



NATIONAL ACCREDITATION BOARD FOR CERTIFICATION BODIES (NABCB)

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**Conditions for Use of NABCB Accreditation
Symbol and other claims of accreditation, IAF
MLA Mark and ILAC MRA Mark**



BCB 202 – Jan 2022

Effective : Immediate



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1.0 OBJECTIVE:

To define the conditions for the use of NABCB Accreditation Symbol and other claims of accreditation and permitted symbol / mark / logos of other regional / international bodies like Asia Pacific Accreditation Cooperation (APAC) and International Accreditation Forum (IAF) and International Laboratory Accreditation Cooperation (ILAC), as applicable.

2.0 SCOPE:

This procedure is applicable to the use of NABCB accreditation symbol and other claims of accreditation by the accredited Conformity Assessment Bodies (CABs) and where permitted by their clients with conformity assessment attestation.

3.0 RESPONSIBILITY:

CEO or in his absence the Director of the Board is responsible for establishing, implementing, and amending this procedure. The accredited CABs are responsible for complying with the procedure.

4.0 DEFINITIONS:

4.1 NABCB Accreditation Symbol - Accreditation Symbol is the combination of Accreditation Body Logo with the unique accreditation number given to conformity assessment bodies. It is the symbol issued by NABCB to be used by accredited CABs to indicate that they are accredited.

4.2 NABCB Logo – NABCB Logo is used by NABCB to identify itself and communicate its name to the public. The use of NABCB logo is the sole property of NABCB and no other body or organization has the right to use it. The NABCB Logo is legally protected. Legal action shall be taken in case of its use by any other body or organization is observed.

4.3 Regional / international bodies like APAC, IAF and ILAC may specify their own mark to be used by IAF MLA / ILAC MRA signatory accreditation bodies and its accredited CABs.

5.0 PROCEDURE:

5.1 Design of the NABCB Accreditation Symbol and IAF MLA / ILAC MRA Mark

NABCB Accreditation Symbol is a combination of NABCB Logo with unique accreditation number as granted to an accredited conformity assessment body (CAB) written below the NABCB Logo. The design of the NABCB logo is enclosed at Appendix 'A' and the NABCB Accreditation Symbol and the Combined IAF MLA / ILAC MRA Mark is in Appendix 'B'. The design specifies the proportions of the logo and the colour combinations in which it can be reproduced. Design of other mark / symbol, like the Combined IAF MLA Mark for certification bodies / validation/verification bodies and the ILAC MRA Mark for inspection bodies is permitted for use, based on specific requirements as described in the latest versions of IAF MLA Mark document (IAF ML 2) and ILAC MRA Mark document (ILAC R7) respectively.

The Combined IAF MLA / ILAC MRA Mark shall be used subject to specific agreement signed by NABCB accredited CABs with NABCB.



5.2 Reproduction of Logo / Symbol

5.2.1 The accredited conformity assessment body is not authorized to use the NABCB logo in isolation without the accreditation number.

5.2.2 The accredited CAB can reproduce the NABCB Accreditation Symbol and the Combined IAF MLA or ILAC MRA Mark as applicable only in conjunction with its own logo/mark, as shown in the Appendix 'B', on its certificates, reports, stationery and literature associated with its accredited activities and scopes subject to the conditions specified below. The NABCB Accreditation Symbol and the Combined IAF MLA or ILAC MRA Mark cannot be printed on visiting cards.

5.3 Use of NABCB Accreditation Symbol and IAF MLA / ILAC MRA Mark

The use of NABCB Accreditation Symbol and the Combined IAF MLA or ILAC MRA Mark as relevant by NABCB accredited CABs, and the NABCB Accreditation Symbol by the client organizations of NABCB accredited CAB, if permitted, will be under the control and supervision of the NABCB accredited CABs. The accredited CAB shall take reasonable actions to ensure that the use of the accreditation symbol by itself or by client organizations of the accredited CAB is within the conditions specified below. The IAF MLA Mark shall not be used by client organizations of NABCB accredited CABs. The ILAC MRA Mark shall not be used by clients of the CABs.

5.3.1 Content, Size and Reproduction

- a) The NABCB Accreditation Symbol shall be reproduced using NABCB logo in the proportions and the colours indicated in Appendix 'A'. The size of the NABCB logo shall not normally be reduced below the size 15x12 mm. In the event of reproduction in smaller size owing to limitation of space, the logo shall be legible with no infilling of space and letters. The symbol shall be reproduced based on the master supplied to each of the accredited CAB. Redrawn masters should never be used.
- b) The accredited CABs shall reproduce the symbol with correct reference of the accreditation number below the NABCB logo as shown in Appendix 'B'.
- c) The NABCB Accreditation Symbol shall not be reproduced by a client organization in isolation of the accredited CABs mark/logo.
- d) The mark shall only be printed in the colour combination or in the grey-black combination as specified in the Appendix.
- e) The Combined IAF MLA / ILAC MRA Mark when used under contract with NABCB shall be reproduced and used in accordance with the latest versions of IAF MLA Mark document (IAF ML 2) and ILAC MRA Mark document (ILAC R7) respectively and the stipulations in the agreement signed with NABCB.

5.3.2 Conditions for Use of NABCB Accreditation Symbol and IAF MLA /ILAC MRA Mark

The accredited body can only use the NABCB Accreditation Symbol *and the IAF MLA / ILAC MRA Mark, as relevant, for the specific conformity assessment services* and the office(s) of the CAB that are included in the accreditation granted by the NABCB. The accredited body shall not make any statement regarding its accreditation that NABCB may consider misleading or unauthorized, specifically:

- a) The *NABCB Accreditation Symbol or the IAF MLA / ILAC MRA Mark as relevant* shall be used to refer to the accredited status of the accredited CAB, and where applicable in conjunction with mark of the CAB to refer to the accredited certificates issued.



- b) The *NABCB Accreditation symbol or the IAF MLA / ILAC MRA Mark as relevant* shall not be used in any way that it misleads the reader about the accredited status of the CAB or its client organization.
- c) For management systems certification, neither the certification body's nor the accreditation body's symbol shall be used on the packaging of a product, labels, publicity material, written announcements etc. that in any way suggests that the certification body or the accreditation body has certified or approved any product, process or service of the certified body or in any other misleading manner. 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 NABCB accreditation symbol on products is not permitted.
- d) The NABCB Accreditation Symbol or the IAF MLA / ILAC MRA Mark shall not be displayed on vehicles except in publicity material like part of a large advertisement.
- e) The NABCB Accreditation Symbol or the IAF MLA / ILAC MRA Mark shall not be displayed on buildings and flags.
- f) All quotations and contracts by the accredited CAB having the NABCB Accreditation Symbol or the IAF MLA / ILAC MRA Mark shall clearly indicate the portion of activities that are not accredited by NABCB.
- g) The NABCB Accreditation Symbol or the IAF MLA / ILAC MRA Mark shall not be used on the visiting cards.
- h) The accredited CAB upon suspension or withdrawal of its accreditation (however determined), shall discontinue use of NABCB Accreditation Symbol or the IAF MLA /ILAC MRA Mark and all advertising matter that contains any reference to an accredited status.
- i) The accredited CAB shall not allow the fact of its accreditation to be used to imply that a product, process, system or person is approved by the accreditation body.

5.4 Conditions for other claims of NABCB Accreditation

- a) The accredited CAB fully conforms to the requirements of the accreditation body for claiming accreditation status, when making reference to its accreditation in communication media.
- b) Does not make any misleading or unauthorized statement regarding its accreditation.
- c) Upon withdrawal of its accreditation, discontinues its use of any reference to that accreditation.
- d) Does not refer to its accreditation in a way so as to imply that a product, process, service, management system or person is approved by the accreditation body.
- e) Informs its affected clients of the suspension, reduction or withdrawal of its accreditation and the associated consequences without undue delay.

5.5 Contravention of the conditions

- a) In case the NABCB Accreditation Symbol or the IAF MLA / ILAC MRA Mark as relevant is being used by an accredited CAB or by the client of an accredited CAB contrary to the conditions specified, then the concerned CAB shall take reasonable action and where relevant advise the concerned client organization for corrective action. In situations of repeated contraventions by the client organization, the CAB may withdraw the conformity assessment attestation. In case the accredited CAB does not take suitable action against the improper use of the NABCB Accreditation symbol or the IAF MLA / ILAC MRA Mark as relevant, NABCB may suspend / withdraw the accreditation of the CAB.



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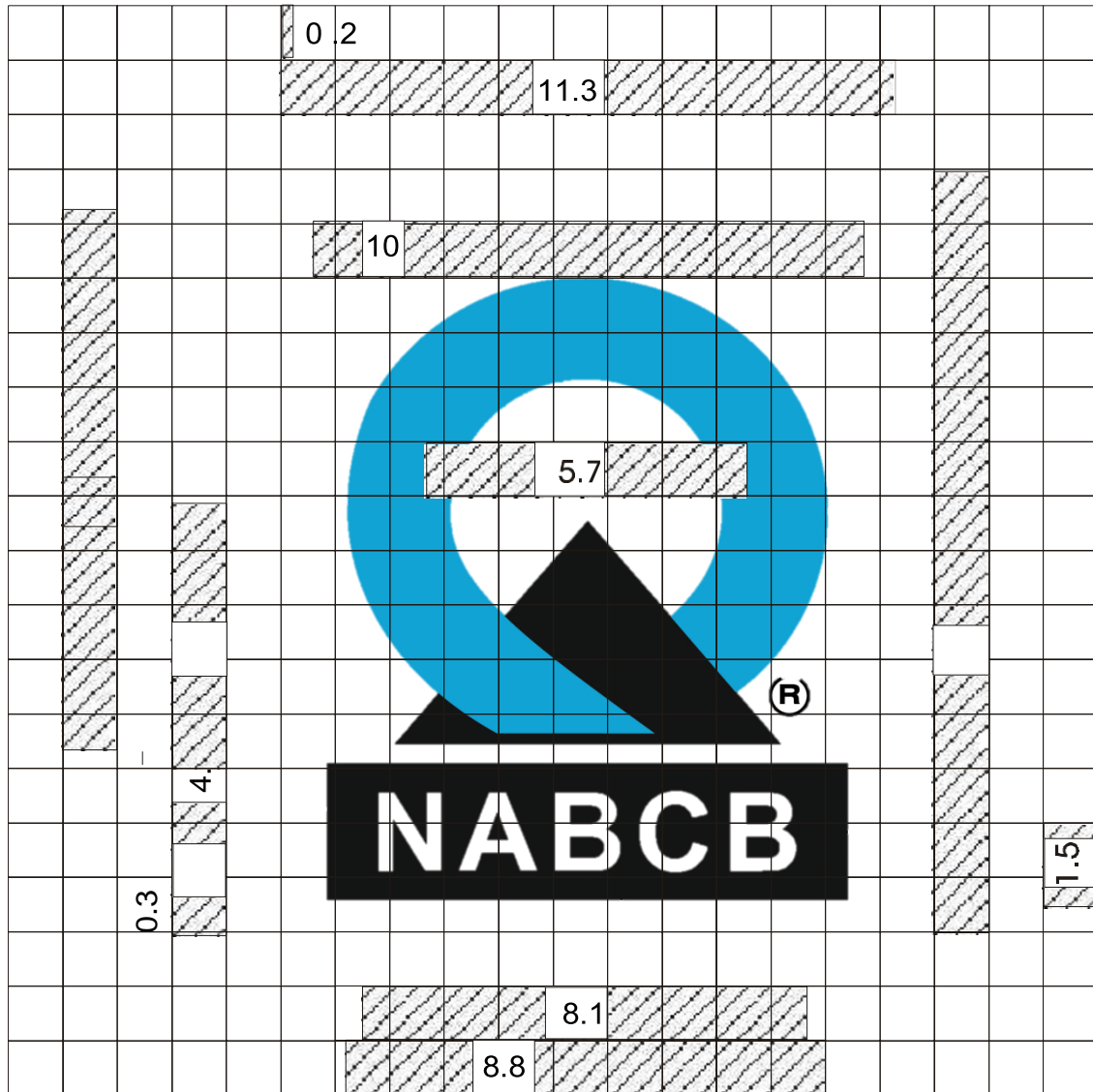
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- b) In case the NABCB Accreditation symbol or the IAF MLA / ILAC MRA Mark as relevant is being used contrary to the conditions by the accredited CAB, NABCB shall take reasonable action and advise the concerned CAB for corrective action. These conditions shall include, but not limited to incorrect or unauthorized claims of accreditation status, or misleading or unauthorized use of NABCB accreditation symbols and the NABCB accreditation symbol. Suitable actions may include, based on the severity of the contraventions, actions such as requests for corrective action, suspension, withdrawal of accreditation, publication of the transgression and, if necessary, legal action. In situations of repeated contraventions by the accredited CAB, NABCB may withdraw the accreditation of the defaulting CAB.

5.6 Action on Suspension and Termination

- a) Upon suspension of the accreditation by NABCB, the accredited CAB shall immediately cease to use its stationery, certificates and other publicity material that has *NABCB Accreditation Symbol or the IAF MLA / ILAC MRA Mark* on it. The use can be restarted only after the suspension is revoked by NABCB.
- b) Upon termination of the accreditation on account of non-renewal / withdrawal of the accreditation, the accredited CAB shall immediately cease to use its stationery, certificates and other publicity material that has *NABCB Accreditation Symbol or the IAF MLA / ILAC MRA Mark* on it.

Appendix 'A'



Font: Arial True type (bold)

Colour: Circle - Cyan 80% Magenta 30%

Triangle and Outline - Black 100%.

Black & White: Circle - Black 40%

Triangle and Outline Black 100%



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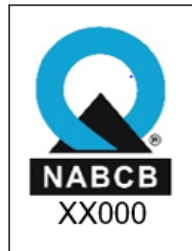
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Appendix 'B'

Accredited CAB

NABCB Accreditation Symbol

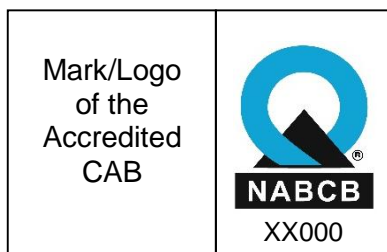


XX000 is the Alpha Numeric Accreditation Number granted by NABCB to the CAB

Combined IAF MLA Mark/ NABCB Symbol Combined ILAC MRA Mark/NABCB Symbol



Mark/Logo for Accredited CAB combined with NABCB Accreditation Symbol





Amendment Record

<u>Date</u>	<u>Auth. by</u>	<u>Description of Amendment</u>
Mar 2012	CEO	To reference CEO, define symbol, logo and mark, reference use of symbol by product certification bodies
Jan 2014	CEO	IAF logo included at Appendix 'B' and reference of IAF published document relating to Use of IAF MLA mark
May 2017	CEO	To specify use of NABCB Accreditation Mark and ILAC MRA Mark by NABCB Accredited Inspection Bodies
Feb 2019	CEO	To align with ISO 17011:2017 requirements
Jan 2022	CEO	New NABCB Logo incorporated at Appendix 'A' and Appendix 'B'