# Policy on Use of the PNGLAS Logo, Symbol and References to Accreditation

***Copyright Statement***

"The copyright of this text is held by PNGLAS. PNGLAS publications may not be copied for sale by any individual or organization other than PNGLAS member or accredited laboratories".

***Normative References***

*ISO/IEC 17011:2017 Conformity assessment — Requirements for accreditation bodies accrediting conformity assessment bodies*

*ILAC P8:03/2019 ILAC Mutual Recognition Arrangement (Arrangement): Supplementary Requirements for the Use of Accreditation Symbols and for Claims of Accreditation Status by Accredited Conformity Assessment Bodies*

# Table of Contents


***Copyright Statement***

***References***

| Section | Title | Page |
|---|---|---|
| 1 | Introduction | 4 |
| 2 | Scope and Implementation Date | 4 |
| 3 | Definitions, Terms and Abbreviations | 4 |
| 4 | Reproduction of the PNGLAS logo and Symbol | 4-5 |
| 5 | Use of PNGLAS logo, Symbol and Statements Relating to Accreditation | 5-6 |
| 6 | Opinions and Interpretations | 6 |
| 7 | Calibration Labels | 7 |
| 9 | Suspension, Cancellation, Withdrawal of Accreditation | 7 |
| 10 | Misuse of the PNGLAS logo, Symbol or Misrepresentation of PNGAS Accreditation | 7 |
| 11 | Amendment Table | 8 |

## 1.0 INTRODUCTION

The PNGLAS testing laboratories are strongly encouraged to promote their accreditation by issuing PNGLAS endorsed reports and by using the PNGLAS symbol.

The objective of this policy to ensure that the use of the accreditation symbol and/or reference to accreditation is not used in such circumstances as may be considered misleading to clients or bring accreditation into disrepute. In particular, it shall not mislead as to what is accredited (scope) or who holds accreditation. PNGLAS reserves the right to determine regulations to meet this objective and to assess their effective implementation. It is the accredited laboratory/organization's responsibility to ensure full conformity with these regulations.

Whilst PNGLAS does not mandate the issuing of PNGLAS endorsed reports, only those reports that bear an appropriate PNGLAS symbol can benefit from the acceptance established through mutual recognition arrangements (and other similar agreements).

## 2.0 SCOPE AND IMPLEMENTATION DATE

This document describes the conditions for the use of the PNGLAS logo, Symbol and references to accreditation. It shall be read in conjunction with the *PNGLAS Rules Article 14, 15 16 and Schedule 1 and 4.*

This policy is effective as of 21st February 2022 and full compliance by all accredited and applicant laboratories will be in 21st February 2023.

This policy supersedes PL2 2011.

## 3.0 DEFINITIONS, TERMS AND ABBREVIATIONS

**Accreditation Logo:** is the logo used by PNGLAS to identify itself
**Accreditation Symbol:** A symbol established by the PNGLAS to be used by its accredited laboratories to indicate that they are accredited.
**Endorsed reports:** reports bearing the PNGLAS accreditation symbol and/or by using appropriate words referencing the testing laboratories accreditation in accordance with prescribed procedures and rules.
**A reference to accreditation:** is a statement of defined content equivalent to the accreditation symbol used by accredited bodies to indicate that they are accredited
**CAB:** Conformity Assessment Body (testing and calibration laboratories, certification bodies, inspection bodies, reference material producers, proficiency testing providers, validation and verification bodies and Green House Gas)

## 4.0 REPRODUCTION OF THE PNGLAS LOGO AND SYMBOL

a. The logo and symbol shall be as described as the graphic representation shown in this policy and in schedule 1 and 4 of the PNGLAS Rules.
b. The size of the logo and symbol may be altered provided that the dimensions retain the proportions of the drawings in Schedule 1 and 4 of the PNGLAS Rules.
c. Not be distorted, compressed or stretched in any way.
d. Not appear in a size that renders the PNGLAS words unreadable.
e. Be used on a background that will not impede readability.
f. Only be used in its normal horizontal orientation and not be rotated.
g. The colours of the logo and symbol must be reproduced as described in Schedule 1 and 4 of the Rules.

h. Placement of the symbol on reports must show accreditation number displayed to the left directly under the symbol as presented in schedule 4 of the Rules. The accreditation number(s) are a 2-digit number provided by PNGLAS. Certificate No. is written under the accreditation number. Mandatory statement is displayed right at the bottom after the certificate No. Symbol is inclusive of the accreditation number, and activity type, certificate no. and mandatory statement including the reference number of the standard as presented in Schedule 4 of the Rules.
i. Electronic versions of the symbol are available from the PNGLAS Office.
j. Accredited laboratories will only be allowed to use the PNGLAS symbol after they have signed the logo use agreement.

**5.0 USE OF THE PNGLAS LOGO AND SYMBOL AND STATEMENTS RELATING TO ACCREDITATION**

5.1 Only The PNGLAS may use the logo on stationery, quotations for work, reports and certificates, websites and brochures, and other items relevant to the PNGLAS accreditation activities, subject to the conditions set out in this publication

5.2 The PNGLAS symbol can only be used by accredited laboratories. Unaccredited laboratories cannot use the PNGLAS symbol in any circumstances. Laboratories that are applicants for accreditation cannot use the PNGLAS symbol or make references to accreditation that could be inferred as meaning the laboratory is accredited or that misrepresent the state of progress towards accreditation.

5.3 The accredited laboratory shall ensure it holds permission from PNGLAS, through the signing of the Logo Use Agreement, before using the PNGLAS symbol.

5.4 The PNGLAS symbol shall be as depicted in Schedule 4 of the Rules. The symbol comprises of the logo accompanied by accreditation number, certificate number and relevant mandatory statement.

5.5 The symbol and/or accreditation statements can only be used on reports issued by an accredited laboratory under the name in which it holds accreditation. Accredited Laboratories may provide a text reference to accreditation instead of the accreditation symbol: “(name of the accredited laboratory) is accredited according to the standard 17025 by the PNGLAS for testing activities. Accreditation certificate (numberxx).

5.6 Reports that do not contain any results of tests within the scope of accreditation cannot include the symbol.

5.7 The symbol can be used on reports that include the results of tests both within and outside the scope of accreditation, the results from external service providers, provided that the results of tests outside the scope of accreditation and results from external providers are clearly and unambiguously identified as such. The accreditation symbol shall not be used by a testing laboratories external service providers that are not accredited by the PNGLAS.

5.8 There must be nothing in reports or in attachments/ annexes to reports that implies, or may be inferred as meaning, accreditation is held for a particular test when it is not.

5.9 Accredited laboratories may use the PNGLAS symbol concerning their accreditation in publicity and advertising materials, technical literature, business reports, websites, quotes, tenders etc. It is however, the responsibility of accredited laboratories to ensure that there is no misrepresentation of the accreditation status and scope of the accreditation and that PNGLAS is not brought into

disrepute. In particular, it must be ensured that the PNGLAS symbol and accreditation statements are linked only to testing and related services covered by the scope of accreditation and not to other activities in which the organization may be involved.

5.10 Use of the PNGLAS symbol and accreditation statements must be related only to the specific location(s)/site(s) covered by accreditation. Organizations that have both accredited and unaccredited sites must ensure that the symbol and/or accreditation statements used in corporate advertising do not imply accreditation is held for sites that are not accredited or do not misrepresent the scope of accreditation at accredited sites.

5.11 In tenders and quotes (or other work proposals), accredited laboratories must clearly distinguish tests and related services that are covered by the scope of accreditation from those that are not covered. It must also be ensured that information about a laboratory's services provided verbally (for example via a telephone enquiry), does not misrepresent the status or scope of the PNGLAS accreditation. It is the laboratory's responsibility to ensure its clients and potential clients clearly understand what tests and related services are included in the scope of accreditation and for which an endorsed report can be issued.

5.12 Stationery bearing the PNGLAS symbol cannot be used for quotes (or other work proposals) or for reporting results of tests and related services that are exclusively outside the scope of accreditation or for which accreditation has been suspended.

5.13 The PNGLAS symbol or reference to accreditation must not be affixed to a material, item or product (including packaging and accompanying documentation) or used to imply that an item or product has been certified.

5.14 PNGLAS symbol or accreditation statements included in literature or on websites relating to a product must appear directly adjacent to the reference of the PNGLAS accredited laboratory that has performed the testing or related service.

5.15 The PNGLAS symbol or reference to accreditation must not be used on business cards in a way that could imply personal certification.

## 6.0 OPINIONS AND INTERPRETATIONS

In those fields and programs for which statements of opinion and/or interpretations are outside the scope of accreditation, it is preferable that they be detailed in a separate document that does not include the symbol or any reference to PNGLAS accreditation. Where they are included in reports, an appropriate disclaimer must also be included.

## 7.0 CALIBRATION LABELS

An accredited laboratory may place a calibration label bearing a PNGLAS symbol on an item of equipment that it has calibrated provided that the label carries as a minimum, equipment identification, date of current calibration and a cross- reference of calibration certificate in respect of the calibration

## 8.0 SUSPENSION, CANCELLATION, WITHDRAWAL OF ACCREDITATION

Laboratories that have had their accreditation suspended or discontinued (withdrawn or cancelled) cannot use the symbol or include any reference to accreditation on reports. Where the suspension or discontinuation covers only a part of the scope of accreditation, reports issued that include results of tests or related services affected and not affected by the suspension or discontinuation may include the symbol

provided that the results of tests or related services affected by the suspension or discontinuation are clearly and unambiguously identified as such.

Upon suspension, reduction, withdrawal and cancellation of accreditation the laboratory shall inform its affected clients of the suspension, reduction or withdrawal of its accreditation and associated consequences without undue delay.

If the laboratory 's accreditation is suspended on the grounds of fraudulent conduct with the misuse of status of accreditation, PNGLAS shall take a decision on the acceptable timeframe with regards to acceptance of future applications for accreditation from the affected CAB.

**10.0 MISUSE OF THE PNGLAS SYMBOL/MISREPRESENTATION OF PNGLAS ACCREDITATION**

PNGLAS will take action on proven inappropriate use of the PNGLAS symbol or misrepresentation of the scope or status of accreditation by an accredited laboratory. This may include a request for corrective action, suspension, withdrawal or cancellation of accreditation, publication of transgression or legal action.

PNGLAS will also take action on unaccredited organizations that misrepresent themselves as holding PNGLAS accreditation or that use inappropriate references to accreditation. Depending on the nature of the misrepresentation, this may be a request for corrective action such as removal of the inappropriate reference, issuing a correction/clarification or legal action.

## 11.0 AMENDMENT TABLE

| Section or Clause | Amendment |
|---|---|
| | |
| | |
| | |