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NAB-MALTA REGULATIONS

RAB2 - Regulations on the Use of the Accreditation Mark and Reference to Accreditation

Revision 6 Jan 2009

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1. INTRODUCTION

These regulations cover the use of the Accreditation Symbol and reference to accreditation by bodies accredited by the National Accreditation Board of Malta (NAB-MALTA).

Accredited bodies are expected to be familiar with the following publications:


- EA 3/01 - EA Conditions for the Use of the Accreditation Symbol
- ILAC G-14 - Guidelines for the Use of Accreditation Body Logos and for Claims of Accreditation Status

These regulations are an integral part of the Accreditation Contract signed between the NAB-MALTA and the accredited CAB.

2. DEFINITIONS


The following definitions are based on Clause 3 – Terms and Definitions of ISO/IEC17011 (Conformity assessment – General requirements for accreditation bodies accrediting conformity assessment bodies) apply:

- 2.1. **'Accreditation body logo'** is the logo used by the NAB-MALTA to identify itself and to communicate its name. This form of the logo shall only be used by the NAB-MALTA.
- 2.2. **'Accreditation symbol'**, is the symbol issued by the NAB-MALTA to be used by the conformity assessment bodies accredited by to indicate their accreditation status as defined by the NAB-MALTA. The ownership of the symbol is vested in the NAB-MALTA and it is a combination of the NAB-MALTA logo in association with the registration number and identification of the accredited area.
- 2.3. **'Conformity assessment body' – CAB**, is a body that performs conformity assessment services and that can be the object of accreditation.


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3. GENERAL REGULATIONS

- 3.1. Only accredited CABs which are fully compliant with the NAB-MALTA regulations and policies and which have a valid accreditation certificate may use the accreditation symbol.
- 3.2. The accredited CAB shall use the accreditation symbol to demonstrate third-party attestation of its competence to carry out specific conformity assessment tasks.
- 3.3 Applicant CABs shall not make reference to the fact that they are somehow accredited by virtue of them having applied for or undergone the assessment visit. Accreditation can only be claimed once the decisions by the Board have been taken.
- 3.4. Results issued by the accredited CAB without the accreditation symbol or without reference to the accredited status cannot be granted the presumption of conformity with the clauses of the relevant national, international and European standards and guides nor with the provisions of any multilateral agreements signed by the NAB-MALTA.
- 3.5. The NAB-MALTA shall always remain the proprietor of the accreditation symbol.
- 3.6. The accredited CAB shall at no time and under no circumstances use the accreditation symbol without its associated registration number, reference to the accredited field and to its scope of accreditation. The accreditation symbol shall be as indicated in Figure 1.
- 3.7. The accredited CAB shall be responsible for the correct use of the accreditation symbol and proper reference to accreditation and in no way shall mislead as to what is accredited (scope) or who holds accreditation.
- 3.8. The accredited CAB shall fully conform to the NAB-MALTA requirements for claiming accreditation status, when making reference to accreditation in communication media such as internet, documents, brochures, or advertising.
- 3.9. The accreditation symbol, text reference to accreditation and/or MLA signatory status shall not be included in reports or certificates themselves containing *no accredited results*. Nor shall such reports or certificates present any reference to the accreditation status.
 - 3.9.1. For the accreditation symbol, text reference to accreditation or MLA signatory status to be used, certificates and reports shall include accredited results. Accredited and non accredited results shall be clearly distinguished.


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- 3.9.2. The accredited CAB's test reports, certificates or quotations, for work for which the CAB is accredited, shall clearly display the accreditation symbol or reference to accreditation provided that the conditions in 4.3 are fulfilled.
- 3.10. The accredited CAB shall not make any claims of accreditation without identifying from whom they have received accreditation and shall place a similar restriction on the wording to be used by any client.
- 3.11. Where the accredited CAB wishes to make reference to its NAB-MALTA accreditation rather than using the accreditation symbol it shall, without variation, use the phrase '*An NAB-MALTA accredited [calibration laboratory] [testing laboratory] [medical laboratory] [certification body] [inspection body][attestation body] Reg. No. #####*' and shall ensure that this wording is used by any client when referring to the accredited CAB.
- 3.12. The accredited CAB shall not use the accreditation symbol on any product or in any way that indicates to a third party that a product is approved by the NAB-MALTA, and shall place a similar restriction on its clients.
- 3.13. The Calibration and Testing accreditation symbols shall not be displayed on an item that has been tested, or on a product (or attachment thereto) or used to imply product certification or approval.
- 3.14. Accreditation symbols shall not be displayed on an item that has been inspected, or on a product (or attachment thereto) or used to imply product certification or approval.
- 3.15. The use of the accreditation symbol shall not state, imply or suggest that the NAB-MALTA approves a calibrated instrument, test or inspection item or product, or that suggests product approval by the NAB-MALTA.
- 3.16. Reference to accreditation through management system certification shall not infer any accredited product certification. The certified body shall not affix the symbol on the products or any of their packages. Likewise, in the case of management system certification in the field of services, the accreditation symbol shall not be used on any related product.
- 3.17. The accredited CAB shall ensure that no party is misled as to the extent and limitations of its NAB-MALTA accreditation, whether it be in relation to quotations for work, work being undertaken, results being reported, the use of sub-contractors or the advertisement of activities or services, through the positioning of the

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accreditation symbol or reference to accreditation in commercial documentation or otherwise and will place a similar restriction on its clients. The accredited services shall be clearly and unambiguously identified.


- 3.18. Whenever an accredited CAB is composed of several sites among which at least one has not been granted accreditation, only those accredited sites shall make reference to accreditation or use the symbol. When a common document is issued, a disclaimer printed close to the symbol shall state "List of accredited sites and scope available on request" or words to that effect.
- 3.19. Whenever a subsidiary belonging to a group has been accredited, there shall not be any confusion as to which part of the group holds accreditation. Communication shall not imply that other subsidiaries have been accredited. In particular, when a common document is to be issued, the list of accredited bodies shall be included.
- 3.20. The Product Certification accreditation symbol may only be used in connection with a product manufactured under an accredited product conformity scheme.
- 3.21. The accredited CAB upon the suspension, including partial suspension, of the certificate of Accreditation, shall immediately cease to issue reports, certificates or labels bearing the accreditation symbol or reference to accreditation as well as any other documentation directly relating to its accreditation. The NAB-MALTA shall have the right to limit an accredited CAB's use of all other documents bearing the accreditation symbol or reference thereto.
 - 3.21.1. The accredited CAB shall ensure that all clients shall immediately discontinue reference to accreditation in all documents, publicity and promotional material for the duration of the suspension.
- 3.22. The accredited CAB, upon the withdrawal of accreditation, shall immediately discontinue its use of the accreditation symbol and/or reference to accreditation on all documents, publicity and promotional material.
 - 3.22.1. The accredited CAB shall, upon withdrawal of accreditation, ensure that all clients shall immediately discontinue reference to accreditation in all documents, publicity and promotional material.
- 3.23. Accredited certification bodies shall ensure that their clients strictly limit the use of the accreditation symbol to the activity certified by the certification body under its accreditation. The accreditation symbol shall be displayed only in combination with the logo of the certification body.

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- 3.24. An accredited CAB shall not use a certification mark on a calibration certificate/test report/inspection report. Accredited certification bodies shall ensure that their clients do not use the certification mark on reports and certificates.
- 3.25. An accredited CAB shall not refer to its accreditation as certification and shall place a similar restriction on all clients.
- 3.25.1. Accredited certification bodies shall ensure that all their clients do not refer to certification as accreditation.
- 3.26. The NAB-MALTA reserves the right to institute corrective action in case of misuse of its accreditation symbol or name, or false or misleading reference to accreditation by an accredited CAB or any other party. The corrective actions shall include but not be limited to:
- (a) requiring the accredited CAB to notify all parties affected;
 - (b) the NAB-MALTA notifying all parties affected;
 - (c) the NAB-MALTA publishing the transgression;
 - (d) the NAB-MALTA withdrawing accreditation;
 - (e) the NAB-MALTA instituting legal proceedings.

4. Certificates, Reports and Labels


- 4.1. Where the accreditation symbol is incorporated in a report or certificate it shall not be used to imply that the NAB-MALTA accepts responsibility for the activities carried out under the scope of accreditation and/or certification.
- 4.2. The accreditation symbol shall not be included in reports or certificates containing no accredited results. Nor shall such reports or certificates present any reference to the accreditation status.
- 4.3. An accredited laboratory and inspection body may use the accreditation symbol in the following cases:
- 4.3.1 The report contains only results from work performed by the issuing laboratory and contains work which falls under the scope of accreditation.
- 4.3.2 The report contains results from work performed by the issuing laboratory/inspection body and by a subcontractor.

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➤ The subcontractor is accredited for the work reported and “a major part” of the reported work is performed by the issuing laboratory within its accredited scope.

Conditions: The issuing laboratory must indicate very clearly what has been performed by the subcontractor and that it is accredited.


- 4.3.3 “A major part” means more than 50% of the reported work. Sometimes this can be measured by the number of tests, sometimes by the number of parameters reported and sometimes by the amount of work involved with each parameter reported. Clearly this has to be judged on a case by case basis and there will always be cases where an accreditation body and a laboratory will judge this differently.
- 4.4. Calibration laboratories shall only use the symbol on calibration certificates which include a majority of accredited results and all accredited results shall be clearly identified as such. Calibration labels showing the accreditation symbol shall only be used on equipment calibrated under the accredited scope.
- 4.5. Testing laboratories/inspection bodies using the symbol on testing or inspection reports containing any non-accredited result shall include on the cover page a disclaimer printed close to the symbol, stating clearly which tests and inspections are accredited. The disclaimer shall be thoroughly readable and the accredited results shall be clearly identified on the report.
- 4.6. Where the accreditation symbol is incorporated in a report or certificate it shall not be used in such a way as to imply or suggest that the NAB-MALTA accepts responsibility for the activities carried out under the scope of accreditation and for the accuracy of test, calibration or inspection results or certificate decisions covered by accreditation.
- 4.7. Accredited laboratories shall ensure that they restrict the use of calibration labels which bear the accreditation symbol to equipment which has been calibrated under the accredited scope. Only accredited calibration bodies may issue calibration labels bearing the accreditation symbol.
- 4.8. A laboratory is likely to issue reports incorporating the symbol and containing opinions, interpretations or other material relating to investigational activities. When such statements are outside the scope of accreditation, the report or certificate shall include, close to the symbol or to the expression of opinion, a disclaimer such as *“The opinions/interpretations expressed in this report are outside the scope of this body’s accreditation”*.

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- 4.9. The use of the NAB-MALTA symbol or other claim of accredited status depends on reports or certificates being signed by a signatory or signatories whose authorisation(s)/approval(s) encompass(es) the scope of accreditation. The accredited CAB cannot use the NAB-MALTA logo or claim accredited status on reports or certificates in the absence of approved signatories.
- 4.10. For management system certification bodies, for a certificate or other certification document to be regarded as accredited it shall be issued by a certification body in accordance with the conditions of its accreditation and unambiguously identify the NAB-MALTA and the issuing certification body.
- 4.11. Accreditation symbols other than the Testing and Calibration symbols may not be used on test and calibration reports and certificates, respectively.

5. Use of NAB-MALTA Symbol

- 5.1. The accreditation symbol shall be displayed in a form identical to that provided by the NAB-MALTA and shall be uniformly enlarged or reduced as specified in the following sub-paragraphs.
- 5.2. Where the accreditation symbol is displayed on an unfolded portion of stationery or area no greater than A4, it shall be displayed in a size no larger than 30mm high.
- On larger or smaller portions of stationery the diameter size may be proportionately enlarged or reduced to an absolute minimum size of 15mm.
- 5.3. A 3mm-wide border is to be left around the accreditation symbol.
- 5.4. An accreditation symbol on an unfolded portion of stationery shall be displayed:
- (a) only if the logo or title of the accredited CAB concerned is also shown;
 - (b) with no more prominence than the logo or title of the accredited CAB concerned;
 - (c) no more than once for each NAB-MALTA accreditation.
- 5.5. The accreditation symbol shall only be printed in one of the following colours:
- (a) single colour which may be;
 - (i) black or

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(ii) in the case of pre-printed letterhead paper, the prominent colour of the accredited CAB's letterhead;

(b) three colours which shall be the NAB-MALTA colours;

(i) Pantone (Blue) 281

(ii) Pantone (Red) 187

(iii) Black

5.6. Embossed, relief or die-stamped versions of the accreditation symbols in the relevant colours or in black and white may also be used in compliance with these regulations. No other versions of the symbol are permitted.

5.7. Reverse image versions of the accreditation symbols are not permitted. Where the symbol needs to be produced on a dark or black background, then its direct background shall be left white.

5.8. The accredited CAB may use electronic versions of the accreditation symbol provided that they comply with these regulations. Electronic versions of the accreditation symbol shall be obtained from the NAB-MALTA.


5.9. The accredited CAB must ensure that any reproduction of the accreditation symbol is accurate and legible with no degradation and/or distortion.

5.10. The accredited CAB may only display the accreditation symbol on the sheets of its stationery or other items relating to the accredited CAB's accredited activities, subject to the conditions laid out in these regulations and in the applicable documents of the European Co-operation for Accreditation (EA), with particular reference to **EA 3/01** (EA Conditions For the Use of Accreditation Symbols).


5.11. The accreditation symbol shall not be displayed on vehicles, except in publicity material containing an accreditation symbol as part of a larger advertisement, provided the symbol is used in the publicity material in accordance with the conditions detailed in these regulations.

5.12. The accreditation symbol shall not be displayed on buildings and flags. Symbols may be displayed on internal walls and doors, and on exhibition stands.

5.13. Where the accredited CAB wishes to use the accreditation symbol for purposes other than reports or certificates, the accredited CAB shall obtain the NAB-MALTA's written consent prior to any release, including the use of the mark on letterheads, publicity or promotional materials, including web sites, quotations or proposals.

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- 5.14. The accredited CAB is not permitted to use the accreditation symbol or text reference to accreditation on business cards held by the accredited CAB's staff.

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ANNEX A

Figure 1 - Accreditation Symbols

NOT FOR REPRODUCTION – REFERENCE ONLY



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