	<b>BASIC QUALITY PROCEDURE</b>	Code: OIK 7.8.1 Version: 01 Page: 1/4
	<b>REFERENCE TO ACCREDITATION</b>	

## 1. PURPOSE

The present Basic Quality Procedure regulate the manner of reference to accreditation.

## 2. TERMS, DEFINITIONS AND ABBREVIATIONS

**2.1. Reference to accreditation:** a text used by the accredited body for the purposes of designation of their status of Conformity Assessment Bodies /CAB/ accredited by Executive Agency “Bulgarian Accreditation Service” /EA BAS/.

**2.2. Accredited Body:** CAB- a body rendering services related to conformity assessment.

## 3. GENERAL CONDITIONS


### 3.1. General Rules on Reference to Accreditation

**3.1.1.** On the authority of the provisions of the European Accreditation Organization (EA MLA), the statutory regulations and the accreditation requirements, the reference to accreditation in text form is considered and conferred the same status as the use of an accreditation symbol. The manner of reference enables the client to be informed that the laboratory is accredited by the only body that is legitimate for the Republic of Bulgaria, i.e. Executive Agency “Bulgarian Accreditation Service”.

**3.1.2.** Without reference to accreditation, the reports and certificates issued by the Laboratory are not considered as official documents issued in accordance with the requirements of the standards that the Laboratory is accredited for.

**3.1.3.** Where the Laboratory makes reference to EA BAS accreditation without using the accreditation symbol, this is done with text to include the following details: the registration number of the accreditation certificate, its date of issue (mandatory updating- in case of change), term of validity and

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the name of EA BAS as a National body that has issued the accreditation certificate, as well as the activity or the standard for which it was accredited.

**3.1.4.** The said information is to be placed on the letterhead of reports and certificates issued by the Laboratory and with current information included.

**3.1.5.** Reference to EA BAS accreditation is made **ONLY** where results presented in the sampling, testing and/or calibration reports/certificates have been achieved from accredited activities.

**3.1.6.** Where for some reason it becomes necessary that the Laboratory carries out sampling, testing and/or calibration which are outside the scope of accreditation, the Laboratory will inform the potential client and bring it to client's attention that in the delivered report/certificate there will be no reference to EA BAS accreditation.

**3.1.7.** No reference to EA BAS accreditation is made in the cases where, irrespective of the reasons for this, the Laboratory have used sub-contractors that are not accredited bodies for testing/calibration or the accreditation of the Laboratory has been suspended with respect to part of or all of its accredited activities.


**3.1.8.** In any case when reports/certificates are issued without reference to EA BAS accreditation, the competence and responsibility of the Laboratory is limited and determined by all concerned parties' mutual trust. This is not cancelling the Laboratory's engagement to strictly implement the Management System in place.

**3.1.9.** In the event that the accreditation of the Laboratory has been suspended with respect to part of or all of its accredited activities, the Laboratory will forthwith cease to make reference to EA BAS accreditation in any document related to the activities that are subject to suspension of accreditation.

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**3.1.10.** In case of revocation of accreditation, the Laboratory will forthwith cease to use, publish and distribute documents based on EA BAS accreditation. Upon revocation of accreditation, the accreditation is not declared and/or demonstrated in any way.

**3.1.11.** When the Laboratory's accreditation has been suspended for part of or for the whole scope of accreditation, or limited or temporarily limited or revoked, the Laboratory inform its concerned clients of the circumstances arisen and of the consequences connected with it within two weeks as from the suspension, limitation or revocation of accreditation.

**3.1.12.** The Laboratory is not using reference to accreditation on stationery, letterhead paper, offers, letters, including electronic ones.

**3.1.13.** The Laboratory in no way implies and/or suggests that EA BAS bears responsibility for the correctness and/or reliability of specific results from sampling, testing and calibration.

**3.1.14.** The Laboratory in no way implies and/or suggests that EA BAS has supervised a certain object, process, service, system or person.

**3.1.15.** The rules for reference to EA BAS accreditation described here are publicly available and are presented to the clients of the Laboratory on the company's website.

**3.1.16.** The clients of the Laboratory are not allowed to make reference to accreditation in letters, stationery, advertising materials, etc.

**3.1.17.** The clients are notified of suspended or revoked accreditation by e-mail on behalf of the Laboratory at CIS Ltd.-Burgas.

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## REFERENCE TO ACCREDITATION

### 4. RESPONSIBILITIES

The Laboratory Manager and the Quality Manager are responsible for the reference to EA BAS accreditation.

### 5. ACCOMPANYING DOCUMENTS

ФК 7.3.1 - "Report of liquid product sampling"

ФК 7.8.1 - "Test Report"

ФК 7.8.2 - "Calibration Certificate"

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