



## WORDING OF CERTIFICATES – ISO 17020 Inspection Bodies

### INTRODUCTION

In order to ensure appropriateness of certificate registration the following wording on certificates must be used, typically as a footnote.

“This is an accredited certificate authorised for issue by Accreditation Service for Certifying Bodies LLC who have assessed **XXXX** against defined criteria and in cognisance of ISO 17020:2012 ‘Conformity assessment – Requirements for the operation of various types of bodies performing inspection’.

Notes: (i) Conformity Assessment and Conformity Assessment Body are only terms defined within sections 2.1 and 2.4 of ISO 17000:2004 ‘Conformity Assessment – Vocabulary and general principles’.

### CERTIFICATE INFORMATION

Certificates or inspection reports should, as a minimum include the following information:

- Client name
- Client address
- Assessment standard(s)
- Initial assessment date
- Re-certification date (if periodic surveillance is required)
- Date of certificate
- Expiry date of certificate (if the certified status is time limited)
- Name & address of certificate awarding body (inspection body)
- Any necessary caveats regarding limitations on validity (e.g. subject to satisfactory implementation and surveillance visits, etc)
- Logo of awarding body (inspection body)
- Logo of accreditation body, if applicable
- Required information as defined in section 7.4 ‘Inspection reports and inspection certificates’ of ISO 17020:2012 standard.