



BELGIAN **C**ONSTRUCTION **C**ERTIFICATION **A**SSOCIATION NPO

Founded by SECO and BBRI

**RULES GOVERNING THE REFERENCE TO BELAC
ACCREDITATION BY CERTIFICATE HOLDERS**

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1 OBJECT

The present document sets the rules that the holder of a certificate issued under accreditation by BCCA must respect if he wishes to refer to this accreditation.

2 DEFINITIONS AND REFERENCE DOCUMENTS

2.1 DEFINITIONS, ABBREVIATIONS AND ACRONYMS

Accreditation	Attestation granted by a third party related to a body for conformity assessment, such as a laboratory, an inspection or a certification body. This certificate is granted by an accreditation body after a thorough assessment based on internationally recognized requirements; it conveys the formal demonstration of the competence of the organization to carry out specific tasks relating to conformity assessment.
Certificate holder	Legal or natural person identified on the certificate.
BELAC	BELAC is the only Belgian accreditation body. It is placed under the responsibility of the FPS Economy, SMEs, Self-Employed and Energy.

2.2 REFERENCE DOCUMENTS

BELAC 2-001 Rev 13-2021	Rules governing the reference to BELAC accreditation and BELAC's signatory status of international multilateral agreements/recognitions
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3 ACCREDITATION OF BCCA

For certain activities and schemes, BCCA has an accreditation granted by BELAC. This accreditation confirms conformity with international standards that set the requirements for bodies performing conformity assessment tasks.

For BCCA, it deals specifically with:

- NBN EN ISO/IEC 17021-1: Conformity assessment - Requirements for bodies providing audit and certification of management systems - Part 1 : Requirements
- NBN EN ISO/IEC 17065: Conformity assessment - Requirements for bodies certifying products, processes and services
- NBN EN ISO/IEC 17024: Conformity assessment - General requirements for bodies operating certification of persons

- NBN AND ISO/IEC 17020: Conformity assessment - Requirements for the operation of various types of bodies performing inspection

The validity of the accreditation certificates and the associated scope can be checked on the BELAC website:

<https://economie.fgov.be/en/themes/quality-and-safety/accreditation-belac/accredited-bodies>.

For the certification of products, the detailed scope of accreditation according to NBN EN ISO/IEC 17065 can be consulted on the BCCA website itself: <https://www.bcca.be/en/about-us/accreditation>.

BCCA is registered with BELAC under the accreditation number 021.

For activities that fall within BCCA's scope of accreditation and that were executed in accordance with the terms of accreditation, the reports and certificates refer to BCCA's accreditation.

On certificates, this is achieved by affixing the BELAC symbol in combination with a specific identification of the accreditation application and the accreditation number underneath the symbol.

For an inspection executed under accreditation in the capacity of an accredited inspection body, the BELAC symbol with associated identification of the accreditation application and accreditation number shall be affixed to the inspection report.

The use of the BELAC symbol with the identification of the application may in some cases be replaced by a wording prescribed by BELAC.

If BCCA's accreditation status changed, BCCA would notify its customers for the corresponding activity so that they can adjust any references to accreditation accordingly.

Additional information on the accreditation status of BCCA services can always be obtained at: mail@bcca.be.

4 RESPONSIBILITIES OF BCCA

As an accredited body, BCCA is responsible for informing its certificate holders of the conditions for referring to accreditation and use of the BELAC symbol.

BCCA is also responsible for the proper follow-up of the reference to its accreditation. In the event that it is determined that the reference to its accreditation has been misused or incorrectly used by its certificate holders, BCCA shall take the necessary actions and shall inform BELAC accordingly.

If a certificate holder wishes to refer to BCCA's accreditation, he is compelled to first submit this to BCCA so that the conformity with the regulations of BELAC in this respect can be verified.

BCCA reserves the right to prohibit the certificate holder to make reference to BCCA's accreditation or to request him at any time to correct it.

A repeated or serious breach of the foregoing provisions may lead to sanctions according to the modalities laid down in the BCCA certification rules.

5 REFERENCES TO BCCA'S ACCREDITATION BY THE CERTIFICATE HOLDER

5.1 BY WHOM? UNDER WHAT CONDITIONS?

The reference to BCCA's accreditation may be used by holders of a certificate issued by BCCA as long as the following conditions are met:

- the certificate was granted by BCCA under accreditation (thus depicting the BELAC symbol) and BCCA's accreditation for it is valid;
- there is an ongoing contractual relationship between the certificate holder and BCCA;
- the certificate granted by BCCA is valid,
 - according to the period of validity and any specific conditions mentioned on the certificate;
 - the certification is not subject to any sanction of suspension or withdrawal;
 - the certification was not voluntarily suspended or stopped by the certificate holder.

The right to refer to the accreditation is not transferable to parties other than the certificate holder.

The reference to BCCA's accreditation by the certificate holder will always be made in a way that does not damage the reputation of either BCCA or the accreditation body BELAC. The reference will also not be misleading as to the scope of this accreditation.

5.2 WHEN? ON WHAT DOCUMENTS?

5.2.1 GENERAL

The reference to the accreditation may only appear on informational or advertising documents that correspond to the activities or items for which the BCCA certificate was granted.

The BELAC symbol must not appear on:

- stationary with the certificate holder's letterhead which is for general purposes;
- documents related to activities other than those covered by the certificate granted by BCCA.

5.2.2 SPECIAL PROVISIONS FOR HOLDERS OF MANAGEMENT SYSTEMS CERTIFICATES

When the certificate issued by BCCA covers only the management system of the certificate holder, the latter may not mention BCCA's accreditation on products, packaging, reports and other documents of the same nature.

This provision also applies in particular when BCCA has only granted a certificate for the management system of a laboratory, inspection body or producer of reference materials. Calibration certificates, test reports, inspection reports or reference materials thereof may not contain any reference to BCCA's accreditation.

5.2.3 SPECIAL PROVISIONS FOR HOLDERS OF CERTIFICATES FOR PRODUCTS

The reference to accreditation by BCCA (and in particular the use of the accreditation symbol) may not be affixed by the certificate holder to products and packaging.

However, reference may be made to BCCA's accreditation on accompanying documents when the requirements listed in §5.1 are met.

5.2.4 SPECIAL PROVISIONS FOR CLIENTS FOR WHOM BCCA ACTS AS AN ACCREDITED INSPECTION BODY

The use of the BELAC symbol is not permitted for BCCA customers to whom BCCA has issued an inspection report under accreditation.

However, the reference to the BCCA accreditation in the form of text may appear on informative or publicity documents of the client, insofar as this corresponds to the object to which the inspection report relates.

5.3 FORM MODALITIES FOR THE REFERENCE TO THE ACCREDITATION

The reference to the accreditation may be used by the certificate holder only if:

- the certificate holder's own logo and/or designation also appears on the document;
- it is used together with the logo and/or name of BCCA;
- the number of the BCCA accreditation certificate is mentioned under the BELAC symbol or in the sentence referring to the accreditation;
- the dimensions of the BELAC symbol remain smaller than the dimensions of the certificate holder's own symbol and the BCCA logo

The BELAC symbol is always represented by the BELAC logo supplemented by the accreditation certificate number with reference to the accreditation application concerned, as depicted by BCCA on the delivered certificate or inspection report.

The BELAC symbol may only be displayed in its own specific color, namely PANTONE RUBINE, or in black.

The symbol can be obtained in electronic form from BCCA.

Instead of using the BELAC symbol, a certificate holder may also refer to it using the wording below:

"BCCA asbl is accredited by BELAC under the certificate number <xxx-021> ", where xxx is to be replaced by the relevant accreditation application as appears on the BELAC certificate

The certificate holder may not refer to the international mutual recognition agreements on accreditation (e.g. EA MLA, IAF MLA) that BCCA might have mentioned on its certificates.

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