

**ACCREDITATION LOGO &
SYMBOLS**

The National Accreditation
Logo & Symbols: Conditions
for use by UKAS and UKAS
accredited organisations

JULY 2011

Contents

Contents	2
Purpose of this document.....	4
1 Definitions	4
2 Introduction	4
3 Form and display of the <i>national accreditation logo</i> and <i>symbols</i>	5
4 Use of the <i>national accreditation logo</i> and <i>symbols</i>	7
4.1 General.....	7
4.2 Publicity materials	8
4.3 Suspension and termination of UKAS accreditation.....	9
5. Reference to accreditation	9
Appendix A.....	10
Requirements and <i>National Accreditation Symbols</i> for Testing and Calibration Laboratories, Medical Laboratories and Diagnostic Imaging Services	10
Appendix B.....	14
Requirements and <i>National Accreditation Symbols</i> for Certification Bodies and their certified Clients	14
Appendix C.....	18
Requirements and <i>National Accreditation Symbols</i> for Inspection Accreditation.....	18
Appendix D.....	19
Requirements and <i>National Accreditation Symbols</i> for Proficiency Testing Providers	19
Appendix E.....	20
Requirements and <i>National Accreditation Symbols</i> for Reference Material Producers	20
Appendix F.....	21
Requirements and <i>National Accreditation Symbols</i> for Verification Bodies	21

Appendix G 22

 National Accreditation Logo 22

Appendix H..... 23

 Use of the Symbols for Multiple Accreditations..... 23

Appendix I 24

 Artwork for full colour reproduction of accreditation logo and symbols 24

Purpose of this document

It is BIS policy that the National Accreditation Body – UKAS – and the organisations it accredits should be able to benefit from identifying visually their status through the use of the logo or symbols that BIS owns. In so doing however the organisations displaying them should not mislead anyone; devalue or degrade the logo/symbol; use them illegally; or be contrary to various recognised standards or guides. To this end therefore this document sets out the conditions that must be followed for organisations that wish to use the logo or symbols.

This document replaces the BIS publication URN 09/1090.

1 Definitions

National Accreditation Logo – means the Logo used by UKAS (the UK national accreditation body) to identify itself.

National Accreditation Symbols – means the symbol(s) issued by UKAS for use by a UKAS accredited organisation to indicate its accredited status.

UKAS Accredited organisation – means a body accredited by UKAS as a certification body, laboratory, inspection body, proficiency testing provider, attestation body or reference material producer.

Note: 'Mark' is a term reserved to indicate direct conformity of an entity against a set of requirements.

2 Introduction

2.1 UKAS was appointed as the sole national accreditation body in the UK, by **The Accreditation Regulations 2009** (statutory instrument No 3155/2009), responsible for assessing and accrediting the competence of conformity assessment bodies. It operates under a Memorandum of Understanding with the Secretary of State for Business Innovation & Skills (Secretary of State), who has licensed UKAS to use the *national accreditation logo* and *national accreditation symbols* featuring the Royal Crown, and to sublicense the use of the *national accreditation symbols* to UKAS accredited organisations.

2.2 This web-based publication sets out the conditions for the use of:

(a) *the national accreditation logo* by UKAS

(b) *the national accreditation symbols* by UKAS and UKAS accredited organisations as meeting the requirements of the appropriate standards, as detailed

in Appendices 1 and 2 of the Secretary of State / UKAS Memorandum of Understanding. (<http://www.bis.gov.uk/assets/biscore/innovation/docs/m/10-1258-memorandum-of-understanding-bis-ukas.pdf>)

- (a) Where applicable, these conditions shall be met by UKAS and by all UKAS accredited organisations, including those outside the United Kingdom.
- (b) Use of the UKAS *national accreditation logo* is confined to UKAS.
- (c) A UKAS accredited certification body may authorise their certified customers to use the relevant *national accreditation symbol* but only in accordance with the requirements in Appendix B.
- (d) UKAS accredited certification bodies shall take all reasonable steps to ensure that their certified customers comply with these conditions on the use of *national accreditation symbols*.

2.3 The Secretary of State reserves the right to vary the conditions set out in this publication without prior notice.

3 Form and display of the *national accreditation logo* and *symbols*

3.1 The *national accreditation logo* and *national accreditation symbols* shall be displayed only in the appropriate form, size and colour detailed in this publication.

3.2 Accredited organisations shall base all reproductions of the *national accreditation symbols* on the master versions as shown at the end of this publication which are available as electronic files from UKAS. Reversed-image versions of the *national accreditation symbols* are also available. The images included at the end of this publication are for illustration only. Redrawn approximations shall not be used.

3.3 Accredited organisations shall only use a *national accreditation symbol* in conjunction with their relevant accreditation number. The organisation's accreditation number(s) shall be printed centrally under the appropriate *national accreditation symbol*, as indicated in the Figure 1. The accreditation number(s) are three or four digit numbers provided by UKAS.

3.4 The *national accreditation symbols* may be displayed on stationery:

- (a) only if the title or logo of the accredited organisation is also shown;
- (b) with no more prominence than the title or logo of the accredited organisation;
- (c) and not more than once for each relevant UKAS accreditation.

3.5 The *national accreditation logo* and *national accreditation symbols* may be reproduced in either black and white or the colour scheme as detailed in Appendix I. Alternatively, the *national accreditation symbols* may be printed or displayed in a single

colour, which is the predominant *ink* colour of the document, or, in the case of a pre-printed letterhead, the predominant *ink* colour of the letterhead. Requests for the use of another single colour may be considered but shall not be used without the prior written consent of UKAS.

3.6 Where the *national accreditation logo* and *national accreditation symbols* are reproduced electronically the following applies:

- (a) the *national accreditation logo* or *national accreditation symbols* are to be reproduced so that infilling does not occur.
- (b) degradation and/or distortion of the *national accreditation logo* or *national accreditation symbol* graphic is avoided.
- (c) electronic versions of the *national accreditation symbols* shall be obtained from UKAS.

3.7 (a) Embossed, relief, or die-stamped versions may be used.

(b) The *national accreditation logo* and *national accreditation symbols* may be reproduced as watermarks.

3.8 (a) The *national accreditation symbols* shall normally have a minimum height (excluding the accreditation number) of 20 mm. Any enlargement or reduction shall retain the same proportions as those of the masters reproduced in this publication. The *national accreditation symbol* and the accreditation number shall be considered as a single entity for purposes of enlargement or reduction.

(b) In exceptional circumstances, which are usually dictated by reason of space limitation or cost, the national accreditation symbols may be reproduced at a reduced height, but paragraph 3.8(c) must be satisfied.

(c) Irrespective of the height of reproduction, the national accreditation symbols must, in the opinion of UKAS, be legible, with no infilling.

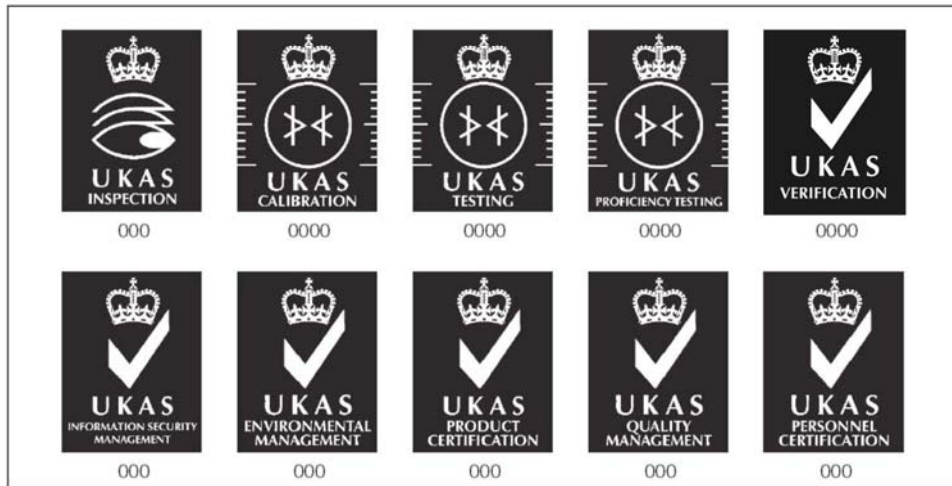


Figure 1. Examples of accreditation symbols, accreditation numbers are set here in 10pt Arial; UKAS accredited organisations should use the symbols as illustrated later in this publication

3.9 When the *national accreditation logo* or *national accreditation symbol* is printed on an unfolded portion of stationery sized no greater than A4, it shall be displayed in a size no larger than 30 mm high. On larger portions of unfolded stationery the size may be proportionately increased.

3.10 Appendix H shows how accredited organisations with more than one accreditation of the same type (e.g. multiple laboratory accreditations) may use the *national accreditation symbol*.

4 Use of the *national accreditation logo* and *symbols*

4.1 General

4.1.1 (a) Only UKAS may use the relevant *national accreditation logo* on stationery, quotations for work, reports and certificates, websites and brochures, and other items relevant to UKAS' accreditation activities, subject to the conditions set out in this publication.

(b) Only UKAS and organisations accredited by UKAS may use the relevant *national accreditation symbols* on stationery, quotations for work, reports and certificates, websites and brochures, and other items relevant to the accredited organisation's accredited activity, subject to the conditions set out in this publication.

4.1.2 The *national accreditation logo* and *national accreditation symbols* shall not be used in such a way as to suggest that the Secretary of State or UKAS has certified, or approved, any product or any service supplied by a licensee of a symbol, or in any other misleading manner.

- 4.1.3 The *national accreditation symbols* shall not be used in any way that might mislead the reader about the status of an accredited organisation.
- 4.1.4 Any use of the *national accreditation logo* or *symbols* that might contravene the conditions laid down in this publication shall be referred to UKAS.
- 4.1.5 The *national accreditation symbols* shall not be used in such a way as to imply that UKAS accepts responsibility for activities carried out under the scope of accreditation and/or certification.
- 4.1.6 It is the responsibility of every UKAS accredited organisation to minimise the risk of a client/reader being misled as to the extent and limitations of its UKAS accreditation, whether it be in relation to quotations for work, work being undertaken, results being reported, the use of sub-contractors or in any publicity material used for advertising activities or services.
- 4.1.7 Reports and certificates issued by accredited organisations that contain results and outcomes from accredited activities and non-accredited and/or subcontracted activities shall readily distinguish the activities that are covered by the organisation's accreditation and those that are not.
- 4.1.8 All quotations for work that contain a *national accreditation symbol* shall clearly indicate those activities that are not UKAS accredited.
- 4.1.9 *National accreditation symbols* for certification activities shall not be used on reports and certificates issued by Laboratories, Inspection Bodies, Proficiency Testing Providers and Reference Material Producers.

4.2 Publicity materials

- 4.2.1 UKAS accredited organisations are entitled to incorporate the appropriate *national accreditation symbol(s)* in publicity material that refers to accredited services, provided that the conditions relating to their reproduction contained in this publication are met.
- 4.2.2 For the purposes of these conditions the term 'publicity material' shall not include notices, labels, documents or written announcements affixed to or otherwise appearing on goods or products unless the goods or products have been manufactured under an accredited product conformity scheme. This restriction shall also apply to primary (e.g. blister packs) packaging and promotional products.
- 4.2.3 For the purposes of these conditions the terms 'publicity material' and 'advertisements' shall not include notices, labels, documents or written announcements affixed to or otherwise appearing on the vehicles or flags of the UKAS accredited organisation. These restrictions may be extended to other items, goods or products as the Secretary of State may determine from time to time.
- 4.2.4 (a) The *national accreditation logo* and the *national accreditation symbols* shall not be displayed by UKAS, and *national accreditation symbols* shall not be displayed by UKAS accredited organisations, on any vehicle, except in publicity material as part of a larger advertisement (see 4.2.3), and provided that the *national accreditation logo* or the *national accreditation symbol* is used in the publicity material in accordance with the conditions set out in this publication.
- (b) The *national accreditation logo* and *national accreditation symbols* shall not be displayed on buildings and flags.

(c) UKAS may display *national accreditation logo* and *national accreditation symbols* on internal walls and doors, and on exhibition stands.

(d) UKAS accredited organisations may display their *national accreditation symbols* on internal walls and doors, and on exhibition stands.

4.3 Suspension and termination of UKAS accreditation

4.3.1 Upon suspension of relevant UKAS accreditation, accredited organisations shall immediately cease to issue certificates, reports and quotations for work displaying a *national accreditation symbol* and this shall include the removal of *national accreditation symbols* displayed on websites.

4.3.2 Upon termination of UKAS accreditation, accredited organisations shall immediately cease distribution of all items on which a *national accreditation symbol* is displayed and this shall include the removal of *national accreditation symbols* displayed on websites.

4.3.3 In the event that accreditation is withdrawn from an UKAS accredited organisation in respect of a scheme whereby the organisation owns and licenses its own mark/logo, the organisation shall take all reasonable steps to ensure that its licensees immediately cease use of stationery, literature, advertisements (including web pages), goods, labelling and packaging bearing the *national accreditation symbol(s)*.

5. Reference to accreditation

5.1 Where an accredited organisation wishes to make reference to its UKAS accreditation instead of using the *national accreditation symbol*, it shall without variation use the phrase 'a UKAS accredited [calibration laboratory] [testing laboratory] [medical laboratory][certification body] [inspection body] [Proficiency Testing Provider] [Reference Material Producer] [Diagnostic Imaging Service], [Verification Body] No. 0000'. The accredited organisation shall take all reasonable steps to ensure that this wording is used by any customer when referring to the use of an accredited organisation.

Appendix A

Requirements and *National Accreditation Symbols* for Testing and Calibration Laboratories, Medical Laboratories and Diagnostic Imaging Services

- A1.1 Detailed instructions for the technical content and presentation of calibration certificates, calibration labels, test reports and test certificates are published separately by UKAS. (<http://www.ukas.com>)
- A1.2 The testing and calibration *national accreditation symbols* are for use by UKAS accredited testing and calibration laboratories, respectively, in conjunction with their activities accredited to ISO/IEC 17025.
- A1.3 The medical *national accreditation symbol* is for use by UKAS accredited medical laboratories accredited to ISO 15189 and for Diagnostic Imaging Services accredited to the Imaging Services Accreditation Scheme (ISAS) standard.
- A1.2 The Calibration, Testing and Medical *national 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.







Appendix B

Requirements and *National Accreditation Symbols* for Certification Bodies and their certified Clients

- B1.1 The appropriate *national accreditation symbol* may only be used by the customer of a certification body in connection with the certification body's award of UKAS accredited certification. The *national accreditation symbol* must be relevant to the certificate.
- B1.2 Holders of certificates issued by UKAS accredited certification bodies may use the appropriate *national accreditation symbol* in accordance with the requirements of this publication on stationery and publicity material or other items relevant to their certificate. The *national accreditation symbol(s)* shall always be used in conjunction with the logo/mark of the certification body or certification scheme (see Figure 2 below). Holders of accredited certificates may use the logo/mark of the certification body or certification scheme without the accreditation symbol.
- B1.3 Certification bodies shall ensure that they audit the use of *national accreditation symbols* by their certificate holders.
- B1.4 The Product Certification *national accreditation symbol* may only be used in connection with a product or service certified under an accredited product certification scheme.
- B1.5 If, in the specific case of a product certified under an accredited product conformity scheme, physical constraints prevent reproduction of the product certification *national accreditation symbol* to the limits specified in this Appendix, a label based on the product certification example in Figure 2 may be attached to the product. If that is impracticable, the label may be affixed to the primary packaging (e.g. blister pack) but not to the secondary packaging (e.g. outer, transit pack).

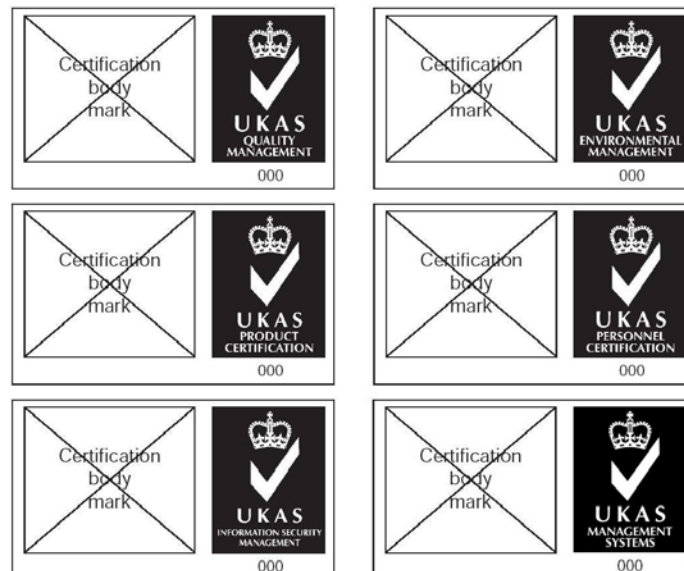


Figure 2. Use of national accreditation symbols by holders of accredited certificates. The national accreditation symbol used must be relevant to the certificate. The certification body's (or the certification scheme) mark shall be enlarged or reduced to fit into the space indicated. The certification body's accreditation number shall be included (as indicated by 000/0000). The national accreditation symbol and the certification body mark shall be enclosed in a box (as indicated).

National Accreditation Symbols for Management System Certification Bodies:



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For management system certification schemes not covered by the specific *national accreditation symbols* above, the 'generic' management system *national accreditation symbol* shall be used as shown below:



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NB Transition arrangements have been implemented to migrate from the use of the specific management system *national accreditation symbols* to the use of the 'generic' management system *national accreditation symbol*, information about these arrangements is available on the UKAS website, www.ukas.com.

National Accreditation Symbols for Personnel Certification Bodies:



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National Accreditation Symbols for Product Certification Bodies:



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Appendix C

Requirements and *National Accreditation Symbols* for Inspection Accreditation

- C1.1 The *national accreditation symbol* for Inspection 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.



Appendix D

Requirements and *National Accreditation Symbols* for Proficiency Testing Providers

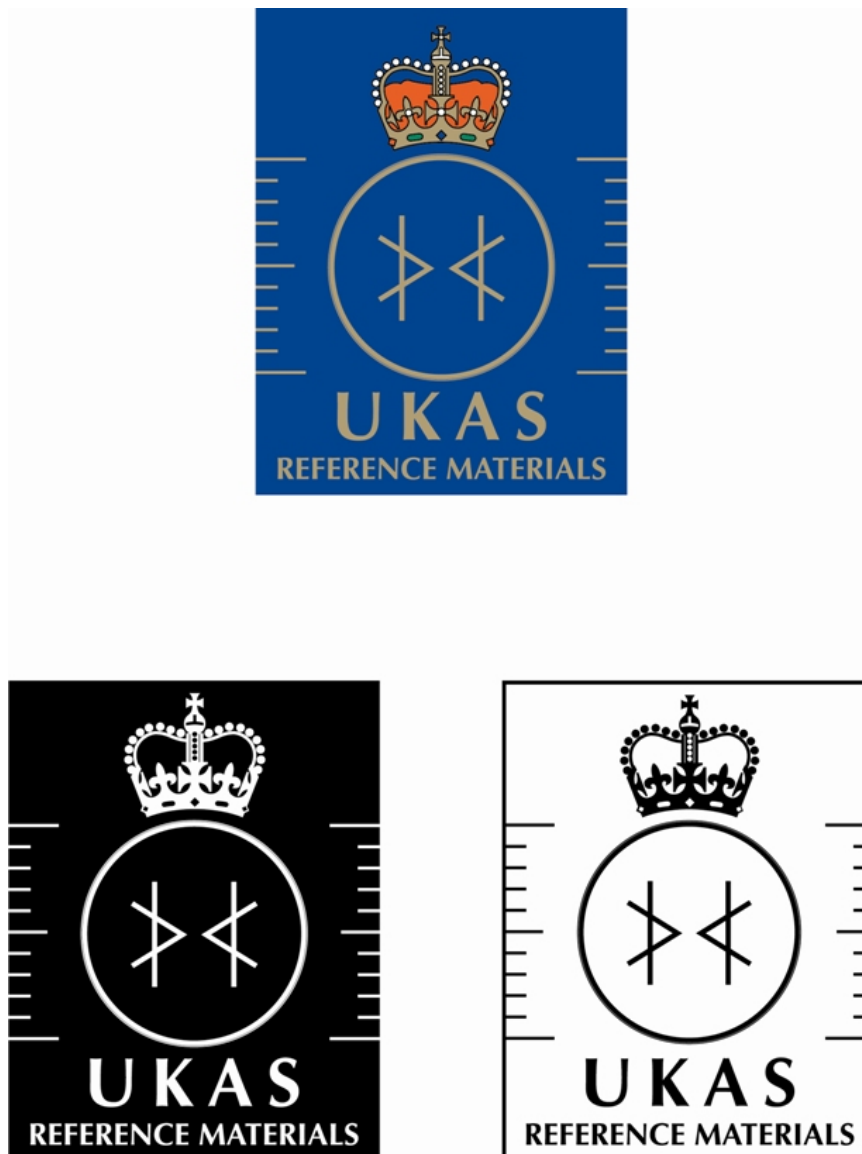
D1.1 The Proficiency Testing *national accreditation symbol* shall not be displayed on a sample or artefact that forms part of the Proficiency Testing service that is provided.



Appendix E

Requirements and *National Accreditation Symbols* for Reference Material Producers

- E1.1 Certificates for Reference Materials that have been produced under accreditation shall display the Reference Material *national accreditation symbol*. Where the accredited Reference Material Producer also holds accreditation as a calibration laboratory and an accredited calibration activity has formed part of the reference material production, the calibration *national accreditation symbol* may be used in addition to the Reference Material *national accreditation symbol*.



Appendix F

Requirements and *National Accreditation Symbols* for Verification Bodies

- F1.1 The Verification *national accreditation symbol* shall not be displayed on any item or product (or attachment thereto) or used to imply product certification or approval.



Appendix G

National Accreditation Logo

- F1.1 Use of the *national accreditation logo* is restricted to UKAS, it shall not be reproduced in advertisements, articles or publications referring to the work of UKAS without permission from UKAS. The conditions of the use of the *national accreditation logo* as detailed in this publication must be met.



Appendix H

Use of the Symbols for Multiple Accreditations

G1.1 Accredited organisations of the same type (e.g. testing laboratories) with multiple accreditations may use the *national accreditation symbols* in the following way:

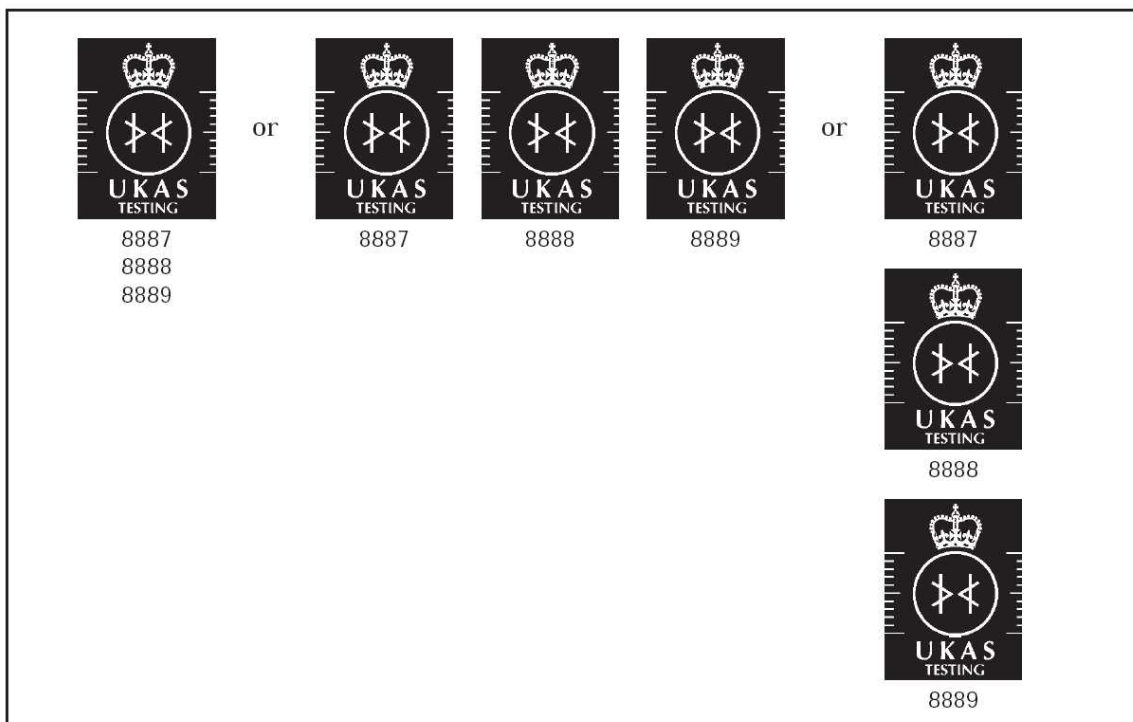


Figure 3 Indication of multiple accreditations for accredited laboratories (calibration laboratories should use the calibration national accreditation symbol)

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