

**POLICY
ON THE USE OF THE DAK LOGO, THE ACCREDITATION
SYMBOL AND TEXTUAL REFERENCE TO ACCREDITATION
DAK-PO-04**

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1. SCOPE

This policy defines the general rules for the use of the DAK logo, the accreditation symbol, and the textual reference to accreditation.

2. REFERENCES

- a) Law No. 05/L-117 on Accreditation;
- b) Administrative Instruction No. 04/2019 on the Form, Content and Use of the Kosovo Accreditation Directorate Logo, the Accreditation Symbol and Textual Reference to Accreditation;
- c) ISO/IEC 17011:2017 Conformity assessment – Requirements for accreditation bodies accrediting conformity assessment bodies;
- d) [EA-3/01M:2025 - EA conditions for the use of accreditation symbols, textual references to accreditation and references to EA MLA signatory status;](#)

3. RESPONSIBILITIES

This policy applies to all DAK Conformity Assessment Bodies (accredited by DAK and applicants) and to DAK personnel involved in accreditation.

4. GLOSSARY AND ABBREVIATIONS

4.1 Glossary

For the purpose of this Policy, the terms and definitions given in the ISO/IEC 17011:2017 standard apply.

4.2 Abbreviations

CAB	Conformity Assessment Body
DAK	Kosovo General Accreditation Directorate
E	Assessors
PC	Professional Council
AC	Accreditation Council
TC	Technical Committees

5. DESCRIPTION OF THE POLICY

5.1 DAK Logo

The design, form, content and use of DAK logo are regulated by the Administrative Instruction Nr. 04/2019. DAK logo has a rectangular shape, 30 mm wide and 17 mm high as shown below.



The accreditation logo is in color, where the letters “DAK” are prepared according to the following color combination: blue (using the #264E9F code, which contains the following combination of colors: 38% red, 78% green, 159% blue), whereas the yellow golden mark on letter “A” as it appears on the logo (using the # D2A84F code, which contains the following combination of colors: 210% red, 168% green and 79 % blue). The letters below in Albanian, Serb, and English languages are written in black capital letters in Calibri font.



The accreditation logo may also be used in black & white form, where it is prepared according to the following color combination: black (#000000 code) and white (##FFFFFF code).

1. DAK uses its logo as follows:

- in all of DAK management system documentation, including accreditation certificates;
- in promotional materials;
- in all issued official documents, including communications via official emails.
- DAK may use its logo in other sizes depending on the documents; in such cases, the proportions between the different elements of the logo must be preserved.

2. The DAK logo is used exclusively by DAK and is used for its identification.

3. The use of the DAK logo by other party is strictly prohibited, unless expressly authorized in writing by DAK.

5.2 DAK Accreditation Symbol

DAK policy [mandates the compulsory use](#) of the accreditation symbol by accredited CABs and strongly recommends that accredited CABs refer to their accreditation status in their reports towards their clients.

The design, form, content and use of DAK accreditation symbol are regulated by Administrative Instruction No. 04/2019.

The accreditation symbol includes the DAK logo and a clear indication of the conformity assessment activity (accreditation scheme) to which the accreditation relates. The symbol shows that a CAB is competent in accordance with the relevant accreditation standard.

DAK sends the accreditation symbol to the accredited CABs. [Accredited CABs are obliged](#) to use the accreditation symbol to prove they are accredited in their reports and certificates.

In the event that the report/certificate contain both accredited and non-accredited tests/calibrations/inspections, the non-accredited activities must be marked with an asterisk (*) and the following statement included: *“Tests / calibrations / inspections marked with * are NOT covered by DAK accreditation. For further details, please request the accreditation certificate from DAK.”*

[The placement of the DAK’s logo should, preferably, be near the corners of the reports/certificates and in no case, it shall give the impression that the reports/certificates are issued under the responsibility of DAK. In any case DAK’s logo shall not be confused with the mark of the body.](#)

5.3 Description of the Accreditation Symbol

The accreditation symbol includes: the DAK logo without the text “Kosovo Accreditation Directorate” in three languages; the type of body, whether it is for testing (TESTIM), calibration (KALIBRIM), inspection (INSPEKTIM), or certification (CERTIFIKIM); a distinguishing letter whether it is a testing laboratory (L), calibration laboratory (K), inspection body (I), or certification body (C); and the unique number of the accredited CAB expressed in three (3) digits.

The size of the accreditation symbol is 30 x 18 mm and it shall be used only as provided by DAK.

DAK provides CABs with an accreditation symbol for each accreditation standard (scheme) as follows:

5.3.1 Accreditation Symbol for Testing Laboratories



5.3.2 Accreditation Symbol for Calibration Laboratories



5.3.3 2 Accreditation Symbol for Inspection Bodies



5.3.4 Accreditation Symbol for Certification Bodies



5.3.5 Accreditation Symbol for CABs with Multiple Accreditations

In case a CAB has accreditation for more than one accreditation scheme, the accreditation symbol shall include all information expressed in paragraphs 3.3.1 - 3.3.4; e.g. a CAB that is accredited against EN ISO/IEC 17025 for testing and against EN ISO/IEC 17020 for inspection, the accreditation symbol appears as follows:



5.4 Use of the Accreditation Symbol by CABs

DAK sends the accreditation symbol to each accredited CAB electronically.

The DAK accreditation symbol shall be used:

- by the accredited CAB while the accreditation is still valid;
- only for the fields for which the CAB is accredited.

The accreditation symbol must be placed at the top of the first page on the right-hand side or on each page of the report or certificate. In promotional materials, the accreditation symbol must be placed once in each material where reference to accreditation is made.

The accreditation symbol must be used in the size, format and colours specified in this document. In reports or letters accompanying reports or certificates, the symbol may be in black and white.

The accreditation symbol must not be larger than the logo or symbol of the accredited CAB.

The DAK accreditation symbol must not be used by:

- applicants for accreditation;
- CABs whose accreditation certificates have expired;
- subcontractors of accredited CABs;
- clients of accredited CABs;
- CABs during the period of suspension of accreditation.

The DAK accreditation symbol must not be used on:

- products or items tested, calibrated, certified or inspected by an accredited body;
- packaging;
- business cards of accredited CAB personnel;
- promotional materials that promote conformity assessment or other activities not accredited;

- reports or certificates containing results of tests/calibrations, certifications or inspections not covered by the scope of accreditation;
- reports or certificates containing results of tests, calibrations, certifications or inspections for which accreditation status has been suspended while the suspension is valid;
- reports or certificates containing results of tests, calibrations, certifications or inspections for which accreditation status has been withdrawn.

Where a CAB performs activities outside the scope of accreditation, the results of such activities must be in a separate report which does not bear the accreditation symbol, or must be marked with an asterisk (*) and clarified that the method is not accredited.

Results of tests/calibrations/certifications/inspections issued by a subcontractor, whether accredited or not by DAK or another accreditation body, must not be included in the text of reports/certificates issued by the accredited laboratory subcontractor.

The accreditation symbol placed on a test/calibration/certification/inspection report or certificate does not mean that DAK accepts responsibility for the accuracy of the test, calibration or inspection results or certification decisions covered by accreditation.

DAK requires accredited CABs, and monitors during surveillance processes, to ensure that they:

- fully comply with DAK requirements for claiming accreditation status when referring to accreditation in communication media,
- do not make any misleading or unauthorised statement regarding accreditation,
- do not refer to accreditation in a way that implies that a product, process, service, management system or persons are approved by DAK.

DAK requires accredited CABs:

- upon withdrawal of accreditation, to cease (discontinue) use of the accreditation symbol or any reference to accreditation,
- to inform their affected clients without undue delay of suspension, reduction or withdrawal of accreditation and the associated consequences.

5.5 Reference to Accreditation

For reference to accreditation, accredited CABs must apply the same conditions and rules as for the accreditation symbol.

Accredited CABs may not use the accreditation symbol and textual reference to accreditation in the same document.

Accredited CABs may make reference to accreditation according to the statement: *“CAB is accredited by DAK with accreditation number..... for the activity/standard”*.

5.6 Responsibility and Violations for Misuse of the DAK Logo, Accreditation Symbol or Textual Reference to Accreditation

Accredited CABs are responsible for the appropriate use of the DAK accreditation symbol.

In cases of misuse of the DAK logo (part of the accreditation symbol), the accreditation symbol or textual reference to accreditation by accredited CABs, DAK shall:

- inform the CAB in writing, requiring immediate corrective action regarding use of the accreditation symbol;
- if corrective actions are not taken, suspend the CAB's accreditation certificate for six months;
- if, after suspension, the CAB continues to misuse the accreditation symbol, DAK shall withdraw the CAB's accreditation.

If a CAB is not accredited (including expired accreditations), DAK has the right to impose fines in accordance with Law No. 05/L-117.

The use of fake/false symbols constitutes a criminal offence punishable under applicable law.

6. ANNEXES

Not applicable

7. RECORDS

Not applicable

8. HISTORY

Date of Edition	Prepared by	Description of Applied Changes
02.12.2015	Ibush Luzha	New document
24.06.2016	Ibush Luzha	Article 3.3, in correlation with Administrative Instruction No. 19/2012
12.11.2018	Banush Neziri	New Law No. 05/L-117/2017 and A.O.-02/2018 Administrative Order
15.11.2019	Valmira Sejdiu	Full revision in accordance with ISO/IEC 17011:2017 and Administrative Instruction (MTI) No. 04/2019
25.02.2026	Valmira Sejdiu	Partial revision in accordance with ISO/IEC 17011:2017 and Administrative Instruction (MTI) No. 04/2019