



## **CONDITIONS FOR USE OF ACCREDITATION SYMBOLS & ACCREDITATION**

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## 1. Purpose and Scope:

This document sets out the conditions for ACCB accredited conformity assessment bodies (ABs) to use:

The Accreditation Council for Certification Bodies (ACCB) accreditation symbols; or reference to ACCB accreditation; or

The conditions contained in this document shall be met by all ACCB accredited ABs using the ACCB Accreditation symbol or Combine Mark.

This document shall be used in conjunction with the requirements for the use of the accreditation symbol and/or reference to accreditation as specified in the Terms and Conditions of Accreditation.

## 2. Definitions and References

ACCB-M-1

ACCB Manual

ACCB- A- 01

Acronym and Definitions

ACCB-T-8

Terms and Conditions of Accreditation

Responsibilities, Qualifications and Approval ACCB Suspensions, Withdrawals and Re-assessment of Accredited

## 3. General

Accreditation provides formal recognition that a AB meets certain standards. These are standards of quality, performance, technical expertise and competence.

Once accredited, a AB is entitled to use the ACCB accreditation symbol and/or appropriate words in its reports, certificates, publicity material and stationery, in accordance with the rules as prescribed in this document.

## 4. General Format and Display of Accreditation Symbols or Reference to ACCB Accreditation

4.1 The ACCB **CORPORATE LOGO**, as displayed on [www.accreditationboard.org](http://www.accreditationboard.org) , is for the exclusive use of ACCB and may **NOT** be used by any other AB or organization.

4.2 The ACCB accreditation symbols, examples of which are appended to this document are designed for each specific field of accreditation.

4.3 The accreditation symbol or reference to accreditation may only be used once accreditation has been granted.

4.4 The accreditation symbol shall be used by an accredited AB only under the name or the registered trade name of the legal entity in which it holds accreditation;

4.5 Only Technical signatories who have been confirmed as competent by ACCB are authorized to sign reports or certificates bearing the ACCB accreditation symbol.

4.6 The accreditation symbol shall be displayed only in the appropriate format, proportion, colour and wording as detailed in this document.

4.7 An accredited AB should display the ACCB accreditation number(s) or reference to ACCB accreditation with the relevant ACCB accreditation symbol on reports or documents containing results covered by the scope of accreditation, in addition to all other requirements detailed in this document.

4.8 The ACCB accreditation symbol can only be used in combination with the accredited AB's logo, mark and/or name, and without being more prominent than that of the CAB.

4.9 Use of logos, marks or names of other facilities on the same document shall not be used in combination with the ACCB accreditation symbol or in any other way which might imply that ACCB has accredited these facilities.

4.10 An AB accredited in more than one field (e.g. Testing and Inspection) may display the different symbols together, or may display only the appropriate accreditation symbol to the audience targeted, accompanied by one or more of the appropriate accreditation numbers.

4.11 ACCB accredited AB that holds accreditation in more than one field shall ensure that it does not imply accreditation for any field in which it is not accredited.

4.12 The ACCB accreditation symbol or reference to accreditation shall not be:

- i) placed on any product or item which a laboratory has tested or calibrated or which an inspection body has inspected or which a certification body has certified;
- ii) used to imply or create the impression that ACCB approves their product, service or system; or
- iii) used in such a way as to imply that ACCB accepts responsibility for the accuracy of a result, or any opinions or interpretations derived thereon, or approves a calibrated instrument; inspected item, test item or product.

4.13 An accredited AB shall, upon suspension of ACCB accreditation, immediately cease to issue certificates and any other materials displaying the ACCB accreditation symbol or containing references to ACCB accreditation.

4.14 An accredited AB shall, upon termination of ACCB accreditation, immediately cease distribution of all items on which the ACCB accreditation symbol, or any reference to ACCB accreditation, is displayed.

## **5. Use of the Accreditation Symbol or Reference to Accreditation in Advertising and Publicity.**

5.1 An AB accredited by ACCB is entitled to display the ACCB accreditation symbol or make reference to ACCB accreditation in its publicity and/or advertising material relevant to the accredited activity, subject to:

- i) the AB identifying the specific areas for which it is accredited, (i.e. Calibration, Testing, Management Systems, Product Certification, Personnel, Environmental, etc.); and

ii) ensuring that ACCB accreditation is not implied for non-accredited activities.

5.2 Permissible examples of publicity and advertising materials include:

- i) Letterheads and other corporate stationary, on condition that such stationery is not used for work proposals or quotes if none of the work is within the scope of accreditation;
- ii) marketing and promotional materials (brochures, pop-up banners, posters, newsletters, presentations, press releases, advertisements, websites, template signature on emails, motor vehicles & uniforms),
- iii) Quotations and proposals for work,
- iv) Business and annual reports
- v) Generic request forms.

5.3 The ACCB symbol or reference to accreditation may only be displayed on quotations and/or proposals that cover the AB's accredited scope, except when:

- i) the work is performed by an accredited AB under a subcontract. Such work shall be clearly marked on the quotation / proposal as subcontracted; and
- ii) the majority of the work quoted / proposed for falls under the accreditation and all non-accredited work is clearly marked as **not** accredited.

5.4 In the case of Medical Laboratories where accreditation has been granted for the Head Office and multiple branches under different accreditation numbers, the following shall apply if the AB wishes to use the accreditation symbol on generic documentation:

- i) The publicity and advertising materials described in 5.2, including generic request forms with the full array of tests offered by the AB where it is not practical to indicate the accredited tests for each laboratory, shall include the ACCB accreditation symbol, without an accreditation number, but including the following statement: "Refer to [www.accreditationboard.org](http://www.accreditationboard.org) for a list of accredited laboratories and tests".
- ii) Clause 5.4 (i) does not apply to the use of the accreditation symbol or reference to accreditation on reports containing results, or where the accreditation symbol is displayed in the laboratory. The accreditation number of the appropriate laboratory shall form part of the Accreditation Symbol when it is used on reports containing results or displayed in the laboratory.

5.5 The use of the ACCB accreditation symbol or reference to ACCB accreditation on items other than material as mentioned in 5.2 is not discouraged, but shall be subject to approved by ACCB.

5.6 Approval for the use of the ACCB accreditation symbol or any reference to ACCB accreditation in publicity material relating to a product must be obtained from ACCB.

5.7 The ACCB accreditation symbol shall not be used in literature relating to a product unless it is directly located adjacent to the reference to the accredited function.

5.8 An accredited AB is not permitted to use the Accreditation Symbol on business cards, in order to avoid any possible confusion with accredited certification of persons.

## **6. Accreditation Symbol or Reference to ACCB Accreditation on Reports and Certificates**



6.1 Any certificate or report not displaying the relevant ACCB accreditation symbol or referring to accreditation shall be viewed as issued outside of the AB's accredited scope.

6.2 An AB accredited by ACCB that holds accreditation for on-site work shall use its accreditation number with the ACCB accreditation symbol or reference to ACCB accreditation in the same way as for work carried out in the permanent accredited AB.

6.3 Where an accredited AB (except for calibration laboratories) wishes to issue a report incorporating a ACCB accreditation symbol or reference to ACCB accreditation incorporating results/inspections from sub-contracted work, the following shall apply:

6.3.1 The certificate/report shall incorporate statements clearly indicating which results have been obtained from sub-contracting;

6.3.2 The accredited AB shall take full responsibility for any subcontracted work;

6.3.3 Unless it is an accredited branch of the same organization, the accredited AB shall inform the customer of the proposed subcontracting and shall obtain the customer's approval.

6.3.4 The accredited AB shall obtain approval from the subcontractor to report excerpts from the subcontractor's report/certificate into the AB's report/ certificate.

**Note:** Calibration Facilities may not include results of subcontracted work in their reports/certificates. (Refer to clause 6.4)

#### **6.4 ACCB Policy on Disclaimers:**

6.4.1 A ACCB accreditation symbol, or reference to ACCB accreditation, shall not be incorporated into a report that does not contain any results from accredited work.

6.4.2 A ACCB accreditation symbol or reference to ACCB accreditation may also be used on certificates/reports that contain results/inspections from both accredited and non-accredited scopes, sub-contracted work, opinions, interpretations, material relating to investigational activities, or promotional material providing that the relevant disclaimer or disclaimers described below are incorporated into the report.

6.4.3 Reports incorporating ACCB accreditation symbol or reference to ACCB accreditation, and containing results from both accredited and non-accredited scopes shall contain the following disclaimer:

**“Results marked “Not ACCB Accredited” in this report are not included in the ACCB Schedule of Accreditation for this laboratory/certification body / inspection body”.**

Wherever the results of these non-accredited scopes appear they shall be marked in an appropriate manner to ensure that they cannot be mistaken for accredited scopes.

6.4.4 When an accredited AB issues reports incorporating ACCB accreditation symbol or reference to ACCB accreditation and containing opinions, interpretations, or other material relating to investigational activities, the following disclaimer shall be incorporated:

**“Opinions and interpretations expressed herein are outside the scope of ACCB accreditation”.**

6.5 Reports incorporating ACCB accreditation symbol or reference to ACCB accreditation, and containing results of tests that have been sub-contracted shall contain the following disclaimer:

**“Results marked “Subcontracted Test” in this report are not included in the ACCB Schedule of Accreditation for this laboratory/certification body/inspection body”.**

Note: The word “Test” above can be replaced to indicate the actual accredited activity (For example – “inspection”; “verification”). This is not applicable to Calibration. Wherever the results of these subcontracted tests appear they shall be marked in an appropriate manner to ensure that they cannot be mistaken for the AB’s accredited results. The AB may however make reference to the subcontracted AB’s Accreditation number, should they be accredited by ACCB

## **6.6 Location of Disclaimer:**

When a AB issues reports incorporating ACCB accreditation symbol or reference to ACCB accreditation and any of the above disclaimers, the disclaimers shall preferably be included on the front cover or first page of each report/certificate or wherever the accreditation symbol or reference to accreditation occurs. This disclaimer shall be clearly visible and not hidden among other text nor be of smaller font than the other text appearing on the certificate.

## **7. Additional Field-Specific Requirements for the Use of the Accreditation Symbol or Reference to ACCB Accreditation**

### ***7.1 Calibration – Certificates, Reports & Labels***

7.1.1 The ACCB accreditation symbol, or reference to ACCB accreditation, shall not be incorporated into a Calibration Certificate or Calibration Label not containing or relating wholly to results from accredited calibrations except as permitted in section 7.1.2 below.

7.1.2 A Calibration Laboratory accredited by ACCB may be permitted, by prior arrangement by ACCB, to report measured values beyond the scope of its accreditation. The measured values concerned shall be clearly identified on the Calibration Certificate and shall be accompanied by a disclaimer appearing either alongside or directly below the measurement result. Measurement results falling outside the scope of accreditation shall form only a small part of the certified measurements.

### **7.1.3 Calibration Labels on Equipment:**

7.1.3.1 An accredited Calibration Laboratory may, subject to agreement by the customer, attach a calibration label to an item of equipment that it has calibrated using calibration methods covered by its scope of accreditation.

7.1.3.2 The Calibration laboratory should, wherever practicable, use a label under the following conditions:

- (i) on a measuring instrument for which the laboratory has issued a ACCB Calibration Certificate for the calibration of the instrument referred to on the label;
- (ii) the laboratory holds ACCB accreditation for calibrations referred to;
- (iii) the label relates only to the calibration carried out on the date given on the label;
- (iv) the label does not imply compliance with a specification, approval of quality or permanence of calibration; and
- (v) on recalibration of the instrument the previous label should be removed and replaced by a new label relating to the latest calibration.

7.1.3.3 Calibration labels containing the accreditation symbol should not give the impression that ACCB has approved or calibrated the equipment.

7.1.3.4 The accredited laboratory is responsible for the appropriately controlled storage and use of labels.

7.1.3.5 As a minimum, the following information shall be indelibly marked on the label:

- (i) ACCB accreditation symbol and accreditation number;
- (ii) instrument identification;
- (iii) date of current calibration;
- (iv) laboratory name;
- (v) cross reference to the calibration certificate issued in respect of the calibration.

Note 1: The recalibration date may be marked on the label by the customer for whom the calibration work was done, or by the calibration laboratory if so instructed by the customer.

Note 2: Regulators may require additional information to be included on the label.

7.1.3.6 Where the etching or engraving of an approved design label on equipment (e.g. of volumetric glassware) is required, full details shall be submitted to ACCB for prior approval.

7.1.3.7 Where it is not practical to affix a label to a calibrated instrument (e.g. gauge blocks), the label may be fixed to the container. The label should be placed in a position where it is clearly visible when the instrument is in use.

The label design, material, and method of fixing shall be such that it does not affect the performance of the instrument and can be replaced by a new label when the instrument is recalibrated.

## ***7.2 Certification - Certificates***

7.2.1 A certificate issued by an accredited AB incorporating the ACCB accreditation symbol or reference to ACCB 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. (i.e. ISO 9001 etc.).

## ***7.3. Legal Metrology - Verification Reports or Certificates***



7.3.1 The ACCB accreditation symbol shall not be used to imply accreditation for functions other than verification, such as “Calibration”.

#### ***7.4. Inspection Bodies – Labels***

7.4.1 An accredited Inspection Body may attach an inspection label containing the accreditation symbol to inspected items using the inspection services covered by its scope of accreditation.

7.4.2 Inspection labels containing the accreditation symbol should not give the impression that ACCB has approved or inspected the item.

7.4.3 The label shall clearly indicate that the item has been inspected, e.g., “inspected by ...,” or “inspected on ...” etc. In addition, the inspection label shall include the following information:

- i) the name and accreditation number of the accredited inspection body;
- ii) equipment identification;
- iii) date of the inspection; and
- iv) cross reference to the inspection report issued in respect of the inspection.

7.4.4 The accredited Inspection Body is responsible for the appropriately controlled storage and use of labels.

#### **8. Misuse of the Accreditation Symbol or Reference to Accreditation**

8.1 The following instances constitute an offence and are punishable in accordance with the Accreditation for Conformity Assessment, Calibration and Good Laboratory Practice Act No. 19 of 2006:

1. The misuse of the ACCB accreditation symbol by accredited facilities, where accreditation is claimed for areas not accredited;
2. The use of the accreditation symbol or reference to accreditation where a AB, or parts of their scope has been placed into suspension or its accreditation withdrawn;
3. Misrepresentation of data from an accredited AB.

#### **9. Sanctions**

9.1 ACCB shall take appropriate action to deal with incorrect or misuse of the ACCB accreditation symbols or reference to accreditation. This action may include:

1. request for corrective actions;
2. withdrawal of certificates/reports;
3. publication of transgression; and if necessary
4. legal action and/or withdrawal of accreditation status.

#### **Appendix 1: Specifications for the use of ACCB Accreditation Symbol**



The following conditions shall apply when using the ACCB Accreditation Symbol:

1. The ACCB Accreditation Symbol shall not be more prominent than any other mark on the accredited organizations' certificates or any other documents (e.g. Stationery).
2. The proportion between the height and the width of the ACCB Accreditation symbol shall be 1:3. Any enlargements or reductions in size shall retain these proportions.
3. The wording that forms part of the Accreditation Symbol must remain legible.
4. The Accreditation Symbol may only be used in its normal horizontal position and not be rotated.
5. The colour specifications of the *ACCB Accreditation Symbol* are same which is available on website [www.accreditationboard.org](http://www.accreditationboard.org)
6. Always use the symbol on a single colour background, so as not to deter from the impact of the symbol. The following combinations are allowed (however not preferred) and are to be decided on in consultation with ACCB.
7. ACCB's listing on directory of ACCB website in issued Certified Organization only.
8. The accreditation number shall appear beneath and aligned to the below of the ACCB Symbol, as indicated above. The symbol and the accreditation number shall be considered a single entity for purposes of enlargement or reduction.

#### AMENDMENT RECORD

Proposed By	Section	Change