



**Guidance on Use of the ACLASS Symbol  
and ILAC Laboratory Combined MRA  
Mark**

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## General Terms of Use of the ACLASS Symbol

ACLASS maintains a logo used only by ACLASS. The ACLASS symbol, which is issued by ACLASS to accredited customers to indicate their accredited status, may be used by accredited customers only.

ACLASS currently maintains eight separate symbols: three for ISO/IEC 17025 customers (calibration, testing, and dual calibration and testing), one for reference material producers, one for proficiency testing providers, one for ANSI/NCSL Z540-1 calibration customers, one for ANSI/NCSL Z540.3 calibration customers, and one for inspection bodies.

So long as the customer maintains its status as being accredited by ACLASS pursuant to ACLASS policies and procedures, the customer shall have the non-exclusive and non-transferable right to use the certificate and scope of accreditation and the ACLASS symbol (except as provided for under ACLASS policies and procedures) in the customer's advertising and marketing materials and campaigns, certificates, and reports.<sup>1</sup> In no event shall the customer use the certificate and scope of accreditation and the ACLASS symbol (or a confusingly similar certificate and scope of accreditation or symbol) in a misleading or unauthorized manner including, but not limited to, representing that the certificate and scope of accreditation or the ACLASS symbol exemplifies a product, service, or performance conformity certification; using the certificate and scope of accreditation or the ACLASS symbol in connection with requirements or activities not approved by ACLASS, or otherwise acting to bring ACLASS or the ACLASS symbol into disrepute.

ACLASS controls the certificate and scope of accreditation and the use of the ACLASS logo and accreditation symbol with ACLASS policies and procedures and as provided for in the ACLASS requirements for accreditation. The customer may use the ACLASS accreditation symbol on letterhead, websites, marketing documentation, and on all accredited reports or certificates, etc.<sup>2</sup>

The ACLASS symbol may not be used on certificates, reports, websites, etc. which contain areas/parameters which are not on the customer's approved ACLASS scope of accreditation, unless those non-accredited tests or calibrations are clearly defined on the report that is issued. The identification must include a footnote on the report or certificate itself which acknowledges that the report includes non-accredited work. ACLASS may withdraw a customer's accreditation certificate and the use of the accreditation symbol at any time for a customer's misuse of the symbol or for management system failures.

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<sup>1</sup> An accredited customer shall also have the right to use the combined ILAC MRA mark according to ACLASS policies and procedures and the ILAC MRA Mark Sub License Agreement.

<sup>2</sup> At no time and in no way may the customer use the symbol to indicate ACLASS approval of the results of its calibration(s) or test(s).

## Symbol Usage on Calibration Certificates and Test Reports

To demonstrate measurement traceability, calibration certificates shall, whenever applicable, indicate traceability to national/international standards of measurement and provide the result of the measurement and the associated uncertainty of measurement.

All ACLASS accredited customers are required to either use the ACLASS symbol on all accredited calibration certificates and test reports or use the following statement (edited as appropriate):

“This/these calibration(s)/test(s) is/are accredited and meet(s) the requirements of (insert appropriate standard here) as verified by the ANSI-ASQ National Accreditation Board/ACLASS. Refer to certificate and scope of accreditation (insert accreditation number here).

## Replication of the ACLASS Symbol

To assist ACLASS accredited customers in the use of the ACLASS symbol, a company accredited by ACLASS may use the ACLASS symbol as follows and in accordance with the ACLASS requirements for accreditation. Those customers that also want to use the ILAC Laboratory Combined MRA Mark see “Mutual Recognition Claims (Use of ILAC Laboratory Combined MRA Mark),” below.

- The ACLASS symbol may be used on a company’s literature, such as: letter headings, business cards, brochures, and advertising and marketing materials. The ACLASS symbol may also be used on a company’s website.
- The ACLASS symbol may only be used within the scope of the company’s accreditation. If non-accredited results are included with accredited results on an accredited certificate or report, those non-accredited tests or calibrations must be clearly defined on the report that is issued. The identification must include a footnote on the report or certificate itself which acknowledges that the report includes non-accredited work
- The symbol shall be used by an accredited organization only under the name in which it holds accreditation (the name listed on its ACLASS Certificate of Accreditation).
- Any size is acceptable but all associated text shall be legible.
- The positioning of the ACLASS symbol on accredited customer’s reports, certificates, and/or calibration labels is at the discretion of the accredited organization so long as the positioning of the symbol meets the requirements of ACLASS and does not bring ACLASS into disrepute.
- The acceptable colors for the ACLASS symbol are:
  - Blue – PMS 2935
  - Black and white is also acceptable

The ACLASS symbol may not be used as follows:

- The symbol shall not be used by a customer's subcontractor which is not accredited by ACLASS
- The symbol shall not be used by applicants for accreditation
- The symbol shall not be used by an accredited organization under a name other than the one on its ACLASS Certificate of Accreditation.

### **Calibration Labels on Equipment**

ACLASS allows the use of its symbol by accredited organizations on calibration labels attached to calibrated equipment.<sup>3</sup> These labels should normally include:

- The name of the accredited organization
- Equipment identification
- Date of current calibration
- Cross reference to the calibration certificate issued in respect of the calibration

Use of these labels on calibrated equipment is restricted to an accredited organization using methods covered by its ACLASS scope of accreditation.

### **Availability of the ACLASS Symbol**

Upon the granting of accreditation, an accredited customer will receive a symbol package (electronically) applicable to the appropriate type of conformity assessment activity for which accreditation was granted.<sup>4</sup> The symbol package contains instructions on the use of the ACLASS symbol and includes several formats that will aid in the use of the ACLASS symbol. The symbol package includes symbols in black & white and color. There are also folders within the symbol package that allow for using the ACLASS symbol for both Windows and Macintosh operating systems. Below are brief descriptions of the files.

*EPS files:* Vector format, support transparency, and flexibility for scaling. Good for printed materials. You must have a layout program to use this format.

*Tiff files:* Raster format, bitmap base, support transparency. Good for printed and web materials. You must have a layout program to use this format.

*WMF:* Also known as Window Meta files formats, support transparency. Best use for Microsoft Word.

*JPG/GIF:* these are most common files used only for web use. They support some transparency. They will have a white background around them, unless you specify the background color to match.

Basically EPS and Tiff are for print. WMF is for Microsoft Word. JPG/GIF is for web use.

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<sup>3</sup> An accredited customer may use the combined ILAC MRA mark according to ACLASS policies and procedures and the ILAC MRA Mark Sub License Agreement.

<sup>4</sup> Written request sent to ACLASS is required to use the combined ILAC MRA mark.

## **ACCLASS Symbol Enforcement<sup>5</sup>**

All customers that have their accreditation suspended, reduced, and/or withdrawn, shall discontinue use of the ACLASS symbol upon written notification and in accordance with ACLASS requirements.<sup>6</sup> Suspended or withdrawn customers, upon suspension or withdrawal, must remove any use of the ACLASS symbol and reference to their certificate and scope of accreditation within 30 days from notification.<sup>7</sup>

All suspended or withdrawn customers will have their website reviewed for compliance of removal within the specified time frame. If it is found that the customer is not in compliance with removal, ACLASS shall issue a follow-up letter as well as post the customer in question on our website indicating that the customer is issuing false claims of accreditation.

All active customers will have their website periodically reviewed for compliance with the symbol usage policy. If it is found that the customer is not in compliance, ACLASS shall inform the customer of the proper use of the ACLASS symbol and provide the customer with a specified time frame to become compliant.

ACCLASS will make every effort to enforce the use of the ACLASS symbol. If ACLASS expresses any concern with respect to the use of the certificate and scope of accreditation or the ACLASS symbol as being inconsistent with or impermissible under ACLASS' Accreditation System, ("improper use"), ACLASS may request the customer to cease and desist the improper use, and it shall be deemed to be a condition to the customer's continued accreditation that such improper use is immediately discontinued. In addition, in the event of such improper use or in the event ACLASS determines that the customer is not complying with any obligation of the customer under the ACLASS Accreditation System, ACLASS shall have the right upon written notice to the customer to:

- Suspend its accreditation activities until the customer complies with its obligation
- Determine that the customer is no longer entitled to identify itself as accredited by ACLASS
- Require the customer (temporarily or permanently) to cease using in any manner the certificate and scope of accreditation (and to return such certificate and scope) and the ACLASS symbol
- Refuse to issue a certificate and scope of accreditation to the customer
- Require a corrective action
- Publish the customer's transgression
- Take other legal action

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<sup>5</sup> Reference to the ACLASS symbol also includes use of the combined ILAC MRA mark if used by an accredited organization.

<sup>6</sup> Symbol enforcement also includes use of the combined ILAC MRA mark.

<sup>7</sup> Customers that have specific accredited activities suspended, made inactive, reduced, or withdrawn shall discontinue use of the ACLASS symbol and the combined ILAC MRA mark upon written notification and in accordance with ACLASS requirements for that specific activity only.

In the event ACLASS takes any of the foregoing actions, ACLASS shall not be required to reimburse any amounts to customer.

### **Reporting Results Not Covered by the Scope of Accreditation**

There are times when customers of an ACLASS accredited organization request reports or certificates which contain results of tests and/or calibrations for which the laboratory is not accredited. If non-accredited results are included with accredited results on an accredited certificate or report, those non-accredited tests or calibrations must be clearly defined on the report that is issued. The identification must include a footnote on the report or certificate itself which acknowledges that the report includes non-accredited work.

### **Mutual Recognition Claims (Use of ILAC Laboratory Combined MRA Mark)**

ACLASS has entered into a license agreement with the International Laboratory Accreditation Cooperation (ILAC) for the use of the ILAC Laboratory Combined MRA Mark. ACLASS accredited organizations are entitled to use the ILAC Laboratory Combined MRA Mark together with the certificate number of the accredited organization, hereinafter “Combined MRA Mark.”

ACLASS accredited organizations wishing to use the Combined MRA Mark shall enter into and sign a sub license agreement.

#### ***Use of Combined MRA Mark***

Pursuant to ACLASS policies and procedures and the terms set forth in the ILAC Laboratory Combined MRA Mark Sub License agreement (hereinafter “Sub License agreement”), an ACLASS accredited organization may use the Combined MRA Mark on test reports, calibration certificates, pre-printed letterhead, quotations for work, advertisements, websites, and other documents in order to demonstrate accreditation by ACLASS, which is a signatory to the ILAC Arrangement.

The Combined MRA Mark shall be used according to the example provided for within the Sub License agreement using the same proportions. As a general guideline, the ACLASS symbol should be within approximately 5% of the size of the Combined MRA Mark, to ensure that the overall symmetry of the design and the relative proportions are maintained.

#### ***Requirements, Rights, and Duties***

The Sub License agreement sets forth the extent of the license of the Combined MRA Mark.

All ACLASS accredited organizations are obliged to present its Combined MRA Mark to ACLASS for review and approval and shall not use it until receipt of written approval has been received from ACLASS.

All ACLASS accredited organizations guarantee to use the Combined MRA Mark in accordance with the requirements set forth in ACLASS' policies and procedures and the Sub License agreement, and

- Shall not use the Combined MRA Mark in any way that would harm the reputation of ILAC and/or ACLASS
- Shall allow ACLASS to observe the use of the Combined MRA Mark
- Shall sign the Sub License agreement, if wanting to use the Combined MRA Mark

Accredited organizations are not permitted to use the ILAC MRA mark on business cards either alone or as part of the laboratory combined MRA mark, in order to avoid any possible confusion with the certification of persons. For more information, refer to ILAC-R7:09/2009 *Rules for the Use of the ILAC Mark*.

The ILAC Mark may be used in black-and-white or color, provided the approved colors are used. Embossed, relief, or die-stamped versions are allowable. Reproduction rules also apply. All customers signing or intending to sign the ILAC Laboratory Combined MRA Mark Sub-License Agreement are required to conform to ILAC-R7:09/2009.<sup>8</sup>

ACLASS may withdraw immediately the right to use the Combined MRA Mark if ACLASS determines improper use. ACLASS assumes no responsibility for any consequences of withdrawal.

### **Applying for Use of the Combined MRA Mark**

Accredited ACLASS customers may request to use the Combined MRA Mark by submitting a written request to ACLASS. Upon receipt of the written request, ACLASS will send to accredited organizations the Sub License agreement.

The accredited organization must sign the Sub License agreement and return it to ACLASS along with an example of how the combined mark will be used according to the terms of the Sub License agreement and ACLASS policies and procedures.

ACLASS will then send to the accredited organization written approval confirming authorization for use of the Combined MRA Mark.

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<sup>8</sup> This document is available on the ACLASS website and is included in the sub-license agreement package sent to those signing the agreement.