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<th>Document Name</th>
<th>GENERAL RULES &amp; CONDITIONS FOR USE OF MARK</th>
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1. DEFINITIONS

1. **UAF Logo:** It is the Logo used only by UAF (UNITED ACCREDITATION FOUNDATION) to identify itself.

2. **UAF accreditation Symbol:** It is a combination of UAF logo and accreditation number allotted to CAB. It is used by UAF accredited Conformity Assessment Bodies to indicate their accreditation status.

2. GENERAL REQUIREMENTS

2.1 DISPLAY OF THE SYMBOL

1. The Symbol shall be displayed only in the appropriate form, and colour as demonstrated in figure no. (1) below. The CAB is entitled to enlarge, if necessary, provided that the original proportion between the height and width of the symbol will not be affected and the symbol is legible.

2. UAF symbol shall normally have a minimum height of 10 mm and minimum width of 15 mm.

3. The Accreditation number shall be printed centrally underneath UAF logo. It consists of three fields. The first field consists of two alphabets CB, which stands for CAB. The second field consists of two alphabets, which identify the type of CAB, whether it is a Management System Certification body, Inspection body, Personnel Certification body etc. and:
   a) For the CABs having two-digit CAB number, the third field consists of four numbers, out of which the first two digits is the CAB number, and the last two digits are the last two digits of the Accreditation number. For example, if the Accreditation number of a Management Systems CAB is 51703110103 and the CAB number is 11, then the third field will be 1103.
b) For the CABs having three-digit CAB number, the third field consists of six numbers, out of which the first three digits is the CAB number, and the last three digits are the last three digits of the Accreditation number. For example, if the Accreditation number of a Management Systems CAB is 51703110103 and the CAB number is 110, then the third field will be 110103.

The Symbol shall not be displayed in a more prominent way than the logo of the accredited CAB.

The Symbol may be used in the defined colours or black and white colours provided that the conditions set out in this document are fulfilled.

The Symbol may be reproduced electronically, provided that the requirements of this document are met, distortion and/or degradation does not occur and the electronic version (softcopy) of the symbol is acquired from UAF.

UAF shall take measures through legally enforceable agreement to ensure that the accredited conformity assessment bodies:

7.1 Fully conforms to the requirements of the UAF for claiming accreditation status, when making reference to its accreditation in communication media;
7.2 Does not make any misleading or unauthorized statement regarding its accreditation
7.3 Upon withdrawal of its accreditation, discontinues its use of any reference to that accreditation
7.4 Does not refer to its accreditation in a way so as to imply that a product, process, service, management system or person is approved by the accreditation body;
7.5 Informs its affected clients of the suspension, reduction or withdrawal of its accreditation and the associated consequences without undue delay.
8. UAF shall take following any one or all actions as appropriate to deal with incorrect or unauthorized claims of accreditation status, or misleading or unauthorized use of accreditation symbols and the accreditation body logo.
   8.1 Issuing Non Conformities and request for Corrective actions.
   8.2 Suspension or
   8.3 Withdrawals of accreditations
   8.4 publication of the transgression and,
   8.5 legal action

3. REQUIREMENTS FOR THE USE OF THE SYMBOL ON REPORTS AND CERTIFICATES

3.1 GENERAL

1. The use of UAF symbol is compulsory for all CABs accredited by UAF.

2. The accredited CAB can display the Symbol on the reports/certificates that contain exclusively results from the accredited methods carried out within the scope of accreditation.

3. The accredited CAB may report the non-accredited methods results on reports/certificates with the Symbol therein, provided that the report/certificate at least contains results from one accredited method. The accredited CABs shall state clearly which tests and inspections are accredited.

4. The Symbol shall not be used in such a way as to state, imply or suggest that UAF accepts responsibility for the accuracy of test, calibration, inspection results or certification decisions covered by the scope of accreditation.

5. The Symbol does not imply any certification/approval of the products tested, inspected, or certified.
6. The Symbol shall not be included in reports or certificates containing only results from non-accredited methods, nor shall such reports or certificates present any reference to the accreditation status.

7. The accredited bodies shall submit to UAF, the procedure on how they will use the symbol and a sample of their report/certificate with UAF Symbol. Both of these have to be approved by UAF and the implementation will be monitored by UAF during each assessment.

3.2 SPECIFIC REQUIREMENTS FOR LABORATORIES

1. A laboratory is likely to issue reports or certificates 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 at the beginning close to expression of opinions/interpretation a disclaimer such as: “The opinions/interpretations expressed in this report/certificate are outside the scope of this CAB’s accreditation”.

2. Where the quality management system of an accredited laboratory is certified to ISO 9001, the certification body symbol shall not be used for the reporting of results of any test or calibration covered by the scope of accreditation.

3. The use of ILAC symbol by LABs is not permitted. The use of ILAC symbol by LABs shall be in compliance with ILAC-P8:12/2012 and ILAC R7 after UAF become signatory to ILAC.

3.3 SPECIFIC REQUIREMENTS FOR CERTIFICATION BODIES

1. Holders of certificates issued by UAF accredited certification bodies shall always use UAF Symbol in conjunction with the mark of the certification body or certification scheme. As shown in Figure No. (1).

2. The certification body mark (separately or in conjunction with UAF symbol) shall not be used on a product, process or service (or any part of it) or product packaging seen by the consumer or in any other way that may be
interpreted as denoting product conformity in cases when only the management system is certified.

3. The certification body shall not permit its mark (separately or in conjunction with UAF symbol) to be applied to the laboratory test, calibration or inspection reports.

4. Certification bodies shall ensure that they audit the use of their combined marks (i.e. the mark of the certification body in conjunction with UAF Symbol) by their certificate holders. Conditions for the use of the marks by such certificate holders are given below.

5. Where a management system certification body holds more than one accreditation from different accreditation bodies, the subject certification body is not allowed to use any other accreditation bodies’ symbol along with UAF symbol on the conformity assessment certificate issued by it. However the certification body can issue separate certificate containing accreditation symbol of other accreditation body.

6. The use of IAF symbol by CABs is not permitted till UAF signs MLA with IAF and the use shall be in compliance with IAF MLA2 after UAF become signatory to IAF.

3.4 REQUIREMENTS FOR MULTI-SITES ACCREDITED CABS

1. Whenever a 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 shall indicate clearly the accredited/ non-accredited sites.
2. Whenever a subsidiary /Branch/Representatives belonging to a group has been accredited, there shall not be any confusion as to which part of the group holds accreditation, and it shall not imply that other Subsidiaries/branches/Representatives have been accredited.

4. SUBCONTRACTED TEST OR CALIBRATION

1. UAF accredited laboratory may subcontract their UAF accredited testing or calibration work to another UAF accredited laboratory (including branches of its own organization) or to a laboratory which is in compliance with applicable equivalent standard accreditation body.

2. The subcontracted laboratory must have accreditation for the scope to be subcontracted.

3. UAF allows an accredited laboratory to include results of subcontracted tests or calibrations in its endorsed reports/ certificates with the accreditation symbol subject to the followings:

   3.1 The accredited laboratory takes full responsibility for the subcontracted tests or calibrations and, unless it is an accredited branch of the same laboratory, has informed the customer of the proposed subcontracting and has obtained his/ her prior approval;
   3.2 Approval has been obtained from the subcontractor to report excerpts from the subcontractor’s report/ certificate;
   3.3 The subcontractor has issued the results on its endorsed report or certificate.

5. USE OF UAF SYMBOL ON ADVERTISING MATERIAL/PUBLICITY

1. UAF Symbol shall not be used in any way that might mislead the reader about the status of an accredited CAB.

2. UAF Symbol may be displayed on advertising materials/publicity only if the logo and the name of the accredited CAB concerned is also shown, with no more prominence than the logo or the name of the accredited CAB and no more than once for each UAF accreditation.
6. OTHER RESTRICTIONS ON THE USE OF THE SYMBOL

6.1 ITEMS OR PRODUCTS CERTIFIED BY ACCREDITED CABS

1. UAF Symbol for calibration and Testing 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.

7. SUSPENSION/ WITHDRAWAL OF THE ACCREDITATION

The accredited CAB shall discontinue the use of the accreditation symbols or any reference to accreditation status in reports, certificates, promotional material, stationery, internet web sites, etc. for an activity immediately on suspension, withdrawal or termination of the accreditation for that activity for an activity immediately on suspension, withdrawal or termination of the accreditation for that activity.

8. MISUSE OF THE SYMBOL

The Symbol is owned by UAF Accredited CABs are not allowed to copy or make use the same or similar Symbol as their own symbols. In the event of misuse of the Symbol, UAF reserves the right to issue violations and sanctions depending on the gravity of the violation.

9. REFERENCES

ISO/IEC 17011 Conformity assessment – General requirements for accreditation bodies accrediting conformity assessment bodies.
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