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GUIDANCE ON THE USE OF PNAC's LOGO AS ACCREDITATION MARKS

Purpose

This document regulates the use of Pakistan National Accreditation Council's (PNAC) logo in accreditation marks and other references to accreditation granted by PNAC.

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0. DEFINITIONS

0.1 Accredited Bodies

Bodies accredited or audited by Pakistan National Accreditation Council's whether if it is:

- calibrations- or test laboratories
- certification bodies
- inspection bodies

0.2 Certified Companies

Companies certified as bodies that are accredited by PNAC for issuing system-, product- or individual certificates are in this document referred to as *certified companies*.

0.3 Scope of Accreditation

Accreditation is granted for defined scope of services like calibration services, testing according to specify methods or certifications according to define standards and/or branches. In this document defined scope of services is referred to as *scope of accreditation*.

0.4 Documents

Documents are printed matter like the calibration certificate, calibration stickers, test reports, certificates, advertising material or letters issued by accredited bodies.

0.5 Logo

Logo is a unique graphic identification of an organisation.

0.6 Accreditation Marks

Accreditation marks is a combination of the accreditation body's logo according to identification of the accreditation composed of identifications of the accredited area (mentioned below).

The accreditation areas are defined as follows:

CB	Certification Bodies
LAB	Laboratories
IB	Inspection Bodies

1. INTRODUCTION

The requirements in this document shall contribute to a uniform reference to accreditation granted by PNAC. The document gives the possibility of using PNAC's logo in an active way to give national and international acceptance to calibration certificates, test reports and certificates issued by bodies accredited by PNAC. The requirements deepening the terms which are valid for accredited laboratories, and accredited certification bodies.

2. DESIGN OF PNAC'S LOGO

2.1 Design



The PNAC's logo is built up with the national flag in an eye as shown above with details in Annexure.

2.2 Colour

The logo shall be reproduced in dark green and white with alphabets in dark black color. The green colour of the logo is the dark green colour of the flag, which is conforming to the British Council's shade No BBC 26 Tartan Green, the Lovibond Tintometer colour reading of which is given below:

Matching Standards

Red	Yellow	Blue	Brightness	Neutral Tint
2.0	9.3	10.0	2.0

2.3 Size

The size of the logo shall as a main rule in ratio of 2:1 (length x breadth) and as a shown in the Annex. If the size increases, the proportionality between the parts of the symbol and between the symbol and the text shall be the same.

2.4 Paper quality

The PNAC's logo shall be printed on paper which assures quality that the green is reproduced correctly and with a sharp text.

2.5 Access to PNAC's logo

The PNAC's logo will be transferred electronically to accredited bodies on request.

3. GENERAL RULES

3.1 Use Of The Accreditation Mark And Full Text References To Accreditation.

PNAC mark for all CABs shall be used with the following specification on A4 size paper: Borderline ¼ pt, Font size 8, Arial, Unbold, Centre

PNAC mark for testing, calibration, medical labs and for inspection bodies shall be used in the following way:

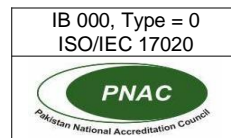
PNAC mark for testing & calibration labs shall be used in the following way:
Ratio of the two boxes: 2:1



PNAC mark for medical labs shall be used in the following way:
Ratio of the two boxes: 2:1



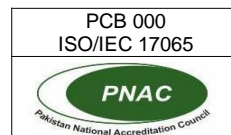
PNAC mark for inspection bodies shall be used in the following way:
Ratio of the two boxes: 2:1




PNAC mark for proficiency testing providers shall be used in the following way: Ratio of the two boxes: 2:1

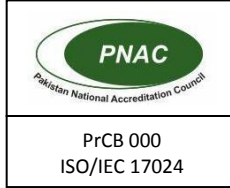


PNAC mark for product certification bodies shall be used in the following way: Ratio of the two boxes: 2:1

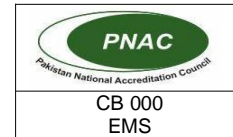


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PNAC mark for personnel certification bodies shall be used in the following way: Ratio of the two boxes: 2:1



PNAC mark for certification bodies shall be used in the following way:
Ratio of the two boxes: 2:1



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General

The accreditation mark shall be used in a way which assure that:

- the accreditation scheme is not discredited
- it does not create any doubt about the accreditation scope
- it does not give any impression that a product, service or a control system has been approved by PNAC.
- it is clear who has issued the document where the logo is used.

Accredited bodies shall use the accreditation mark in a manner that it is arranged together with their own logo or organisation's name on the same side.

The accreditation mark shall not seem to be larger than the accredited body's logo.

Besides testing and calibration certificates, the accredited organisations are allowed to, refer to its accreditation in its documents, by the following sentence:

“Calibration laboratory/test laboratory/certification body accredited by Pakistan National Accreditation Council's with registration number/registration numbers...”

Another similar alternative statement, or in addition, the accreditation mark can be used.

The use of the accreditation mark or other full text-references to accreditation shall not be misleading according to the accreditation scope or the CAB which is accredited. The accredited scope shall be visible and legible in areas such as customers service, sample receiving section etc.

The accredited body is responsible for proper use of the accreditation mark.

3.2 Embossed, relief- versions.

Embossed, relief- versions can be used in green & white. Accreditation marks can be reproduced in watermarks.


4. RULES FOR ACCREDITED ORGANISATIONS AND LABORATORIES IN

4.1 Rights to Use

To be entitled to make reference to its accreditation or to use the accreditation mark, an organisation shall

- be accredited, i.e. its accreditation shall be valid
- comply with the relevant rules set out by the accreditation body

Results issued by an accredited organisation, without reference made to the accredited status can not be granted the presumption of conformity with the clauses of the standards, or the conditions in international multilateral agreement. (MLA).

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4.2 Use of the Accreditation Mark During a Suspension

An accredited organisation shall upon suspension immediately cease to issue reports, certificates or labels bearing the mark or full-text reference to accreditation, as well as any document directly related to its accreditation. This is also valid for suspension of limited parts of the accredited scope.

A suspended body can use letterheads or documents bearing the mark or full-text reference to accreditation under conditions and within a period duly specified by PNAC.

4.3 Use Of The Accreditation Mark By Termination

Upon termination of accreditation, the body shall immediately stop publishing any document bearing the mark or full-text reference to accreditation.

The organisation shall make arrangements concerning such use or reference by customers of those bodies

4.4 Non-accredited Activities

Accreditation shall not be stated, implied or suggested for non accredited activities in particular:

1. An organisation which holds accreditation for only part of its activities may use the mark or make reference to accreditation provided there is no confusion as to which field has been accredited.
2. Whenever an organisation is composed of several sites among which at least one has not been granted accreditation, only those accredited sites shall refer to accreditation or use the mark. When a common document is issued, a disclaimer printed close to the mark shall state for instance:

“List of accredited sites and scopes available on request.”

3. Whenever a subsidiary belonging to a group has been accredited, there shall not be any confusion as to which part of the group holds accreditation. Communication shall not imply other subsidiaries have been accredited. In particular, when a common document is to be issued, the list of the accredited organisation shall be included.

4.5 Public Documents and Promotional Media.

Accredited organizations can use the accreditation mark in promotional and publicity materials, which give a general presentation of the body, or especially describe the accredited activity.

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If the promotional media also describes non-accredited activities of the organisation, this shall arise in the description of these activities.

In this context, the mark can be put on vehicles used by the accredited organisation, in job advertising and on the sign's which shows the way to the accredited body's premises.

The mark can not be used on envelopes.

4.6 Letter and Letterheads

Accredited organizations can use the accreditation mark for letters, which gives a general presentation of the activity, or especially describes the scope of accreditation.

If the letter also describes the non-accredited activities of the organization, this must clearly arise in the description of these activities.

Requirements for placing and proportions of the mark and the accredited body's logo shall be according to the document.

On commercial documents such as quotations or proposals (including the associate stationery) related to services, which do not fall into the body's accreditation, it shall be clearly and unambiguously identified which services are accredited.

If a quotation concerning the exclusively non-accredited service is to be printed on letterheads bearing the mark, it shall contain a disclaimer, easy to read, stating for instance:


"This quotation concerns services which do not fall into accreditation".

Letters to be printed bearing the accreditation mark and attached reports or certificates containing no accredited results shall include a disclaimer stating for instance:

"Attached results are not covered by accreditation".

4.7 Business cards

The rules shall not permit either use of the mark or full-text reference to accreditation on business cards held by the accredited body's staff. (Not valid for PNAC employees).

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4.8 Reports and Certificates

Accredited organizations can use the accreditation mark in reports and certificates regarding tests and certifications related to the accreditation activity. If the testing report or certificate also contains results from testing and certifications outside the scope of accreditation, this shall arise of the report. The accreditation mark shall not be used in testing reports or certificates, which only describes non-accredited tests and certifications.

There shall not be given any reference to the accreditation status.

The accreditation mark shall not be used in a way, which indicates that the accreditation body is responsible for the precision of a test, calibration, inspection item or decisions for certification covered, by accreditation.

They shall not allow such to use that state, imply or suggest that accreditation body approves of a calibrated instrument, test or inspection item or product, or that suggests products approval by the accreditation body.

4.9 Calibration Laboratories

* For the mark to be used, calibration certificates shall include a majority of accredited results.

All non-accredited results shall be clearly identified as such.

The use of PNAC's logo in calibration stickers used by the calibration laboratories accredited by PNAC shall be according to PNAC's requirements.

Accredited calibration laboratories shall restrict the use of calibration labels to equipment, which have been calibrated under the accredited scope.


Every instrument or equipment which will be calibrated in accordance with an accredited procedure shall have the calibration label fixed to it. When the instruments or equipments are re-calibrated the label shall be replaced by a new one which shows the date for the last calibration.

If possible the calibration label shall be fixed in a way where it is possible to see it when the instrument is in use. If it is not possible to fix the label on the instrument, the label shall be fixed to the instrument's packaging.

The laboratory is responsible of safekeeping the labels and the distribution.

The label can vary in size within the limitation given to readability and possibility to write on it.

The identification number, date of calibration, the number of the calibration certificate, the laboratory's accreditation number and signature of the person who has performed

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the calibration, is filled in by the laboratory, and shall if possible be checked by the person who has the authority to sign the calibration certificate.

The laboratory can if it wishes, fix a mark with its own logo beside or under the textbox. If so, the accreditation mark shall be visual in an ordinary way.

The calibration label shall not indicate the next date for calibration.

4.10 Testing Laboratories

When using the accreditation mark on testing reports containing any non-accredited results, accredited organisations shall include on the cover page a disclaimer printed close to the mark, stating clearly which tests are accredited, or not accredited.

4.11 Options, Interpretations Or Other Material, Relating To Investigation Activities Issued By An Accredited Laboratory.

A laboratory is likely to issue incorporating the mark and containing options, interpretations or other relating to investigation activities. When such statements are outside the scope of accreditation, the report or the certificate shall include, close to the mark or to the expression of option, a disclaimer such as

“The options/interpretations expressed in this report are outside the scope of this body’s accreditation”

4.12 Site Calibration / Testing

A laboratory, which holds accreditation for site calibration and testing, shall use the mark in the same way as for calibration and testing performed in a permanent laboratory.


4.13 Certification Bodies for Management Systems, Product, Persons, Halal others

*

All certificates issued by an accredited certification body which are within its scope of accreditation, should bear the accreditation mark.

For a certificate or other certification document to be regarded as accredited, it shall be issued by a certification body in accordance with the conditions of its accreditation and unambiguously identifying the accreditation body and the issuing certification body.

In those cases where a certification body has been accredited by more than one accreditation body, the certificate should bear at least one accreditation mark.

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4.14 Reference to International Agreements for Recognition.

A certification body accredited by PNAC may by presentation of its own logo together with the accreditation mark, use following text:

“Accredited by a member of International Accreditation Forums (IAF’s) mutual agreement of recognition of quality systems”, or

“Accredited by a member of IAF’s MLA for quality systems”.

Calibration laboratories accredited by PNAC may include following in their accredited calibration certificates:

“Pakistan National Accreditation Council’s once sign the multilateral agreement for accreditation of calibration laboratories with other international accreditation bodies, will imply mutual recognition of calibration certifications”.

4.15 Other use.

The use of the accreditation mark in cases which is not described in this document shall be avoided. The accredited organization may apply for the accreditation body for exemption.

3. USERS OF ACCREDITED SERVICES


5.1 Certification Body

Certification bodies use of the accreditation mark shall be according to the guidelines issued and maintained by the actual accredited certification body. Such guidelines shall be based on the requirements in this document — and be approved by PNAC.

When the certified organisations are using the accreditation mark this shall be designed as and be displayed only in combination with the accredited certification body's logo. The accreditation mark shall be printed immediate to the left of right of the accredited body's logo, and shall not be larger than the body’s logo.

The accreditation mark is not permitted to be used on calibration certificates, testing reports, certificates or equivalent documents issued by certification bodies, nor on certificated products.

5.1.1 The use of the mark shall be strictly limited to the activity certified by the certification body under its accreditation. The mark shall be displayed only in combination with the certification the body's logo.

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When a certification body certifies a laboratory's management system, whether lab is accredited or not, it shall not enable the laboratory to use the accreditation mark of CB on testing or, calibration reports /certificates.

For product certification the certification body may authorize the use of their mark on the products in accordance with their procedures. The product certification body shall ensure that product conformity mark and any mark / logo / symbol used for management systems are distinct. Use of PNAC logo on products is not permitted.

Reference to accreditation in an organisation with certified management system shall not give impression of any accredited product certification. The certified body shall not affix the accreditation mark on the products or any of their packages.

Likewise, in case of certification of quality management system certification in the field of the services, the marks shall not be used on any products which is related to the services.

5.3 Users of Accredited Laboratory's Services

Accredited laboratories shall secure that their customers are not misusing the accredited calibration certificates and/or the test reports by state following text at the documents:

“ The test report or calibration certificate shall not be reproduced except in full, without written approval by the laboratory”.

5.4 Accredited Inspection Bodies

The PNAC mark for Inspection shall not be displayed on an item that has been inspected, or on a product (or attachment thereto) or used to imply product certification or approval.

6. MISUSE

If the accredited organizations referring to accreditation- or uses of the accreditation mark are in conflict with the requirements in this document PNAC will require to stop the use.

This is also valid for certified organisations use of the accreditation mark maintained by the certification bodies.

If the requirements from PNAC are not followed, the accreditation can be withdrawn by PNAC.

PNAC can also make legal steps against organisations if the requirements mentioned above are not sufficient.

7. REFERENCES

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|---|---------------|--|
| 1 | ISO 17025 | General Requirements For The Competence Of Testing And Calibration Laboratories |
| 2 | IAF-BD-00-038 | IAF Procedure For Identification Of Equivalence Of Accreditation |
| 3 | ILAC-G14 | Guidelines For The Use Of Accreditation Body Logos And For Claim Of Accreditation Status |
| 4 | PNAC G-02/04 | Guidance To Accreditation Conditions For CABs |



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ANNEXURE

