



ACCREDITATION COMMISSION FOR CONFORMITY ASSESSMENT BODIES
ACCREDITATION SCHEME MANUAL

Document Title: Rules on Use of ACCAB Accreditation Symbols & Logos

Document Number: ACCAB-ASM-13.0

CONTROLLED COPY

Revision Number	Revision Date	Paragraph Number	Description of Revision	Revision Author

13.1	Purpose:
13.1.1	To ensure that ACCAB Trade Name, Accreditation Symbols & Logos (Licensed Symbols) are commercially and legally protected and its use is controlled.
13.2	Scope:
13.2.1	The application of this procedure is mandatory and prescribes ACCAB requirements for all Conformity Assessment Bodies (Licensee) that wish to offer ACCAB accredited conformity assessment services and Certificated Organizations of the Management System Certification Bodies accredited by ACCAB.
13.2.2	This procedure covers but not limited to the ACCAB Trade Name, Accreditation Symbols & Logos listed in this procedure.
13.3	Responsibility & Authority:
13.3.1	ACCAB is the legal owner and proprietor of ACCAB Trade Name, Accreditation Symbols & Logos and is responsible to take suitable measures that accredited CABs fully conform to requirements of ACCAB in this regards.
13.3.2	ACCAB accredited CABs are responsible to ensure that ACCAB Trade Name, Accreditation Symbols & Logos are used in a controlled manner.
13.3.3	The Governing Board of ACCAB reserve the right to vary the conditions set out in this procedure without prior notice.
13.4	Operation:
13.4.1	General:
13.4.1.1	ACCAB Accreditation Scheme does not imply that any products or services are approved by ACCAB or ACCAB accredited CABs, International Organization for Standardization (ISO), any regulatory, statutory, government or quasi government authority.
13.4.1.2	ACCAB will issue to the accredited CABs together with the Certificate of Accreditation, an electronic files of relevant Symbols & Logos as shown in this procedure for reproduction.
13.4.1.3	Use of ACCAB accreditation Symbols & Logos is restricted to ACCAB accreditation only.
13.4.1.4	ACCAB accredited CABs shall ensure that ACCAB accreditation Symbols & Logos are not used in such a way as to suggest any products or services are approved by ACCAB or ACCAB accredited CABs, International Organization for Standardization (ISO), any regulatory, statutory, government or quasi government authority or in any other misleading way.
13.4.1.5	ACCAB accreditation Symbols & Logos shall not be used in any way as to imply directly or indirectly that ACCAB accepts responsibility for the work carried out by the ACCAB accredited CABs.

13.4.1.6 ACCAB may from time to time develop other requirements related to use of ACCAB's accreditation Symbols & Logos and such requirements shall be made part of the accreditation agreement and the CABs shall immediately adopt the same.

13.4.1.7 The use of ACCAB accreditation Symbols & Logos shall be audited during each surveillance and re-accreditation assessment by ACCAB.

13.4.2 Claiming Accreditation Status:

13.4.2.1 ACCAB accredited CABs only uses the accreditation Symbols & Logos for premises and the activity/ies of the CAB's that are specifically included in the accreditation.

13.4.2.2 The ACCAB accredited CABs shall ensure that no misleading or unauthorized statement is made as to extent and limitations of its ACCAB accreditation, especially , in case of quotations, invoices, work being undertaken, results being reported, the use of subcontractors or in any publicity material used for services or media and communication.

13.4.2.3 ACCAB accredited CABs shall fully conform to the requirements of ACCAB for claiming accreditation status, when making reference to its accreditation in any communication media such as the physical, mechanical, digital etc.

13.4.2.4 ACCAB accredited CABs shall fully conform to the requirements of ACCAB for claiming accreditation status, when making reference to its accreditation in their stationery, brochures and other publicity material.

13.4.2.5 The ACCAB accredited CABs shall ensure that all quotations for work that contain ACCAB accreditation Symbols & Logos clearly indicate those activities that are not ACCAB accredited.

13.4.2.6 The ACCAB accredited CABs shall ensure that reports and certificates issued by them containing results and outcomes from accredited activities clearly distinguish the activities that are covered under ACCAB accredited and those are not including subcontracted activities.

13.4.3 Reproduction:

13.4.3.1 The ACCAB accredited CABs are restricted from using the ACCAB accreditation certificate in full or part to generate its own version/representation of a Certificate of Accreditation. Such action would constitute a misuse of the Symbols & Logos.

13.4.3.2 ACCAB accredited CAB shall ensure that the reproduction of ACCAB accreditation Symbols & Logos and reference/citation to ACCAB accreditation is clearly visible, readable, accurate, authentic and without any distortion and/or degradation. In case of any enlargement or reduction the same proportions shall be maintained as detailed in this procedure.

13.4.3.3 ACCAB accreditation Symbols & Logos shall be reproduced in the specified colors as detailed in this procedure or in the predominant color of the letterhead or printing in a size which makes all features of the Symbols & Logos clearly distinguishable.

13.4.3.4 ACCAB accreditation Symbols & Logos may be reproduced in soft version (electronic) and hard version (paper) in normal print, embossed, relief, die-stamped or as watermarks.

13.4.4 Display:

- 13.4.4.1 ACCAB accreditation Symbols & Logos shall be displayed only in the appropriate form, size and color as detailed in this procedure.
- 13.4.4.2 ACCAB accreditation Symbols & Logos shall not be displayed on flags, buildings and external walls.
- 13.4.4.3 ACCAB accreditation Symbols & Logos shall not be displayed on any vehicle, except when it is part of a larger advertisement.
- 13.4.4.4 ACCAB accreditation Symbols & Logos may be displayed on internal walls, doors and exhibition walls.
- 13.4.4.5 ACCAB accredited CAB shall ensure that ACCAB accreditation Symbols & Logos and reference/citation to ACCAB accreditation is displayed on any surface including stationery/certificates/reports in such a manner that sufficient margin is kept from all borders for its clear visibility and readability considering borders are subject to change / reduction due to further treatment i. e. duplication/framing /holding & display arrangements.

13.4.5 Suspension and Termination of ACCAB Accreditation:

- 13.4.5.1 In the event of suspension or termination of ACCAB accreditation (however determined) , the ACCAB accredited CABs shall immediately discontinue the use of ACCAB accreditation Symbols & Logos and reference to its accreditation in communication media such as the internet, documents, brochures, or advertising.
- 13.4.5.2 Upon termination of ACCAB accreditation for whatever reason, the ACCAB accredited CABs undertake to immediately discontinue all the usage of the Symbols & Logos appearing on any media and material on which they appear.
- 13.4.5.3 In the event that accreditation is terminated by ACCAB in respect of an ACCAB accreditation scheme whereby the CAB owns and licenses its own Mark/Logo, the CAB shall take all reasonable steps to ensure that its licensees/certificated organizations immediately discontinue the use of stationery, literature, advertisements, WebPages, goods, labeling and packaging bearing the ACCAB logo.
- 13.4.5.4 ACCAB shall take suitable action to deal with incorrect references to accreditation status, or misleading use of accreditation Symbols & Logos found. The suitable actions may include but are not limited to request for corrective action, suspension of accreditation, withdrawal of accreditation, publication of transgression and, if necessary other legal remedies.
- 13.4.5.5 ACCAB accreditation Symbols & Logos, Certificates remain the property of ACCAB and shall be returned to ACCAB immediately upon request.

13.4.6 Requirements for Corporate Logos (ACCAB Platinum Plus Accredited (Certification Body), (Inspection Body), (Testing Laboratory), (Calibration Laboratory), (Medical Laboratory), (Proficiency Testing Provider), (Reference Material Provider)) issued to the ACCAB accredited CABs:

- 13.4.6.1 The purpose of Corporate Logos is to assist ACCAB accredited CABs to create a distinct brand image and positioning.
- 13.4.6.2 ACCAB accredited CABs shall only use the Corporate Logo in conjunction with their relevant accreditation number which is integrated in the Corporate Logo.
- 13.4.6.3 ACCAB accredited CABs are permitted to display the Corporate Logos only in connection with their official accreditation business activity and premises which has been accredited by ACCAB.
- 13.4.6.4 The Licensees /Franchisees/Subcontractors/Locations of CABs which are not under ACCAB accreditation assessment are not permitted to use the Corporate Logos.
- 13.4.6.5 The ACCAB accredited CABs shall not use or display **ACCAB Platinum Plus Accredited** Corporate Logo on the Certificates/Reports/Conformity Assessment Result Documents to be issued to their clients
- 13.4.6.6 The clients of the ACCAB accredited CABs are not permitted to use the ACCAB Corporate Logo.
- 13.4.6.7 The ACCAB accredited CABs may display the Corporate Logo on stationery, website, publicity material and advertisements provided:
- a. legal name or logo of the ACCAB accredited CAB is also displayed;
 - b. equal prominence is given to the legal name or logo of the ACCAB accredited CAB;
 - c. and the phrase “**an ACCAB Platinum Plus Accredited** (Certification Body-QMS/EMS/OHSAS/FSMS/ISMS/EnMs etc.), (Inspection Body), (Testing Laboratory), (Calibration Laboratory), (Medical Laboratory), (Proficiency Testing Provider), (Reference Material Provider) No. XXX shall be used by the ACCAB accredited CABs when they wish to make reference to its ACCAB accreditation..

13.4.6.8 ACCAB Platinum Plus Accredited Symbols & Logo Artwork:

Not to be scaled.

13.4.6.8.1



30mm X 60mm



25mm X 50mm



20mm X 40mm



30mm X 60mm



25mm X 50mm



20mm X 40mm



30mm X 60mm



25mm X 50mm



20mm X 40mm



30mm X 60mm



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20mm X 40mm



30mm X 60mm



25mm X 50mm



20mm X 40mm



30mm X 60mm



25mm X 50mm



20mm X 40mm

13.4.7 ACCAB Accreditation Symbols for ACCAB accredited Management System Certificates and Bonafide Holders of these certificates:

- 13.4.7.1 ACCAB accredited Management System Certification Bodies shall apply ACCAB accredited Management System logo with their relevant accreditation number to the Management System Certificates, offering Customers of these Bonafide Certificate Holders assurance regarding the reliability and technical validity of the certification audit findings and result. The ACCAB accredited Management System Logo shall always be twinned with Certification Body's own Mark/Logo.
- 13.4.7.2 ACCAB accredited Management System Certification Bodies are permitted to apply ACCAB accredited Management System logo to their Management System Certificates in connection with their accredited scope.
- 13.4.7.3 ACCAB accredited Certification Bodies are permitted to issue to their certificated client applicable ACCAB accredited Management System Logo with their relevant accreditation number in connection with the certification body's award of ACCAB accredited certificate to be used on their stationery and publicity material.
- 13.4.7.4 ACCAB accredited Certification Bodies shall ensure their certificated client shall always use applicable ACCAB accredited Management System Logo with their relevant accreditation number in conjunction with the Logo/Mark Certification Body in connection with their accredited certification scope. However, holders of the accredited certificate issued by the ACCAB accredited Certification Body may use the Logo/Mark of the certification body without the ACCAB accredited Management System Logo.
- 13.4.7.5 ACCAB accredited Certification Bodies shall ensure that ACCAB accredited Management System Logo shall not be used by their certificated clients on their products, services, inspection/test report / packaging to imply product certification or approval.
- 13.4.7.6 When using the ACCAB accreditation Symbols & Logos mark by the certificated organization, its size must not differ from the Certification Body's logo.
- 13.4.7.7 The ACCAB accredited Certification Bodies shall audit the use of ACCAB Symbols & Logos used by their certificated clients during every surveillance and re-certification audit. Any non-conformances associated with the use of ACCAB accreditation Symbols & Logos requires the issuance of Corrective Action Request by the Certification Body, requiring remedial action to correct the use of Symbols & Logos on issued documents as well as corrective action for future use.

13.4.7.8 ACCAB Accreditation Symbols for ACCAB accredited Management System Certificates and Bonafide Holders of these certificates Artwork:

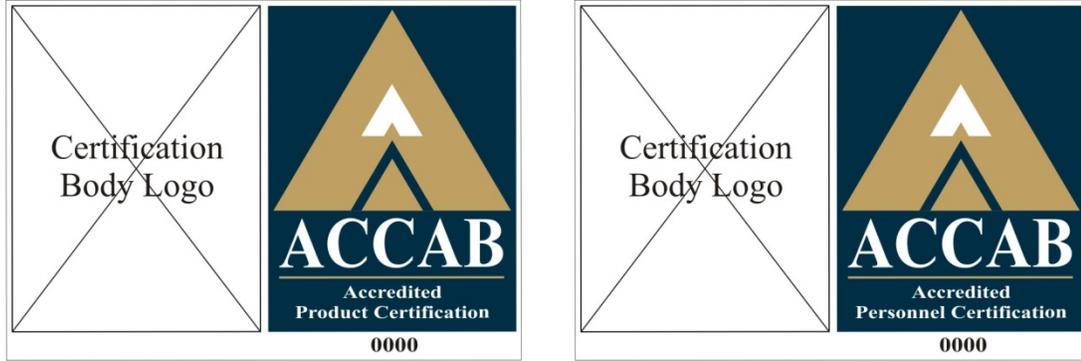
13.4.7.8.1



13.4.7.9 ACCAB Accreditation Symbols for ACCAB accredited Personnel and Product Certification Certificates and Bonafide Holders of these certificates Artwork:

13.4.7.9.1 Additionally, the clients of ACCAB accredited Product Certification Bodies are permitted to use ACCAB accredited product certification logo in combination with the Certification Body on the label in connection with their accredited certification scope i. e. with a product or service certified under an ACCAB accredited product certification scheme. This label may be affixed to the primary packaging but not to the secondary packaging. However, holders of the accredited certificate issued by the ACCAB accredited Certification Body may use the Logo/Mark of the certification body without the ACCAB accredited product certification Logo.

13.4.7.9.2



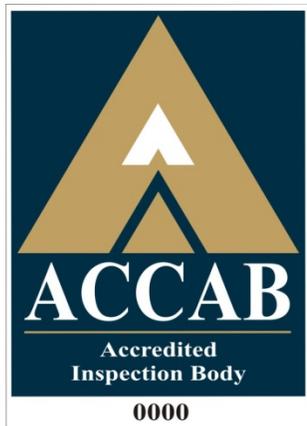
13.4.8 ACCAB Accreditation Symbols for Inspection Bodies - Reports & Certificates :

- 13.4.8.1 ACCAB accredited Inspection Bodies are exclusively permitted to apply ACCAB accredited inspection logo with their relevant accreditation number to their inspection reports and certificates, offering their customers assurance regarding the reliability and technical validity of the inspection data and result.
- 13.4.8.2 ACCAB accredited Inspection Bodies are permitted to apply ACCAB accredited inspection logo to their inspection reports and certificates in connection with their accredited inspection scope.
- 13.4.8.3 ACCAB accredited Inspection Bodies shall ensure that ACCAB accredited inspection logo shall not be displayed on an item or an attachment that has been inspected or a product or packaging to imply product certification or approval.
- 13.4.8.4 ACCAB accredited Inspection Bodies shall have policy to ensure that ACCAB accredited inspection logo shall not be used, reproduced or displayed by the client of the ACCAB accredited inspection body in any manner to imply product certification or approval of their activities by ACCAB.

13.4.8.5 ACCAB Accreditation Symbols for Inspection Bodies Reports & Certificates Artwork:

Not to be scaled.

13.4.8.5.1



50mm X 70mm



35mm X 50mm



25mm X 35mm

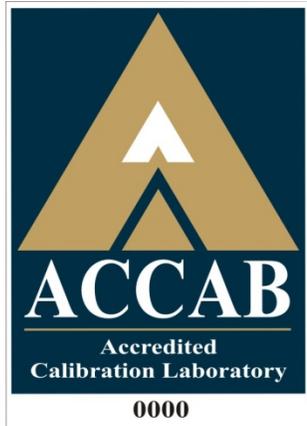
13.4.9 ACCAB Accreditation Symbols for Testing & Calibration Laboratories including Medical Laboratories, Proficiency Testing Providers , Reference Material Producers (Laboratories) :

- 13.4.9.1 ACCAB accredited Laboratories are exclusively permitted to apply ACCAB accredited laboratory logo with their relevant accreditation number to their Test/Calibration reports and certificates, offering their customers assurance regarding the reliability and technical validity of the test /calibration data and result.
- 13.4.9.2 ACCAB accredited Laboratories are permitted to apply ACCAB accredited laboratory logo to their Test/Calibration reports and certificates in connection with their accredited scope.
- 13.4.9.3 ACCAB accredited Laboratories shall ensure that ACCAB accredited laboratory logo shall not be displayed on an item or an attachment/artifact/product that has been tested/calibrated to imply product certification or approval.
- 13.4.9.4 ACCAB accredited Laboratories shall have policy to ensure that ACCAB accredited laboratory logo shall not be used, reproduced or displayed by the client of the ACCAB accredited laboratories in any manner to imply product certification or approval of their activities by ACCAB.

13.4.9.5 ACCAB Accreditation Symbols for Laboratories - Reports & Certificates Artwork:

Not to be scaled.

13.4.9.5.1



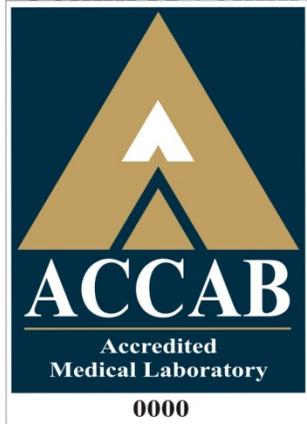
35mm X 50mm



25mm X 35mm

13.4.9.5.2

50mm X 70mm



50mm X 70mm

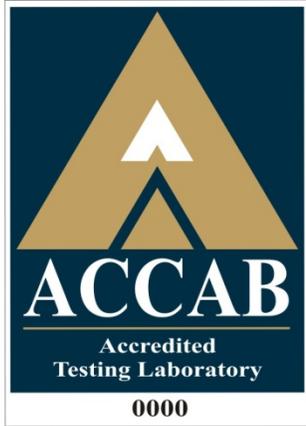


35mm X 50mm



25mm X 35mm

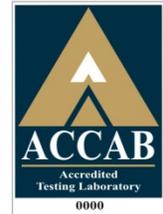
13.4.9.5.3



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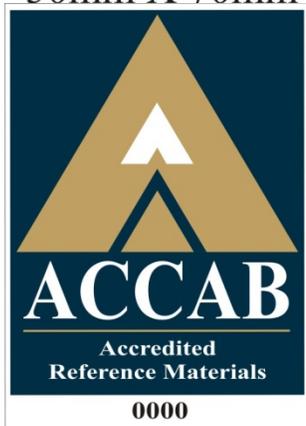
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25mm X 35mm

50mm X 70mm

13.4.9.5.4



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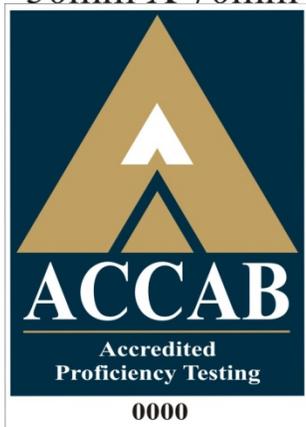
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25mm X 35mm

50mm X 70mm

13.4.9.5.5



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35mm X 50mm



25mm X 35mm

50mm X 70mm

13.4.10 ACCAB Accreditation Symbols in Color, Black & White and Wire form Artwork:

Not to be scaled.

13.4.10.1

Blue
C=(100),M=(40),Y=(10),K=(70)

Gold
C=(0),M=(20),Y=(60),K=(20)

Whit
C=(0),M=(0),Y=(0),K=(0)

Black
C=(0),M=(0),Y=(0),K=(100)

13.4.10.2

ACCAB Monochromatic Logo

13.4.10.3

ACCAB Wireframe Logo

13.4.11	CONCEPT QUALITY ASSURANCE LABS PVT.LTD. Accreditation Logos
13.4.11.1	The Following logos have been issued for authorised use by CONCEPT QUALITY ASSURANCE LABS PVT.LTD. as per the Accreditation terms & conditions.
13.4.11.2	The Certification Body is requested to familiarize themselves with the afformention rules of ACCAB Accreditation Symbols & Logos before printing/publishing.

13.4.11.3

