



**REFERENCE TO AND USE OF ENAO  
ACCREDITATION SYMBOLS**

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## 1. Purpose

This document describes the procedures ENAO follows to control the use of the ENAO Accreditation Symbol and the various types of usages permitted by ENAO Accreditation Certificate holders.

## 2. Scope

ENAO accredited organizations are required to use the ENAO accreditation symbol or refer to ENAO accreditation where appropriate. Reference to an accredited organization in this document implies all accredited organizations. The conditions contained in this document shall be met by all ENAO accredited organizations

## 1 References

The following documents are referenced:

ISO/IEC 17011:2017 Conformity Assessment – General requirements for accreditation bodies accrediting conformity assessment bodies;

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

ISO/IEC 17020:2012 General criteria for the operation of various types of bodies performing inspection;

ISO/IEC 17021-1:2015 Conformity assessment – Requirements for bodies providing audit and certification of management systems;

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

ISO 15189:2012 Medical laboratories – Particular requirements for quality and competence;

ISO/IEC 17024: General requirements for bodies operating certification of persons

ISO/IEC 17065: Requirements for bodies certifying products, process and services

## 2 Responsibility

It is the responsibility of accreditation directors and respective teams for the implementation of this document.

### 3 General Format and Display of Accreditation symbols or reference to ENAO Accreditation

3.1. The ENAO corporate logo, as displayed below, is only for ENAO use and may not be used by any organization.



### 3.2. Monogram Discription

In addition to abbreviated typography-based logo description “Ethiopian National Accreditation Office” the ENAO logo has an

Additional meaning when we see the monogram logo of ENAO in the middle of “N” and “O” letter there is doting and bridge sign.

■ Stands for **Ethiopia and other countries**

■ Stands for sole National Accreditation body for Conformity Assessment Bodies

■ Dote sigh implies that “the eye” “witness”

■ Bridge sign implies that Accreditation used as a bridge to break technical barriers to trade

■ The word “O” the letter implies Globe or worldwide “Accredited once accepted everywhere”

ENAO accreditaion symbols, examples of which are annexed to this document and as per the example below, are designed for each specific field of accreditation and these symbols are meant for use by accredited conformity assessment bodies.



Certificate holders are allowed to use the Accreditation Symbol only after ENAO permits them to use the symbol. In principle, ENAO considers furnishing the ENAO Accreditation Symbol to certificate holders as granting them permission for proper use.

Where it is not practicable to display the relevant accreditation symbol, the organization shall without variation use the relevant phrase with the accreditation number as follows:

“An ENAO accredited Testing Laboratory, No. T...”

“An ENAO accredited Medical Laboratory, No. M...”

“An ENAO accredited Calibration Laboratory, No. Cal...”

“An ENAO accredited Inspection Body, No. IB...”

“An ENAO accredited Certifier for Products, No. CPr...”

“An ENAO accredited Certifier for Personnel, No. CPe...”

“An ENAO accredited Certifier for Management Systems, No. CMS...”

“An ENAO accredited certified for Environmental management system, CMS-E...”

“An ENAO accredited certified for Quality Management System, CMS- Q...”

“An ENAO accredited certified for Occupational Safety and Health management system, CMS- O...”

“An ENAO accredited certified for Food safety management system-CMS-F...”

“An ENAO accredited certified for Security Management System, CMS-S...”

“An ENAO accredited certified for Energy management system, CMS-En...”

“An ENAO accredited certified for Medical Device quality management system, CMS-Md...” and for other certification management system sub-scopes symbol shall be used CMS with a followed capital letter of the sub-scope name and if necessary small subsequent letter of the sub-scope will be followed.

#### **4. Criteria and Conditions for Use of the Accreditation Symbol**

##### **4.1. General Conditions**

4.1.1. Accredited conformity assessment bodies shall have a right to use the accreditation symbol for the duration of the validity period of accreditation granted by the ENAO.

4.1.2. As a rule, certificates of conformity (test reports, calibration certificates, certificates, inspection reports/certificates) issued by an accredited conformity assessment body within the defined accreditation scope, shall contain the accreditation symbol. An accredited conformity assessment body can also use the accreditation symbol for advertisement purpose (for letter heads, quotation for work, media advertisement, website) indicating the specific accredited scopes that can't confuse their clients.

4.1.3. The ENAO, accreditation symbol can only be used in combination with the accredited organization's logo, mark and /or name, and without being more prominent than that of the organization. Use of logos, marks or names of other organizations on the same document shall not be used in combination with the ENAO accreditation symbol or in any other way, which may imply that ENAO has accredited these organizations.

4.1.4. An accredited CAB is obliged to clearly specify in its certificates and other documents used during the accreditation validity period those activities that were not accredited.

- 4.1.5. An accredited CAB is obliged to submit to the ENAO all pro-forma certificates and other documents that contain the accreditation symbol and are issued during the accreditation validity period.
- 4.1.6. Approval for the use of the ENAO accreditation symbol or any reference to ENAO accreditation in publicity material relating to a product must be obtained from ENAO
- 4.1.7. Business cards of the accredited CAB employees must not contain the accreditation symbol.
- 4.1.8. The content of certificates containing the accreditation symbol must not imply that ENAO is responsible for the accuracy of test results, calibration or inspection results or that the ENAO shall confirm the conformity of products, processes management systems or persons. Accredited inspection bodies, Certification bodies, testing or calibration laboratories must not authorize their clients to use the accreditation symbol.
- 4.1.9. Sub-contracted results: where an organization wishes to issue a report incorporating the ENAO accreditation symbol or reference to ENAO accreditation and results from sub-contracted work, the report shall incorporate statements clearly indicating which results has been obtained from sub-contractors. However if the subcontracted work to non-accredited CAB or accredited by other AB non signatory to ILAC MRA and is within accreditation schedule of CAB, the result from a sub-contractor shall not be included in a report carrying accreditation symbol. Furthermore no stationary relating to the report or certificate included which implies its accreditation. When a CAB issues reports incorporating the ENAO accreditation symbol or reference to ENAO accreditation and any disclaimer about it, the disclaimers shall preferably be included on the front cover or first page of each report/certificate. The user shall clearly make visible and not hidden among other text nor be of smaller font than the other text appearing on the certificate.
- 4.1.10. ENAO developed a combined mark for accredited CABs and verified the appropriateness of the print out before official use

#### **4.2. Obligations CAB in Case of Accreditation Suspension or Withdrawal**

- 4.2.1. In case of accreditation suspension in full or for part of the accreditation scope immediately pend from use and displaying the accreditation symbol as indicated in the above clause 6.1.2, since the decision is made until the accreditation reinstated or a new certificate is issued.
- 4.2.2. In case of accreditation withdrawal, an accredited CAB shall, in line with the decision that was made, immediately stop from displaying the accreditation symbol as indicated in the

above clause 6.1.2 and the distribution materials shall be removed from use and collected and the distributed materials immediately removed from internet page.

4.2.3. Upon the expiry of validity period of accreditation of an accredited certification body, it shall immediately take actions to ensure that bodies that were granted a right to use the certification mark immediately stop using the accreditation symbol on the materials (products, product packaging, documents, items, etc.) containing the said symbol.

### **4.3. Accredited Testing and Calibration**

4.3.1. As a rule, accredited testing and calibration reports/certificates containing the results falling within the accreditation scope shall contain the accreditation symbol.

4.3.2. Laboratory issues testing report or calibration certificates containing the accreditation symbol and opinions and interpretations, they shall be:

- only based on testing / calibration results from the accreditation scope;

4.3.3. If opinions and/or interpretations are expressed on test/calibration results that fall outside the accreditation scope, then they shall be clearly and unequivocally marked (e.g. “opinion/interpretation presented in this report is outside the laboratory’s accreditation scope”).

4.3.4. If a calibration laboratory issues labels containing the accreditation symbol, the labels shall, in addition to the symbol, have the identification mark of the instrument that was calibrated, calibration date and calibration certificate number. These labels can only be used to identify equipment that was calibrated by an accredited calibration laboratory within the accreditation scope that was granted.

4.3.5. Calibration Labels: Calibration laboratories accredited by ENAO should, wherever practicable, use a label of approved design only on a measuring instrument for which ENAO calibration certificate has been issued subject to the following conditions:

- a. The laboratory has issued ENAO calibration certificate for the calibration of the instrument referred to on the label.
- b. The laboratory holds ENAO accreditation for the calibrations referred to.
- c. The label relates only to the calibration carried out on the date given on the label.
- d. The label does not imply compliance with a specification, approval of quality or permanence of calibration.
- e. On recalibration of the instrument the previous label should be removed and replaced by a new label relating to the latest calibration.

- f. Only labels of approved design shall be used and the following information is to be indelibly marked on the label;
- ENAO accreditation symbol and accreditation number.
  - Instrument identification
  - Date of calibration
  - Certificate number
- g. The Calibration laboratory is responsible for the appropriately controlled storage and use of labels.

#### **4.4. Accredited Inspection Bodies**

- 4.4.1.** As a rule, inspection reports/certificates containing results from the accreditation scope shall contain the accreditation symbol.
- 4.4.2.** An inspection body can refer to the accreditation symbol in its reports, certificates and other documents pertaining only to locations that are accredited.
- 4.4.3.** The Inspection Bodies shall not state on their certificate the percentage of chemical content and/or any test results without having data from competent laboratories
- 4.4.4.** Inspection bodies shall not state on their certificate the residual analysis without having data traceable to a competent laboratory.
- 4.4.5.** The inspection certificate/inspection report shall only state whether the inspected item meets the requirements of the standard based on the requirements set to carry out that specific activity. If the inspection body want to include some historical data in their inspection certificate/ inspection report, it shall be clearly indicated in the inspection certificate/inspection report that the data are historical and not traceable to ENAO accreditation symbol.
- 4.4.6.** If the inspection certificate/report comprises accredited and non-accredited products or/and parameters it shall be clearly indicated in the certificate/report to which items and parameters the ENAO symbol applied unless otherwise there should be a separate certificate/report for the accredited and non-accredited items and /or parameters.

#### **4.5. Accredited Certification Bodies**

- 4.5.1.** An accredited certification body certifying management systems shall ensure that an organization that was certified thereby does not display the accreditation mark or symbol on its products, i.e. packaging material.

- 4.5.2. A certificate issued by an accredited certification body incorporating the ENAO accreditation symbol, or reference to ENAO accreditation shall contain a statement identifying the title and number of the standard against which the certification was done, or other means of clearly identifying the scope of the certification.
- 4.5.3. An accredited certification body certifying products may grant permission to a body the products of which it certified to display the accreditation symbol on the said products, but only if combined with the certification mark. Combination of the accreditation symbol and certification mark may be printed and displayed in catalogues and brochures only if they refer to the product certified under the accreditation granted by the ENAO.
- 4.5.4. A body the product of which was certified by an accredited certification body shall, in addition to the certification mark, use the accreditation symbol in accordance with the rules of that certification body and these rules.
- 4.5.5. When an accredited CAB has several offices (operating units or organizational units in different locations) for similar scope, if the scope is accredited in the main functional office then the CAB shall not provide non accredited service for similar scope at any of the branches. The accreditation symbol shall be used in all of the branches that have been accredited.
- 4.5.6. In accordance with accreditation criteria and requirements, an accredited certification body shall ensure adequate use of the accreditation symbol by a body that is a holder of the right to use the certification mark by adding provisions to the contract or agreement providing for the following:
- That a holder of the right to use the certification mark does not display the accreditation symbol independently of the certification mark,
  - That the accreditation symbol is not used in a way so as to mislead, i.e. to lead to the wrong assumption that the product or management system was certified or approved by the ENAO.

## **5. Versions of the ENAO Logo and Symbols**

The ENAO logo and symbol as shown in Figures 1 and 2 and annexed to these Rule .



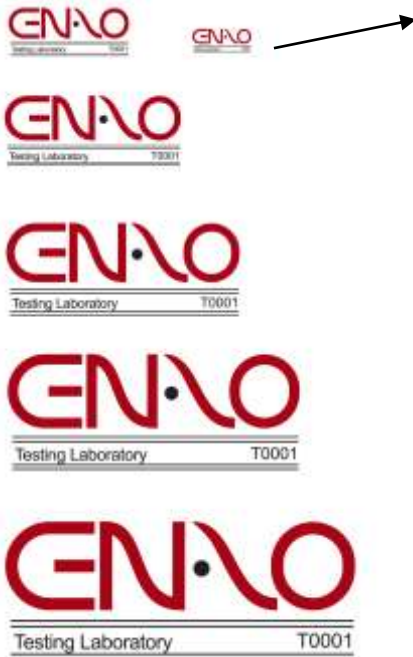
**Figure 1:** Logo used by the ENAO as a means of its own identification.



**Figure 2:** Versions of the accreditation symbol used by accredited CABs depending on the type of accreditation that was granted.

- 5.1. Form, Content, Size, and Color of accreditation Symbol:** The ENAO symbol must have a form, content, size and color as explained in this subsection. The minimum size of the symbol is 15 mm wide.

(Too Small, Not legible) misuse

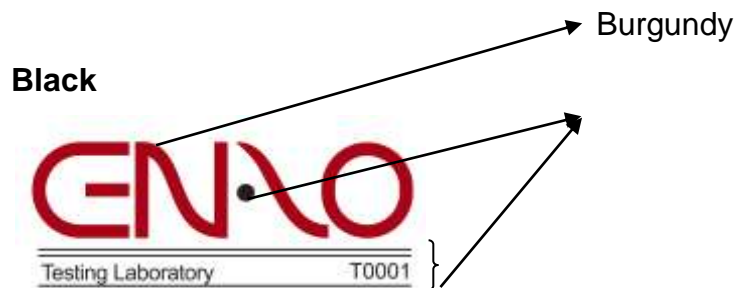


5.1.1. The proportion between the height and the width of the symbol shall be 1:3. Any enlargements or reductions in size shall retain these proportions.

5.1.2. The minimum size of the logo may not be smaller than 15mm wide, and the word beneath ENAO must remain legible.

5.1.3. The color specification of the ENAO accreditation symbol are:

- Color Burgundy Cyan, Magenta, Yellow, black (CMYK) (C 22%, M=100%, Y=100%, K=16.5%) Red, Green, Blue(RGB) (R=170 G=3 B=21)
- Color Black CMYK C=0, M=0, Y=0, K=100) Red, Green, Blue (RGB) (R=35%, G=31%, B=32%)



5.1.4. The following combinations are also allowed but are not the preferred usage :

- In black on a white background, or on a background of another color that is clearly contrasted with black, to be decided in consultation with ENAO; or

- In white on a black background.

5.1.5. The accreditation number shall appear beneath and aligned to the right of the ENAO symbol. The accreditation number shall be font type Arial. The symbol and the accreditation number shall be considered a single entity for purpose of enlargement or reduction.

## **6. Use of the Accreditation Symbol in Electronic Format**

Use of electronic format of the symbol shall be allowed under the following conditions:

- When copying documents displaying the accreditation symbol, it must remain legible and clearly distinguishable.
- It is not allowed to change the design of the original version of the accreditation symbol.
- If an accredited CAB was granted several accreditations by the ENAO, it may use only one or more accreditation symbols it chooses. In case when several accreditation symbols are used, they must be displayed in a horizontal or vertical position.

## **7. Actions to be taken in Case of Improper and Unlawful Use of the Accreditation Symbol**

7.1. ENAO assessors examine certificate holders' use of the Accreditation Symbol as a routine part of follow up assessments. Assessors will collect objective evidence of the symbol use in their assessment package for the Accreditation Advisory Committee to review. In addition, certificate holders' documented procedures must be found to include procedures for enforcing ENAO regulations for the proper use and protection of the Accreditation Symbol.

7.2. In case of improper and unlawful reference and use of the accreditation symbol, ENAO shall take actions, extraordinary follow up assessments, or it shall suspend or withdraw the accreditation.

7.3. In case of an unauthorized use of the accreditation symbol by a legal entity or natural person, ENAO shall instigate proceedings to protect its rights.

## **8. Use of the ILAC/IAF Combined Mark**

Concerning the use of the ILAC/IAF combined mark ENAO shall obey and follow ILAC/IAF rules such as ILAC R7 Rules for the use of the ILAC MRA Mark, IAF ML 2 General principles on the use of IAF MRA Mark, IAF/ILAC A2, AFRAC MD 002 and AFRAC MD 030.

## 9. Annex A: ENAO Symbols



Revision No.	Date approved	Revision History
1	15/05/2015	<p>The Inspection Bodies shall not state on their certificate the percentage of chemical content without having data from competent laboratories have been added</p> <p>Inspection bodies shall not state on their certificate the residual analysis without having data traceable to a competent laboratory have been added</p> <p>The inspection certificate/inspection report shall only state whether the inspected item meets the requirements of the standard based on the requirements set to carry out that specific activity. If the inspection body want to include some historical data in their inspection certificate/ inspection report, it shall be clearly indicated in the inspection certificate/inspection report that the data are historical and not traceable to ENAO accreditation symbol have been added</p> <p>If the inspection certificate/report comprises accredited and non accredited products or/and parameters it shall be clearly indicated in the certificate/report to which items and parameters the ENAO symbol applied unless otherwise there should be a separate certificate/report for the accredited and non accredited items and /or parameters have been added .( all are under 5.4)</p>
2	2015-10-25	<p>Clause 4.2 identification of accreditation numbers modified to distinguish between different certification areas.</p> <p>Clause 5.1.10 elaborated to prohibit inclusion of s works subcontracted which within its accreditation scope the report carrying ENAO symbol</p>

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1.3	2018-11-22	<p>Clause 6 and 10 accreditation symbols for personnel, product, and system certification distinctly designed.</p> <p>Changed according to the revised ISO/IEC 17011:2017</p>
1.4	2019-04-15	<p>The Inspection Bodies shall not state on their certificate the percentage of chemical content and/or any test results without having data from competent laboratories</p>
1.5	2021-03-18	<p>Reference ILAC P8:12/2012 replaced ILAC P8:12/2019</p> <p>Purpose and scope separated</p> <p>Removed IAF/ILAC A5:11/2013 IAF/ILAC Multi-Lateral Mutual Recognition Arrangement (Arrangements): Application of ISO/IEC 17011:2004 ILAC Docs: <a href="http://www.ilac.org">www.ilac.org</a>, IAF Docs: <a href="http://www.iaf.nu">www.iaf.nu</a> and ENAO Docs: <a href="http://www.ena-eth.org">www.ena-eth.org</a> from reference</p> <p>Added ISO/IEC 17024: General requirements for bodies operating certification of persons</p> <p><b>ISO/IEC 17065:</b> Requirements for bodies certifying products, process and services</p> <p>3.2.Monogram Description added and from “An ENAO accredited certified for Environmental management system, CMS-E...” to “An ENAO accredited certified for Medical Device quality management system, CMS-Md...”</p> <p>4.1.2 Included for advertisement purpose (for letter heads, quotation for work, media advertisement, website) indicating the specific accredited scopes that can’t confuse their clients.</p> <p>4.1.10 ENAO developed a combined mark for accredited CABs and verified the appropriateness of the print out before official use</p> <p>4.3.1. As a rule, accredited testing and calibration reports/certificates containing the results falling within the accreditation scope shall contain the accreditation symbol.</p> <p>4.5.5. When an accredited CAB has several offices</p>

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(operating units or organizational units in different locations) for similar scope, if the scope is accredited in the main functional office then the CAB shall not provide non accredited service for similar scope at any of the branches. The accreditation symbol shall be used in all of the branches that have been accredited.