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NLAB

ن ف ع (٠٦)

قواعد استخدام شعار الاعتماد المزدوج

المدير التنفيذي	سلطة الإصدار
نشرة فنية عامة / ن ف ع (٠٦)	النشرة / الكود
المهتمين بالاعتماد	صادر إلى
١	رقم الإصدار
يناير ٢٠٠٨	تاريخ الإصدار
٨ صفحات	عدد الصفحات



# Use of NLAB-ILAC MRA Accreditation Symbol

**Policy:** NLAB permits accredited laboratories to use NLAB-ILAC MRA accreditation symbol according to well defined conditions.

**Objective:** This document has been developed to ensure a clear and uniform approach for the use of NLAB-ILAC MRA Accreditation Symbol as reference to accreditation status.

**Scope:** The guidelines and requirements laid down in this document are to be followed by NLAB accredited laboratories.

**Responsibility:** The Documentation officer of NLAB is responsible for the distribution of this document to the accredited laboratories and Technical Assessors.

## 1. General

1.1 NLAB is a full member of ILAC since May 2005. It has combined its own logo to the ILAC-MRA Mark to form its accreditation symbol.

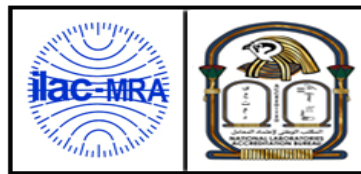
NLAB accredited testing and calibration laboratories can use the NLAB-ILAC MRA Mark to refer to their accreditation status. To avoid misuse of this accreditation symbol. NLAB defines the requirements and guidelines that would guide on the correct use of it.

1.2 The accreditation claim is related to or associated only with the testing or calibration services which are covered by the scope of accreditation, and not with any other activities in which the laboratory or its parent organization may be involved. In proposals or quotations, it may be necessary to distinguish tests or calibrations which are accredited from those which are not.

1.3 NLAB accreditation symbol or accreditation claim is not affixed to an item sample or product (or part of it) or used to imply that an item or product has been certified.

- 1.4 NLAB accreditation symbol or accreditation claim is not use in any matter which gives the impression that NLAB accepts responsibility for test or calibration results, or for any opinion or interpretation derived from those results, or that NLAB approves attested or calibrated product or item (except for calibration label).
- 1.5 Where the symbol of NIAB is printed or letterhead and/or other corporate stationery, such a stationery is not used for work proposal or quotations, nor for reporting of test or calibration results outside the scope of the accreditation, nor for certifying a product or item.
- 1.6 Where the accredited laboratory is also ISO 9001 certified, the certification body symbol is not used for any reporting of any endorsed test or calibration result.

## 2. NLAB-ILAC MRA Mark Reproduction



**NLAB**

Accreditation No. ....

Testing

- 2.1 The NLAB-ILAC MRA symbol is a combination of the NLAB logo and the ILAC MRA Mark in one frame, half divided. The accreditation No. and type of the laboratory are placed down the frame. The color of the ILAC MRA Mark is blue whereas the color of NLAB logo is yellowish brown.
- 2.2 NLAB-ILAC MRA accreditation symbol is to be given to the accredited laboratories as an electronic copy and laboratories have to use it as described in this document.

2.3 Accredited laboratories can place it at the top of the first page of testing report or calibration certificates they produce. Accreditation laboratory shall be responsible for any misuse of the NLAB-ILAC MRA accreditation symbol.

### **3. Who can use the symbol and who can not?**

The symbol shall be used only by testing/calibration laboratories which are accredited by NLAB.

The symbol shall not be used by applicant laboratories for accreditation by NLAB.

The symbol shall be used by the laboratory under the name in which it holds accreditation.

The symbol shall not be placed on the products or items which a laboratory has tested or calibrated (except on calibration labels).

The symbol shall not be used by a laboratory's subcontractor which is not accredited.

### **4. Authorized or approved signatories:**

NLAB requires accredited laboratories to assign authorized person/persons who sign reports or certificate to bear the NLAB-ILAC MRA accreditation symbol

The authorized person/persons shall cover all or part of the activities listed in the scope of accreditation

NLAB requires accredited laboratories to restrict the use of the Mark in the absence of approved signatories.

Name or names of approved signatories should be communicated to NLAB

### **5. Reporting Non-Accredited results:**

Laboratories are not allowed to use NLAB-ILAC MRA accredited symbol on reports or certificate or any other references outside the scope of accreditation

In case of inclusion of none accredited test or calibration on the reports or certificate of the accredited scope. NLAB requires the laboratory to identify the non accredited activities by a disclaimer (e.g. "This laboratory is not accredited for the testes or calibrations marked\* ").

NLAB requires the laboratory to identify every test or calibration outside the scope of accreditation as such.

The laboratory is strictly not allowed to give any sign in any test or calibration report or certificate or in any attachment or other material which implies or may lead any user of the results or any interested party to believe that the work is accredited when in fact it is not.

#### **6. Subcontracted tests or calibrations.**

NLAB accredited testing/calibration laboratories can include results of the testing or calibration work they have subcontracted, in the body of the report or calibration certificates endorse with an NLAB-ILAC MRA accreditation symbol according to the following condition:

The subcontractor is itself accredited for the specific tests or calibrations concerned and the result have been included in the subcontractor laboratory's endorse report or certificate

Subcontracted laboratories are themselves accredited by ILAC-MRA signatory for the subcontracted work.

The accredited laboratory has taken full responsibility for the subcontracted tests or calibrations.

The accredited laboratory has informed the customer of the proposed subcontracting and has obtained prior approval, if it is an accredited branch (laboratory) of the same organization.

Approval has been obtained from the subcontractor to report experts from the subcontractor's report or certificate.

## **7. Opinions and interpretations**

NLAB allows accredited laboratories to use the NLAB-ILAC MRA accreditation symbol of ISO 17025/2005 ,clause 5.10.5 which states:

"When opinions and interpretations are included, the laboratory shall document the basis upon which the opinions and interpretations have been made. Opinions and interpretations shall be clearly marked as such in a test report."

Any statement of interpretation of results on an endorsed report or certificate shall be based only on those results for which accreditation is specifically held and shall be objective

NLAB shall allow endorsement of statements of opinion only if the accredited laboratory is specifically accredited to issue such statement.

Opinions and interpretations which are outside the scope of accreditation shall be expressed on a separate letter which is not part of the endorsed report which does not carry the NLAB-ILAC MRA Mark

## **8. Calibration Certificate and Labels**

### **Calibration certificates**

NLAB accredited laboratories can use NLAB-ILAC MRA accreditation symbol on their calibration certificate issued for any part of the scope of accreditation provided that these certificates fulfill requirements of ISO 17025/2005.

### **Calibration labels on instruments**

NLAB allows its accredited calibration laboratories to use the NLAB-ILAC MRA accreditation symbol on the calibration labels which are attached to calibrated instruments under the following conditions:

The calibration label must related to the scope of accreditation of the laboratory.

The calibration labels must include the following information:

The name of the accredited calibration laboratory or its accreditation number

Instrument identification

Date of current calibration

Cross reference to the calibration certificate issued in respect of the calibration

## **9. Advertising and publicity**

Laboratories accredited by NLAB can use the NLAB-ILAC MRA accreditation symbol for advertising and publicity purposes related to accredited scope.

### **Materials may include:**

9.1 Publicity and advertising material

9.2 Brochures and laboratory publications

9.3 Technical literature

9.4 Business reports

9.5 Quotations or proposal for work

## **10. NLAB Sublicense Agreement**

NLAB shall sign an agreement details provision of the use of the NLAB-ILAC MRA accreditation symbol with each accredited laboratory.

NLAB and its accredited laboratories shall stick to the rules governing the use and misuse of the NLAB-ILAC MRA accreditation symbol laid down in the contract agreement signed by both parties.

Upon suspension, withdrawal or termination of accreditation of a laboratory, NLAB asks for immediate discontinuation of using its accreditation symbol.