



GLOBAL LABORATORIES ACCREDITATION BOARD

REFERNCE TO ACCREDITATION & USE OF LOGO

ISSUE NO. /DATE: 05/ 27.11.2016

AMENDMENT NO./DATE: 00/--



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1. Scope

This document details the procedure to use the accredited logo GLAB to avoid the misuse or abuse of such symbols or wrong reference to accreditation and to safeguard GLAB's credibility

2. References

- 2.1. ISO/IEC 17011:2004, Conformity assessment – General requirements for accreditation bodies accrediting conformity assessment bodies
- 2.2. ILAC-P8:12/2012, Supplementary Requirements and Guidelines for the use of Accreditation Symbols and for Claims of Accreditation Status by Accredited Laboratories

3. General policies

- 3.1. CABs accredited by GLAB wishing to refer to their accreditation shall use only approved accreditation symbols or descriptions of their accreditation provided by GLAB
- 3.2. The accreditation symbol or reference to GLAB accreditation shall be used only by organizations currently accredited and whose accreditation status remains in good standing with GLAB.
- 3.3. The accreditation symbol or reference to GLAB accreditation shall not be used by GLAB applicant organizations
- 3.4. The accreditation symbol or reference to GLAB accreditation shall be used only by the accredited organization under the name in which it holds accreditation.
- 3.5. The accreditation symbol or reference to GLAB accreditation shall not be placed on products or items that the organization has tested or calibrated, except for calibration labels.
- 3.6. GLAB-accredited organizations shall not use the accreditation symbol or refer to their accreditation in any way that may be misleading or misrepresent their accreditation status.



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- 3.7. GLAB-accredited organizations shall ensure claims of accreditation are related only to activities within their scope of accreditation and not associated with other activities in which the organization or its parent organization may be involved
- 3.8. GLAB-accredited organizations shall ensure that the use of the accreditation symbol or reference to their accreditation status is not affixed to a product (or part of it) or used in any way to imply that a product has been certified.
- 3.9. GLAB accredited organizations shall not use the accreditation symbol or refer to their accreditation in any manner that gives the impression that GLAB accepts responsibility for the results, or for any opinion or interpretation derived from those results, or that GLAB approves of those results, or approves of a calibrated, or tested product.
- 3.10. It is the responsibility of the organization to use the accreditation symbol or any materials representing their accreditation in such a way as to enhance the reputation and value of accreditation for all stakeholders.
- 3.11. GLAB accredited organizations and their parent organizations, subsidiaries, and/or sister companies shall include references to their accreditation in publicity and advertising material, brochures and organization publications, technical literature, websites, business reports, vehicles, and quotations or proposals for work.
- 3.12. GLAB allows the use of its symbol by accredited organizations on calibration labels attached to calibrated equipment. Use of such labels on calibrated equipment is restricted to accredited organizations using methods covered by their approved scopes of accreditation.
- 3.13. Organizations whose accreditation is in any status other than active status shall discontinue use of the accreditation symbol upon written notification from GLAB
- 3.14. If the organization is not in active status, the organisation shall discontinue any use of the accreditation symbol and remove any reference to the certificate and scope of accreditation within 30 days of notification.
- 3.15. GLAB reviews the websites of organizations whose accreditation is suspended or withdrawn to ensure compliance with the requirement to remove the accreditation



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symbol within the specified time frame. If the organization is found to be not in compliance, GLAB shall publish a notice on the website indicating the organization is making a false claim of accreditation.

3.16. GLAB reviews all organizations' websites periodically for compliance with the symbol use policy. If an organization is found to be not in compliance, GLAB shall inform the organization of the proper use of the accreditation symbol and provide a deadline by which the organization shall become compliant.

3.17. If organization does not comply even after website notification, GLAB shall take further action as required:

3.17.1. Suspend accreditation activities until the organization complies with its obligations.

3.17.2. Require the organization cease to identifying itself as being accredited by GLAB

3.17.3. Require the organization to temporarily or permanently cease using the accreditation symbol and

3.17.4. certificate and scope of accreditation, and to return the certificate and scope to GLAB

3.17.5. Refuse to issue a certificate and scope of accreditation to the organization

3.17.6. Require corrective action

4. Reproduction of GLAB symbol

4.1. The GLAB accreditation symbol always shall be used in its original, designed proportions and shall not be modified, distorted, compressed, or stretched in any way.

4.2. The accreditation symbol shall not be sized in a way that renders it unreadable.

4.3. The accreditation symbol shall be used only on a background that will not impede readability.

4.4. The accreditation symbol shall be based on the original artwork to ensure high-quality reproduction. Photocopies of the symbol from other documents are prohibited.

4.5. Acceptable colors for the accreditation symbol is blue and white



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5. Use of accredited symbol on Certificates & Reports

- 5.1. GLAB accredited organizations wishing to display their accredited status on certificates and reports shall use the appropriate accreditation symbol as provided by GLAB.
- 5.2. GLAB-accredited organizations wishing to represent their accredited status on certificates and reports that choose to not use the accreditation symbol shall include narrative reference to the accreditation as shown below:

This [calibration/test/medical] is accredited under the laboratory's [ISO/IEC 17025/ISO 15189] accreditation issued by the Global Laboratory Accreditation Board. Refer to certificate and scope of accreditation [insert accreditation number here].”

- 5.3. The accreditation symbol or any type of narrative reference to accreditation shall not be placed on certificates or reports that do not contain any accredited results covered within the scope of accreditation.
- 5.4. The accredited organization shall not imply or mislead the scope of its accredited activities using certificates or reports, enclosures, stationery, or other materials. The organization shall not lead any user of the results or interested party to believe that the work is covered by the scope of accreditation when it is not.

6. Subcontracted laboratories

- 6.1. GLAB-accredited organizations may include results from subcontracted activities in their accredited certificates or reports that display the accreditation symbol under the following conditions:
- 6.2. The GLAB-accredited organization shall inform its customer in writing of its intention to subcontract and gain approval prior to performing work.
- 6.3. The GLAB-accredited organization shall take full responsibility for the work performed by the subcontractor.
- 6.4. The GLAB-accredited organization also shall be accredited for the subcontracted work.
- 6.5. The results from the subcontractor shall be in the subcontractor's endorsed certificate or report.



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- 6.6. The subcontractor shall be accredited by GLAB for the specific conformity assessment activities requested.
- 6.7. The reporting of any subcontracted activities shall meet the requirements of this document.