



LAB1

EDITION 5 | August 2009

Reference to Accreditation for Laboratories

CONTENTS

	SECTION	PAGE
1	Introduction	2
2	Form and display of reference to accreditation	2
3	Reference to UKAS accreditation on calibration certificates, calibration labels and calibration quotations	2
4	Reference to UKAS accreditation on test reports, test certificates and testing quotations	3
5	Laboratory reports without reference to accreditation	4
6	Opinions and interpretations	4
7	Location of disclaimers	4
8	Reference to UKAS accreditation in publicity material	4
9	Other restrictions on reference to UKAS accreditation	4

CHANGES SINCE LAST EDITION

The document has been updated to include reference to the new 'Conditions document' URN 09/1090. Reference to 'Group Accreditation' has also been removed (ref TPS 51).

1 INTRODUCTION

- 1.1 This publication (LAB 1) sets out UKAS conditions on making reference to accreditation, which accredited laboratories are required to comply with.
- 1.2 The Department for Business Innovation and Skills (BIS) licence awarded to UKAS includes conditions for use of the UKAS accreditation logo and symbols, which are given in BIS publication URN 09/1090 *Conditions for the Use of National Accreditation Logo and Symbols by UKAS and UKAS Accredited Organisations*. Paragraph 5.1 of that publication also includes the wording to be used in making other reference to accreditation.
- 1.3 The national accreditation logo and symbols are registered trade marks owned by the BIS, and 'UKAS' is a registered trade mark owned by the United Kingdom Accreditation Service.

2 FORM AND DISPLAY OF REFERENCE TO ACCREDITATION

- 2.1 Where a laboratory wishes to make reference to its UKAS accreditation other than by use of the UKAS accreditation symbol, it shall use the phrase 'a UKAS accredited calibration laboratory No.' or 'a UKAS accredited testing laboratory No.'. The laboratory shall place a similar restriction on the wording to be used by any client.
- 2.2 A laboratory accredited by UKAS is entitled to make reference to UKAS accreditation on sheets of its stationery (eg, letterhead paper, calibration or testing quotations, calibration or test certificates, test reports, calibration labels, brochures) or other items of the laboratory's accredited activity, subject to the conditions set out below.
- 2.3 A calibration laboratory accredited by UKAS is entitled to refer to its UKAS accreditation on sheets of its stationery used to report its calibration data, provided that the format of these sheets complies with the requirements set out in Section 3.
- 2.4 A testing laboratory accredited by UKAS is entitled to refer to its UKAS accreditation on sheets of its stationery used to report results of its accredited tests, provided that the conditions of Section 4 are met.
- 2.5 Reference to a laboratory's UKAS accreditation, either by use of the relevant national accreditation symbol or in words, shall not be incorporated into a report or certificate that does not contain any result(s) from accredited tests or calibrations carried out by the laboratory.

3 REFERENCE TO UKAS ACCREDITATION ON CALIBRATION CERTIFICATES, CALIBRATION LABELS AND CALIBRATION QUOTATIONS

- 3.1 The results of calibrations which the laboratory has performed and for which it has UKAS accreditation shall be reported in a certificate displaying the UKAS calibration accreditation symbol (or reference to UKAS accreditation by use of the wording in URN 09/1090), subject to paragraph 3.2.

3.2 Reference to UKAS accreditation, including use of the UKAS accreditation symbol shall not be incorporated into a calibration certificate or calibration label not containing, or not relating wholly to, results from accredited calibrations except under the following conditions:

- (a) the measured values, parameter or functional check form only a very small part of the overall calibration;
- (b) the major function(s) of the instrument is/are covered by accredited measurements;
- (c) the extra values, parameter or function provide a more complete coverage of the instrument's specification;
- (d) written agreement is obtained from UKAS if the requirement to include non-accredited measurements is to be a common occurrence;
- (e) the following disclaimer shall be included in the UKAS Calibration Certificate:

Calibrations marked 'Not UKAS Accredited' in this Certificate have been included for completeness

Note

Laboratories may choose their own form of marking (eg, an asterisk or use of distinctive typeface) to be used in conjunction with this statement, provided that it is clear which calibrations are not accredited.

3.3 All calibration quotations that make reference to UKAS accreditation shall clearly indicate those activities that are **not** UKAS accredited or for which a UKAS calibration certificate bearing the UKAS accreditation symbol is not being offered.

4 REFERENCE TO UKAS ACCREDITATION ON TEST REPORTS, TEST CERTIFICATES AND TESTING QUOTATIONS

4.1 Reference to UKAS accreditation should be displayed on all test reports and certificates that contain results from tests that are within the accredited scope of the laboratory and that it has itself carried out. Reference should be made either by incorporation of the testing accreditation symbol or use of the wording in URN 09/1090.

4.2 When test reports or test certificates incorporating reference to UKAS accreditation contain results from both accredited and non-accredited tests and/or sampling, the non-accredited work shall be clearly identified as 'Not UKAS accredited'.

Note

Laboratories may choose their own form of marking or indication (eg an asterisk or use of distinctive typeface) to be used in conjunction with this statement, provided that it is clear which tests are not accredited.

4.3 All testing quotations that make reference to UKAS accreditation shall clearly indicate those activities that are not UKAS accredited.

5 LABORATORY REPORTS WITHOUT REFERENCE TO ACCREDITATION

- 5.1 Where a laboratory chooses not to make reference to accreditation (or use the accreditation symbol) in its reports, it shall ensure that the client is clearly aware of any work not covered by accreditation, for example by separate correspondence or in the contract terms.

6 OPINIONS AND INTERPRETATIONS

- 6.1 If opinions and/or interpretations are included in a report or certificate incorporating reference to UKAS accreditation, and if the laboratory's accreditation does not cover these activities, the following disclaimer shall be incorporated:

Opinions and interpretations expressed herein are outside the scope of UKAS accreditation

7 LOCATION OF DISCLAIMERS

- 7.1 When a laboratory issues reports or certificates incorporating reference to UKAS accreditation and any of the above disclaimers, the disclaimers (or reference to the disclaimers) should be included on the front cover or first page of each report or certificate, or wherever the reference to accreditation occurs.

8 REFERENCE TO UKAS ACCREDITATION IN PUBLICITY MATERIALS

- 8.1 Accredited laboratories are entitled to make general reference to their UKAS accreditation in publicity material, provided that they ensure that UKAS accreditation is not implied for non-accredited activities.

9 OTHER RESTRICTIONS ON REFERENCE TO UKAS ACCREDITATION

- 9.1 Reference to UKAS laboratory accreditation shall not be displayed on a test item, or product (or attachment thereto), or used to imply product certification.
- 9.2 Reference to UKAS accreditation shall not be used in such a way as to imply that UKAS accepts responsibility for the accuracy of a calibration or test result, or any opinions or interpretations derived thereon, or approves a calibrated instrument, test item or product.

- 9.3 Subject to conditions stated in this publication, reference to UKAS accreditation (without the use of the UKAS accreditation symbol) on items other than sheets of stationery is acceptable.
- 9.4 An accredited laboratory shall upon suspension of UKAS accreditation immediately cease to issue calibration certificates, test reports, test certificates, calibration and testing quotations, or calibration labels containing references to UKAS accreditation.
- 9.5 An accredited laboratory shall upon termination of UKAS accreditation immediately cease distribution of all items on which any reference to UKAS accreditation is displayed.