuing of final documents, such as reports and certificates, as well as reference to outputs from the activity of the accredited CANB with KEY DIFFUSION Ltd. contain the company logo, address, and details.

The clients of KEY DIFFUSION Ltd. are not authorised to use the logo on their templates of letters and other stationery/marketing materials.

6. ACCREDITATION SYMBOL. GENERAL TERMS AND CONDITIONS FOR REFERENCE TO AND USE OF THE ACCREDITATION SYMBOL

The accreditation mark of EA BAS is intended for use by the accredited parties and represents a combination of the logo of EA BAS and the registration number of the body accredited by EA BAS and identification of the scope of accreditation. The visual presentation is as per Appendix No. 1 to this procedure. The accreditation mark awarded is applied in the respective colours or in black-and-white in compliance with the requirements described in these rules.

The current rules are compulsory for the whole personnel of the accredited CANB with KEY DIFFUSION Ltd. By means of QF 5.1-2 -- works contract with a contracting authority -- the company controls all its clients when using the accreditation symbol in conformity with the guidelines of this document.

The basic version of the symbol to be used in format A4 has the following dimensions:

height – 15 mm.

width – 30 mm.

Any enlargement or decrease should maintain the same proportions.

When the accreditation symbol is printed on a sheet of paper (report/certificate) with a format no bigger than A4, it should be reproduced in a size no bigger than the one defined in Appendix No. 1. If the paper size is larger than A4, the size of the symbol may be enlarged in proportion to the page size, but not more than 50 mm in height and 100 mm in width.

Selective use of components of the accreditation mark of EA BAS is not allowed. The logo of EA BAS, the scope of accreditation, and the registration number of the accredited body are considered as one unit even in cases of change of size of the accreditation symbol. Regardless of the size being reproduced, the accreditation symbol must be legible and without corrections.

Certificates/reports, issued by the accredited CANB with KEY DIFFUSION Ltd. without reference to accreditation or use of the accreditation symbol, should not be considered official documents issued in accordance with the requirements as per standards of accreditation.

Reference to accreditation is considered equivalent to the use of an accreditation symbol.

EA BAS has the right to assess at any time the ways of using the accreditation symbol and to check whether they correspond to these rules. The accredited CANB with KEY DIFFUSION Ltd. provides the co-operation necessary for carrying out these assessments. The use of the accreditation symbol, under the conditions prescribed in these rules, on items not specifically mentioned in these rules, is allowed with the explicit written permission of the Executive Director of EA BAS.

6.1. Use of the Accreditation Symbol of EA BAS

The accredited CANB with KEY DIFFUSION Ltd., which has been awarded an accreditation by EA BAS, uses the accreditation symbol on its documents, provided that they relate to activities accredited by EA BAS. The use of the accreditation symbol is subject to the rights and limitations indicated below.

The accreditation symbol may be used on documents jointly with the logo and/or name of the accredited body and it should not dominate over the logo and/or the name of the accredited body. It is not allowed to use the accreditation symbol of EA BAS in combination with the trademarks of EA BAS and/names of persons not accredited or certified by EA BAS.

The regulations, the conditions, and the requirements, defined in this document, are also applicable in cases of use of the accreditation symbol of EA BAS in electronic documents (web pages included).

6.2. Reference to Accreditation

Whenever reference to accreditation is made without the use of accreditation symbol, the accredited CANB with KEY DIFFUSION Ltd. should include at least: the registration number of the accreditation certificate, the date of issuance, validity, and the name of EA BAS as a national body, which has issued the accreditation certificate, as well as the activity for which it has been accredited or the accreditation standard.

For instance: **Certificate of Accreditation, Reg. No. XXX/Date, Valid until ... , Issued by EA BAS, as per Requirements of Standard БДС (Bulgarian State Standard) EN ISO/IEC 17020:2012.**

The rules defined for using reference to accreditation are valid also for the electronic version of the documents issued by the accredited CANB with KEY DIFFUSION Ltd..

6.3. Reference to the Status of EA BAS as a Signatory to Multinational Agreements

Reference to the status of EA BAS as a signatory to a multilateral agreement may be made on official documents, issued within the scope of accreditation, and is allowed only with reference to activities for which EA BAS has signed a multilateral agreement.

Reference to the status of EA BAS as a signatory to a multilateral agreement may be made only after reference to accreditation or use of the accreditation symbol in compliance with the requirements of items 6.1 and 6.2 of this procedure.

The following text should be used for reference:

"EA BAS is a signatory to EA MLA"

or

"EA BAS is a signatory to multilateral agreement -- EA MLA",

"EA BAS is a signatory to the mutual recognition agreement ILAC MRA"

"EA BAS is a signatory to the multilateral agreement IAF MLA"

The accredited CANB with KEY DIFFUSION Ltd., bearing responsibility for reference to accreditation or the use of the accreditation symbol by its clients, has taken relevant steps towards correct reference or usage of the accreditation symbol by having made the required record into QF 5.1-2-work agreement with a contracting authority, and has rendered the current procedure a public one by uploading it on its website.

The clients of the accredited CANB should not use reference to the status of EA BAS as a signatory to a multilateral agreement.

In the event of a suspension of the status of EA BAS as a signatory to EA MLA, CANB with KEY DIFFUSION Ltd., if accredited during this period, is required to publish a clear text on its website, indicating this fact with the purpose of avoiding misleading the consumers of accredited services. Jointly with reference (by means of symbol -- item 6.1 and/or text -- item 6.2), the following text should be used:

"EA BAS's status, as a signatory to multilateral agreement -- EA MLA, is suspended",
or "EA BAS's status, as a signatory to mutual recognition agreement ILAC MRA, is suspended" or "EA BAS's status, as a signatory to a multilateral agreement IAF MLA is suspended".

7. RIGHTS OF USING THE ACCREDITATION SYMBOL AND RIGHTS TO REFERENCE

7.1. Rights of Use

EA BAS gives the right to use the accreditation symbol and reference to accreditation by EA BAS and/or the status of EA BAS as a signatory to agreements, provided the following conditions are met by the accredited CANB with KEY DIFFUSION Ltd.:

- to be accredited by EA BAS and
- to comply with the EA BAS' accreditation requirements.

Giving the right to use the accreditation symbol takes place after a written request has been made by the accredited CANB and the fees for accreditation maintenance have been correctly paid. Awarding of accreditation symbol is done by a letter –BAS QF 5.1 form and Appendix No.1.

7.1.1. Suspension of Accreditation

In the event of a suspension of the accreditation of the CANB with KEY DIFFUSION Ltd. for part or all of the accredited activities, the accredited CANB should immediately discontinue the use of the accreditation symbol or reference to accreditation by EA BAS and/or the status of EA BAS as a signatory to a multilateral agreement in all documents, related to the activities subject to suspension of accreditation.

7.1.2. Accreditation Revocation

In the event of revocation of accreditation, the accredited CANB with KEY DIFFUSION Ltd. should immediately discontinue the use, publication, and dissemination of documents, bearing the accreditation symbol or reference to accreditation by EA BAS and/or the status of EA BAS as a signatory to a multilateral agreement. After the accreditation has been revoked, it should not be declared and/or demonstrated in any way.

7.1.3. Non-accredited Activities

The accredited CANB with KEY DIFFUSION Ltd. should not refer to accreditation or create prerequisites for confusion as regards non-accredited activities. In particular:

- The accredited CANB, which owns an accreditation certificate only for part of its activities, may use the accreditation symbol or reference to accreditation by EA BAS and/or of the status of EA BAS as a signatory to a multilateral agreement, **only for the accredited activities by EA BAS.**
- When the accredited CANB operates in several areas (offices/premises) and at least one of them has not been awarded an accreditation, the accreditation symbol may be used only for the areas, indicated in the scope of accreditation, on the condition that work takes place in these offices/premises.
- Upon issuing of certificates which refer to the whole structure of the accredited body, it is compulsory that immediately next to the accreditation symbol or reference be clearly and legibly stated, for instance: **"The list of accredited sites and their scope of accreditation are published on the official Internet page of the organisation: www.xxx... and/or is given in a attachment to the document..."**

7.2. Documents and Promotional Material

7.2.1. Material and Web Pages Accessible to the Public

All accessible material, as well as the Internet page of the accredited CANB with KEY DIFFUSION Ltd. unambiguously and clearly define which activities fall within an accredited scope and which ones do not, with the aim of eliminating any possibility for misleading the clients or discredit the accreditation and/or the multilateral agreement.

The accredited CANB may, with the explicit written permission of the Executive Director of EA BAS, use the accreditation symbol on motor vehicles or other similar objects, provided they are used for accredited activities only.

7.2.2. Letters and Electronic Correspondence

The image of the accreditation symbol on the documents of the accredited CANB with KEY DIFFUSION Ltd. should not be more visible than its own mark/logo or printed name of the accredited body.

The accreditation symbol may be used on offers, cover letters or other similar objects, which pertain not only to accredited activities, provided that it is clearly defined which activities are accredited by EA BAS and which ones are not. This applies also to the documents, used and sent jointly with the material mentioned above.

When the accreditation symbol is used on offers, proposals, and similar objects, and these documents pertain to activities outside the scope of accreditation, then it is mandatory that the following unmodified text be included in the document:

"The document contains services which do not fall within the available scope of accreditation".

The type and format of the document (offer, proposal, etc.) should be indicated and written in [this document] field.

It is mandatory that letters, printed on forms, bearing the accreditation symbol and supporting reports, calibration certificates and/or certificates/summary reports, prepared as a result of non-accredited activities, include the following unaltered text:

"Results enclosed do not fall within the scope of accreditation".

The type of the document (results, reports, calibration certificates, certificates/summary reports, statements/declarations, etc.) submitted is described in the field [materials].

CANBs accredited by EA BAS **ARE NOT ALLOWED** to use reference to the status of EA BAS as a signatory to multilateral agreements on stationery, forms, offers, letters, incl. the ones in electronic format.

7.3. Reports and Certificates

7.3.1. General Terms and Conditions

To be able to use the accreditation symbol and/or reference, it is necessary that the reports, the calibration certificates, and/or the certificates/summary reports contain only results from accredited activities.

The accredited CANB with KEY DIFFUSION Ltd. should not in any way suggest and/or imply that EA BAS is responsible for the precision and/or the authenticity of specific results from testing, calibration, and inspection or decisions as regards certification within the assessed scope of accreditation. The accredited body should not in any way suggest and/or imply that EA BAS has calibrated a measuring device, has tested, inspected, validated or certified a certain object, process, service, system or body.

The accreditation symbol and/or reference to accreditation or to the status of EA BAS as a signatory to EA MLA and/or ILAC MRA and/or IAF MLA are used on reports, calibration certificates, certificates/summary reports, whenever they contain only results

from activities, which fall under the accreditation scope of the CANB. The accreditation symbol is applied in the respective colours -- according to Appendix 1 or in black-and-white -- in compliance with the requirements described in these rules.

Whenever the accredited CANBs issue reports, certificates/with results from activities within the scope of accreditation, they should refer to accreditation or use the accreditation symbol. If for any reason the CANB does not refer to accreditation or does not use the accreditation symbol in the documented results from activities, which fall under the accreditation scope of the body, it is considered that these activities are outside the scope of accreditation and that CANB has not observed the current rules.

7.3.2. Specific Requirements

The accredited CANB with KEY DIFFUSION Ltd. may use the accreditation symbol and/or reference to accreditation and/or to the status of EA BAS as a signatory to a multilateral agreement on reports, in which opinions, interpretations and other types of information, related to studies and/or research activities, are included. Whenever these opinions, interpretations, and statements fall under an area outside the scope of accreditation, the report or the certificate/summary report should include a statement, which should be in immediate proximity to the accreditation symbol/reference to accreditation and should contain the following text:

"All opinions, positions, and interpretations, expressed in this report, certificate/summary report, are outside the scope of accreditation".

7.3.3. Using in accredited CAB the ILAC MRA Mark in combination with the Accreditation Symbol of EA BAS.

The accredited CAB may use the ILAC MRA mark in combination with the Accreditation Symbol of EA BAS on protocols and certificates issued under accreditation as shown below:



The ILAC MRA Mark and the accreditation symbol of EA BAS must be located in close proximity to each other.

The accreditation of CANB with KEY DIFFUSION Ltd., if it wishes to use the ILAC MRA mark in combination with the accreditation symbol of EA BAS, makes a written request for permission from EA BAS to do so in compliance with the rules of use, BAS QR 5 and gives an example of this combined sign, analogous to the ones shown.

8. SERVICE CONSUMERS (CLIENTS) OF THE ACCREDITED CANB WITH KEY DIFFUSION LTD.

The clients of the accredited CANB with KEY DIFFUSION Ltd. may use reference to accreditation under the conditions provided in this document.

This document is accessible to the public; it is published on the Internet page of the accredited CANB with KEY DIFFUSION Ltd. and is provided to regular and potential

clients. The accredited CANB bears the responsibility of control over the correct use of reference to accreditation by EA BAS on the part of the consumers of its services.

Reference to accreditation by EA BAS and/or to the status of EA BAS as a signatory to a multilateral agreement should not be used by the clients of the accredited CANB in their letter forms and other stationery/marketing materials.

The reports/certificates may be reproduced or included in clients' documents and materials only in their entire versions, after the explicit permission on the part of KEY DIFFUSION Ltd.

Reference to accreditation by clients on their letters, stationery and marketing materials, etc. is prohibited.

The accredited CANB with KEY DIFFUSION Ltd. bears the responsibility for exercising control over the correct use of reference to EA BAS accreditation by the consumers of its services.

Clients of the CANB accredited may refer to the status of accreditation only in their promotional materials, on the condition that they observe the rules and the policies, described in this document, as well as in BAS QR 5 of EA BAS.

9. REFERENCE TO ACCREDITATION ABUSE

The use of accreditation symbol or reference to accreditation, awarded by EA BAS, and/or to the status of EA BAS as a signatory to a multilateral agreement by CANBs which have not been accredited, whose accreditation has been revoked or suspended, is considered an infringement within the meaning of LNCAB are subject to liability according to the provisions in § 41 of the act. The administrative and penal provisions, the amounts of fines, and the penalty payments, which vary between BGN 2,000 and 10,000, depending on the nature of the violation, are indicated in Chapter VII, § 41 of LNCAB.

Failure to abide by with the current rules on the part of non-accredited CANBs is considered a significant non-compliance within the meaning of Accreditation Procedure BAS QR 2, from which an immediate suspension for the period of 6 (six) months or revoking of accreditation, depending on the findings, follows.

10. REFERENCE DOCUMENTS

- **LNCAB** - Law on National Accreditation of Conformity Assessment Bodies (State Gazette, 41 of 2010)
- **BAS QR 2 - Accreditation procedure**
- **BAS QR 5 Version 5, Date: 01.10.2017**– Rules for Using the Accreditation Symbol of EA BAS, for Reference to Accreditation by EA BAS and/or for Reference to the Status of EA BAS as a Signatory to a Multilateral Agreement
- **BAS QF 5.1 - Letter of Accreditation Symbol**
- **Annex 1** - Accreditation symbol of a Conformity Assessment Notified Body accredited by EA BAS
- **Annex 2 - Agreement about the use of the IAF MLA sign between EA "BAS" and an accredited conformity assessment body (CAB)**

- EA-3/O1M:2012 - EA Conditions for the use of accreditation symbols, text reference to accreditation and 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-R4:10/2016 - Use of the ILAC Logo and Tagline
- ILAC-R7:05/2015 - Rules for the Use of the ILAC MRA Mark
- IAF PL 8:2016- Rules for the Use of the IAF Logo.
- IAF ML 2:2016- General principles on the use of the IAF MLA mark.
- Annex 2 към IAF ML 2:2016 General principles on the use of the IAF MLA mark.

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