

# **POLICY ON THE USE OF THE IAS ACCREDITATION SYMBOL AND THE ILAC/IAF/IAS COMBINED MARKS**

## **1 INTRODUCTION AND SCOPE**

This document provides the policy on the:

- use of the IAS Accreditation Symbol
- establishment of agreements between IAS and its accredited Conformity Assessment Bodies (CABs).

The proper adherence to this policy permits the use of the IAS Symbol by all accredited CABs and for those that enter into a sublicensing agreement it will permit the use of the ILAC/IAF/IAS combined marks on CABs certificates, reports and other related documents.

The MRA or MLA combined marks are available to all IAS accredited CABs as follows:

- a) The IAF/IAS MLA combined mark is available to IAS accredited CABs in the following programs: Management System Certification Bodies (MSCB); Personnel Certification Bodies (PCB); and Product Certification Agencies (PCA).
- b) The ILAC/IAS MRA combined mark is available to IAS accredited CABs in the following programs: Testing Laboratories (TL); Calibration Laboratories (CL); Inspection Agencies (AA), and Special Inspection Agencies – New York (SIA-NY).

## **2 PURPOSE**

The purpose of this policy is to outline the IAS requirements for CABs to use the IAS Accreditation Symbol and to seek approval to use the IAF/IAS MLA or ILAC/IAS MRA combined mark (for illustrations of the combined marks refer to Annex A & B).

## **3 DEFINITIONS**

- 3.1 IAF: International Accreditation Forum, <https://www.iaf.nu>
- 3.2 ILAC: The International Laboratory Accreditation Cooperation, <http://www.ilac.org>
- 3.3 CAB: Conformity Assessment Body is a body that performs conformity assessment activities and that can be the object of accreditation

- 3.4 IAS Logo: the logo used by IAS to identify itself and its use is only permitted by IAS.
- 3.5 IAS Accreditation Symbol: The symbols issued by IAS to be used by accredited conformity assessment bodies to indicate they are accredited.
- 3.6 Accredited CAB Combined ILAC MRA & IAF MLA Mark: The MRA/MLA Mark used in combination with the IAS accreditation symbol that the accredited conformity assessment body (CAB) is entitled to use. The Accredited CAB Combined MRA/MLA Mark can only be used by the accredited CABs of IAS who have signed the Agreement for the use of the Combined Mark.
- 3.7 Aspect Ratio: The ratio of the width to height of an image.

## 4 IAS Accreditation Symbol

### 4.1 Usage of the IAS Name or Symbol by Accredited CABs

- 4.1.1 An accredited CAB can make reference to its IAS accreditation in test reports or certificates issued on its website, general literature, promotional materials, and in business solicitations, with the following provisions:
- 4.1.2 The CAB may not reference its accredited status in any way that indicates or implies accreditation in areas outside the approved scope of the specific IAS accreditation; or that indicates or implies IAS approval or endorsement of any particular product, material or service.
- 4.1.3 When the IAS name and/or the registered symbol are used, it shall be accompanied by the word "ACCREDITED". The symbol must also include the name of the accredited program, e.g., "Testing Laboratory". Refer to Annex C for details.
- 4.1.4 When the IAS name or the registered symbol is printed on letterhead and/or other CAB's stationery, such stationery may not be used for work proposals or quotations if it is outside the scope of the CAB's accreditation with IAS.
- 4.1.5 The IAS accredited CAB is encouraged to use the IAS registered symbol on reports or certificates. The IAS registered symbol may not be changed in any way, although it may be enlarged or reduced. If enlarged or reduced, the aspect ratio of the symbol is to be maintained.
- 4.1.6 The IAS registered symbol displayed on the CAB's reports or certificates must include the name of the accredited program, e.g., "Product Certification Agency" provided the reports or certificates relate to the CAB's approved scope of accreditation under IAS. Whenever the IAS symbol is used on a report or certificate covering multiple items, some of which are within the CAB's scope of accreditation and some of which are outside the scope, the CAB shall clearly identify the portion of the report or certificate not covered under their IAS scope of accreditation.
- 4.1.7 It is the CAB's responsibility to not misrepresent its accreditation status in any way, and to secure IAS documented approval in advance whenever there is a question about the CAB's intended use of the IAS name and/or symbol not mentioned in the above sections.
- 4.1.8 The CAB's certified customers are not permitted to use the IAS accreditation symbol or logo.

**4.2 Testing and Calibration Laboratories Reference to ISO 9001:**

- 4.2.1 An accredited laboratory may mention on its test reports or calibration reports that it operates a laboratory quality management system in accordance with the principles of ISO 9001 using the following statement:
- 4.2.2 *“This laboratory is accredited in accordance with the recognized International Standard ISO/IEC 17025. This accreditation demonstrates technical competence for a defined scope and the operation of a laboratory quality management system (refer to joint ISOILAC-IAF Communiqué dated April 2017)”*.
- 4.2.3 An accredited laboratory choosing to use the above statement on its reports or certificates should also either supply, or provide access to (via a website), the Joint ISOILAC-IAF Communiqué as part of the package for its customers.
- 4.2.4 If a laboratory operates under a management system certified by a certification body, it may not make reference to such certification or display the certification body’s symbol on its test reports, calibration certificates or reports.

**4.3 Inspection Agencies Reference to ISO 9001:**

- 4.3.1 An accredited inspection agency may mention on its inspection reports that it operates an inspection quality management system in accordance with the principles of ISO 9001 using the following statement:
- 4.3.2 *“This laboratory is accredited in accordance with the recognized International Standard ISO/IEC 17020. This accreditation demonstrates technical competence for a defined scope and the operation of an inspection quality management system (refer to joint ISOILAC-IAF Communiqué dated September 2013)”*.
- 4.3.3 An accredited inspection agency choosing to use the above statement on its reports or certificates should also either supply, or provide access to (via a website), the Joint ISOILAC-IAF Communiqué as part of the package for its customers.
- 4.3.4 If an inspection agency operates under a management system certified by a certification body, it may not make reference to such certification or display the certification body’s symbol on its inspection certificates or reports.

**4.4 Medical Testing Laboratories Reference to ISO 15189:**

- 4.4.1 An accredited laboratory may mention on its test reports that it operates a laboratory quality management system in accordance with the principles of ISO 15189 using the following statement:
- 4.4.2 *“This laboratory is accredited in accordance with the recognized International Standard ISO/IEC 17025. This accreditation demonstrates technical competence for a defined scope and the operation of a laboratory quality management system (refer to joint ISOILAC-IAF Communiqué dated January 2015)”*.
- 4.4.3 An accredited laboratory choosing to use the above statement on its reports or certificates should also either supply, or provide access to (via a website), the Joint ISOILAC-IAF Communiqué as part of the package for its customers.

- 4.4.4 If a laboratory operates under a management system certified by a certification body, it may not make reference to such certification or display the certification body's symbol on its test certificates or reports.

## 5 IAF/IAS Combined MLA Mark

### 5.1 Usage of the IAF/IAS Combined MLA Mark by Accredited CABs

5.1.1 Before an IAS Accredited CAB can use the IAF/IAS combined MLA mark, the CAB must submit a request to use the combined MLA mark. Upon request, IAS will provide an IAF/IAS agreement (IAS/ADM/038B) and a sample artwork of the Combined mark. The CAB will be requested to submit a sample certificate, report and/or letterhead with the combined mark. Both the agreement and the sample(s) are reviewed by IAS prior to approval. If the review of the agreement and sample(s) are found to be in order, the agreement is signed by IAS and returned to the CAB with a letter authorizing the use the IAF/IAS combined mark. The agreement must be completed and signed by both parties in order to be effective.

- The CAB must complete the first page of the agreement with their name and address where indicated.
- The CAB must complete their portion of the last page where indicated.
- The CAB must provide a sample of each type of document they wish to use the IAF/IAS Combined MLA Mark on (e.g. certificates, reports, letterhead, brochures, website pages. etc.).
- For MSCB (Management System Certification Body), the customer must provide a sample of each program certificate they wish to use the IAF/IAS Combined MLA Mark. The IAF/IAS Combined MLA Mark can only be used in the following IAF Endorsed Documents:
  - ISO 22000 (FSMS)
  - ISO 9001 (QMS)
  - ISO 14001 (EMS)
  - ISO/IEC 27001 (ISMS)
  - ISO 13485 (MDMS)
  - ISO 50001 (EnMS)
  - ISO 45001 (OH&SMS)

5.1.2 The CAB must ensure that it only uses the IAF MLA Mark (as shown in the combined agreement) and not the IAF logo (as described in IAF PL8).

5.1.3 For examples of IAF/IAS combined marks, see Annex A

## 6 ILAC/IAS Combined MRA Mark:

### 6.2 Usage of the IAF/IAS Combined MLA Mark by Accredited CABs

6.2.1 Before an IAS Accredited CAB can use the ILAC/IAS combined mark, the CAB must submit a request to use the combined mark. The only eligibility requirement is that the CAB be located in an economy where the ILAC MRA Mark is registered. The location of the CAB will be checked prior to sending the CAB an agreement to sign. After the location is checked, IAS will provide an ILAC/IAS

agreement that must be completed and signed by the CAB. The CAB will also be requested to submit a sample certificate, report and/or letterhead with the combined mark. Both the agreement and the sample(s) are reviewed. If the review of the agreement and sample(s) are found to be in order, the agreement is signed by the IAS Quality Manager and/or to his/her designee and returned to the CAB with a letter authorizing the CAB to use the ILAC/IAS combined mark.

- The CAB must complete the name and address portion of the agreement.
- The CAB must complete their portion of the last page where indicated.
- The CAB must provide a sample of each type of document they wish to use the ILAC/IAS Combined MRA Mark on (e.g. reports, certificates, letterhead, brochures, website pages. Etc.).

6.2.2 The CAB must ensure compliance (refer to the agreement) the requirements in ILAC R7, “Rules for the Use of the ILAC MRA Mark” as well as ILAC P8, “Supplementary Requirements for the Use of Accreditation Symbols and for Claims of Accreditation Status by Accredited Conformity Assessment Bodies”.

## 7 REFERENCES

IAF PL8, Rules for the Use of the IAF Logo

IAF PR4, Structure of the IAF MLA and List of IAF Endorsed Normative Documents

ILAC R7, Rules for the Use of the ILAC MRA Mark

ILAC P8, Supplementary Requirements for the Use of Accreditation Symbols and for Claims of Accreditation Status by Accredited Conformity Assessment Bodies

# Annex A

## INSTRUCTIONS FOR USE OF THE IAF MLA MARK

### BETWEEN

## INTERNATIONAL ACCREDITATION SERVICE, INC. & ACCREDITED CONFORMITY ASSESSMENT BODY (CAB)

### Use of the Combined Mark by IAS's accredited CABs

- CABs cannot use the IAF MLA Mark in isolation from the accreditation symbol.
- CABs can only use the IAF MLA Mark in combination with the IAS accreditation symbol as a combined mark. The combined mark can only be used in association with activities for which the CAB is accredited by IAS and are within the IAS IAF MLA main scopes.
- The combined mark may only be used by CABs on accredited certificates where the scope of the certificate includes an IAF MLA sub-scope.
- The combined mark may be used by CABs in letterheads, quotations for work, advertisements, or websites where the CAB is accredited within the IAS IAF MLA main scope or main scope and sub-scope.
- The CAB shall not allow its customers to use the combined mark.
- The CAB must indicate their IAS Accreditation number under the IAS mark.

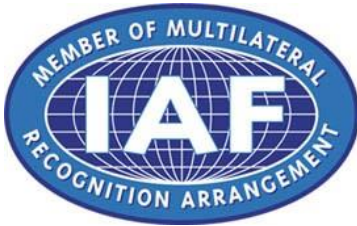
### Management Systems (IAF approved main and sub scopes only)



### Personnel Certification Body



**Product Certification and Global G.A.P**



Note 1: These examples of the "combined mark" are not intended to limit how they are to be presented. The intent is that the IAF MLA Mark is to be presented "in conjunction" with the Licensee's own logo or symbol and may be positioned under or in close proximity to the Licensee's logo or symbol to suit the Licensee.

## Annex B

### INSTRUCTIONS FOR USE OF THE ILAC MRA MARK BETWEEN INTERNATIONAL ACCREDITATION SERVICE, INC. & ACCREDITED CONFORMITY ASSESSMENT BODY (CAB)

**The ILAC MRA Mark shall:**

- Always be used in its original, designed proportions.
- Not be distorted, compressed or stretched in any way.
- Shall appear in close proximity to the IAS mark/logo
- Not appear in a size that renders the ILAC MRA words unreadable.
- Maintain similar proportions to the accreditation body's logo (within the Combined ILAC MRA Mark) or the accreditation symbol (within the Accredited CAB Combined ILAC MRA Mark). As a general guideline, one dimension of the accreditation body logo/symbol, preferably the height, should be within approximately 5% of the size of the ILAC MRA Mark.
- Only be used in its normal horizontal orientation and not be rotated.
- Not have a "similar" typeface substituted for the letters within the ILAC MRA Mark, as the typeface is custom-designed artwork. The ILAC MRA Mark shall always be used as a complete ILAC MRA Mark as shown in this document for all application requirements.
- Be used on a background that will not impede readability.
- Be based upon the original artwork to ensure high-quality reproduction. Photocopies of logos from other documents shall not be used.
- The CAB must indicate their IAS Accreditation number under the IAS mark.





IAS Policy on IAS Accreditation Symbol, IAF/IAS and ILAC/IAS Combined Marks



# Annex C

## Samples of IAS Logo and Accreditation Symbols

### IAS Logo



### IAS Accreditation Symbols



# IAS Policy on IAS Accreditation Symbol, IAF/IAS and ILAC/IAS Combined Marks

