

Terms & Conditions for Use of the Accreditation Symbol

1. Introduction

1.1 After obtaining accreditation, a conformity assessment body (CAB) may wish to make reference to its accreditation status in its test reports and certificates. Accreditation normally entitles the accredited CABs to endorse the relevant documents by using the accreditation body's mark, Accreditation symbol along with accreditation number and the relevant standard, in accordance with prescribed guidelines in this document. Such endorsed documents can enjoy wide acceptance nationally and internationally through a network of formal mutual recognition agreements amongst accreditation bodies.

1.2 The guidelines in this document have been developed to encourage CABs to use SLAB Symbol to refer to their accreditation status. This document sets out the conditions for the use of SLAB Symbol by CABs accredited by SLAB as meeting the requirements of the appropriate international standards. Where applicable, these conditions shall be met by all SLAB accredited CABs including those which operate outside Sri Lanka.

1.3 The CABs accredited by SLAB are entitled and encouraged to use the Accreditation symbol of SLAB (hereinafter referred as SLAB Symbol) as shown in clause 6 along with accreditation number and relevant standard on its Conformity Assessment Certificates/Reports. Accredited CABs may also wish to use the SLAB symbol or claim accreditation status for promotional purposes, on brochures, websites and business documents or on proposals or quotations concerned with the CAB's accredited activity, subject to the conditions set out in this document.

1.4 When the inclusion of the SLAB symbol with Accreditation number and the number of the relevant standard on Conformity Assessment Certificates/Reports is not mandatory, then such report / certificate bearing this symbol can benefit from the acceptance established through mutual recognition agreements/ arrangements among accreditation bodies, and only those calibration reports bearing this symbol can be confirmed to meet the SLAB Traceability Policy.

2. Scope

2.1 This document describes the terms and conditions and provides guidelines for the use of Accreditation Symbol of SLAB by all accredited conformity assessment bodies. This procedure is applicable to all accreditation schemes operated by the SLAB.

3. Reference

3.1 SLAB Act 32 of 2005 (Section 16 & 17)

3.2 ISO / IEC 17011; Conformity assessment –General requirements for accreditation bodies accrediting conformity assessment bodies.

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4. Definitions:

4.1. **Accreditation Symbol:** Symbol issued by an accreditation body to be used by accredited CABs to indicate their accredited status.

4.2. **Conformity Assessment Body (CAB):** Body that performs conformity assessment services and that can be the object of accreditation.

5. Requirements:

5.1 The SLAB Symbol shall only be used by SLAB accredited CABs during the period when it holds SLAB accreditation. It shall not be used by a body or its franchisee / subcontractor that is not accredited by SLAB. The SLAB Symbol shall be used by SLAB accredited laboratories, inspection bodies, certification bodies or other types of CABs only under the name, which it holds accreditation, only after accreditation is officially granted.

5.2 When promoting or providing proof of accreditation, accredited CABs shall declare the scope(s) of accreditation without ambiguity.

5.3 The SLAB symbol shall not be used on Reports/Certificates that do not contain results of accredited activities or declarations that are not based on accredited activities. It shall not be used in such a way as to imply that SLAB accepts responsibility for activities carried out under the scope of accreditation.

5.4 SLAB accredited CABs shall not authorize the use of SLAB Symbol by their clients, subcontractors or any other third party. It is the ethical responsibility of each SLAB accredited CAB to describe their accredited status in a manner that does not imply accreditation in areas that are outside their actual scope of accreditation or for other testing or certification facilities not covered under SLAB accreditation and to thereby minimize the risk of a client / reader being misled. All concerned are encouraged to inform SLAB if a violation of this policy is discovered by actions of accredited CABs or other parties.

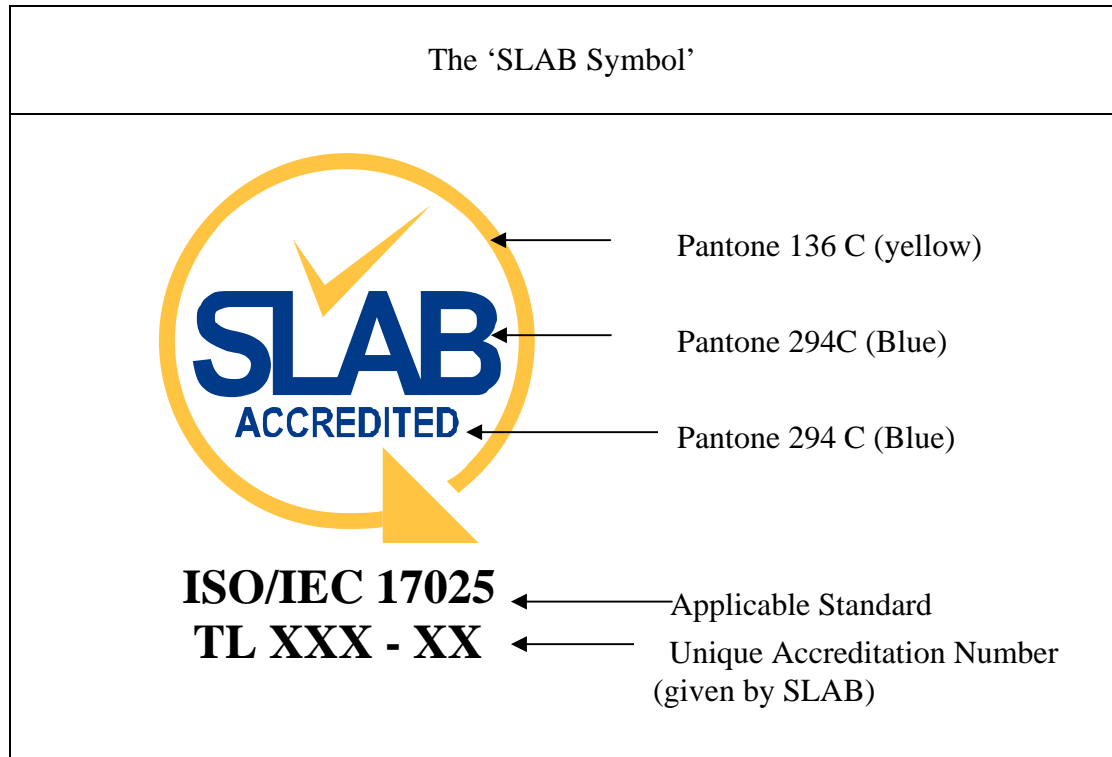
6. SLAB Symbol Reproduction:

6.1 The SLAB symbol is given below and the Accredited CAB shall reproduce the appropriate logo without changing the format. SLAB accredited CABs are entitled to use SLAB Symbol only for the activities that fall within the scope of Accreditation. Along with the accreditation symbol, the accredited CAB is assigned with a unique accreditation number prefixed by the two letter abbreviation code of the accreditation scheme against which the particular CAB has been assessed and the applicable international standard, as shown below. The abbreviation codes of accreditation schemes currently assigned are; TL for Testing Laboratories, ML for Medical/Clinical Laboratories, CS for Certification Bodies of Systems, CP for Certification Bodies of Products, BP for Bodies certifying Persons and IB for Inspection Bodies.

6.2 The SLAB Symbol shall be legible and displayed only in the appropriate font and size. The CAB shall ensure that the design of SLAB symbol is not distorted.

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6.3 The SLAB Symbol may be reproduced in a single colour (either black or Pantone blue) or colours indicated below.



NOTE: An electronic version of the Symbol is also available.

6.4 Electronic reproduction of SLAB Symbol is permitted provided that the requirements of this document are met, integrity of such reports is maintained and distortion of graphics of SLAB Symbol is avoided.

7. Use of “SLAB Symbol” on Reports / Certificates:

7.1 The SLAB Symbol shall be used only on the certificates/ reports for the tests/ certification/inspection accredited by SLAB. Where results of both accredited and non-accredited activities are to be reported, issuing of separate reports is desirable. On practical ground, if the laboratory is issuing one report for accredited and non accredited tests, non accredited tests shall be marked with clear indication to prevent ambiguity. When any opinions or interpretations outside the scope of accreditation are given, that should be indicated with a disclaimer. Eg. Interpretation given are outside the scope ‘#’

7.2 The reports or certificates with SLAB symbol shall be issued only with the signatories authorized by the SLAB.

7.3 Where the SLAB Symbol is used to endorse reports/ certificates, it shall always be accompanied by the SLAB Accreditation number [TL xxx- xx or ML xxx – xx or CS xxx –xx or else as the case may be], and identity of the relevant standard placed centrally under the SLAB Symbol as indicated.

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7.4 The SLAB Symbol may be displayed on all certificates and reports that contain exclusively the results from Certification, Inspection or tests for which the CAB has been accredited by SLAB.

7.5 The SLAB Symbol shall not be used on reports / certificates for which accreditation has not been granted by SLAB.

7.6 There shall be nothing in reports and/or certificates or in any attachments or other material, which implies or may lead any user of the contents of the reports / certificates or any interested party to believe that the work is accredited when in fact it is not the case.

8. Subcontracted Tests:

8.1 The CAB accredited by SLAB may include the results of subcontracted activities in its endorsed reports /certificates only if the accredited CAB has informed the client in writing of the proposed subcontracting and has obtained prior approval from the client. The subcontractor laboratory should be an accredited laboratory by SLAB or any other MRA partner.

8.2 The subcontracted calibration or test results shall be clearly and unambiguously identified on the certificate or report.

9. Advertising and Publicity:

9.1 Accredited CAB may use SLAB Symbol in publicity and/or advertising materials for promotional purposes, including brochures, business reports & stationery, technical literature, websites or on proposals / quotations for testing work.

9.2 The accreditation claim by accredited CAB shall be related to or associated only with the activities for which it is accredited by SLAB, and not with any other activities in which the CAB or its parent organization is involved.

9.3 SLAB accreditation is location specific. The accreditation claim shall be related only to the specific CAB location that is covered under the SLAB scope of accreditation, and not with any other non-accredited locations.

9.4 In brochures, proposals or quotations, the accredited CAB shall distinguish activities that are covered under SLAB Scope of Accreditation from those that are not covered.

9.5 Where SLAB Symbol is printed on letterheads and/or other corporate stationery, such stationery is not used for work proposals or quotations, nor for reporting of test or calibration results exclusively outside the SLAB Scope of Accreditation, or for certifying a product or item.

9.6 The SLAB Symbol shall not be displayed on business cards.

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10. Misuse of “SLAB Symbol” or SLAB Accreditation Status:

10.1 In the event of CAB being put under abeyance or on suspension/ withdrawal/ expiry of accreditation, accreditation shall no longer be stated or suggested in any way. CAB must immediately cease to issue certificates and reports displaying the SLAB Symbol and shall cease publishing and/or distribution of documents (including advertisements, websites etc.) containing the SLAB Symbol or reference to SLAB accreditation. CABs shall also make appropriate arrangements to stop the use of the accreditation symbol by the certificate holders.

10.2 In the event of a CAB not complying with this document or found misusing SLAB Accreditation, “SLAB Logo” or “SLAB Symbol”, action will be taken against the CAB as per details mentioned in Terms and Conditions for maintaining Accreditation granted by SLAB.

10.3 The SLAB Symbol is a registered mark owned by the Sri Lanka Accreditation Board for Conformity Assessment and any misuse of the symbol is an offence under section 37(a) of the Sri Lanka Accreditation Board for Conformity Assessment Act No 32 of 2005.

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