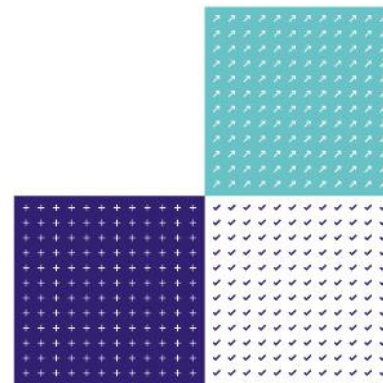


LAB 1

Edition 6 October 2018

Reference to Accreditation for Laboratories



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Changes since last edition

The document has been updated to reflect the change of UK Government Department from Business Innovation and Skills (BIS) to Business, Energy & Industrial Strategy (BEIS) and update to the BEIS document on conditions for use of the national accreditation logo and symbols (*previously assigned a 'URN' reference and referred to as the 'BEIS ACCREDITATION LOGO & SYMBOLS document'*). Further changes include addition of reference to accreditation of medical laboratories and to use of the ILAC MRA Mark. A 'References' section has been added.

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, Energy & Industrial Strategy (BEIS) licence awarded to UKAS includes conditions for use of the UKAS accreditation logo and symbols, which are given in BEIS publication [The National Accreditation Logo & Symbols: Conditions for use by UKAS and UKAS accredited organisations](#).
- 1.3 The national accreditation logo and symbols are registered trade marks owned by BEIS, 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.' or 'a UKAS accredited medical 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 (e.g. letterhead paper, calibration or testing quotations, calibration or test certificates, test or medical laboratory reports, calibration labels, service agreements, brochures) or other items relating to 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 or medical 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.
- 2.6 A laboratory accredited by UKAS is entitled to use the Accredited CAB Combined ILAC MRA Mark, provided the UKAS Accredited CAB Combined ILAC MRA Mark Agreement has been signed and the Mark is used as prescribed. Refer to the How to use the ILAC MRA Mark page of the UKAS website for further details.

3. Reference to UKAS Accreditation on Calibration Certificates, Labels and 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 the *BEIS ACCREDITATION LOGO & SYMBOLS document*), subject to paragraph 3.2.
- 3.2 Reference to UKAS accreditation, including use of the UKAS accreditation symbol shall normally be incorporated into a calibration certificate or calibration label containing only accredited measurement results (see 3.1).

Exceptionally, non-accredited results may also be included when suitably marked under the following conditions:

- (a) When the non-accredited work covers only a very small part of the overall calibration;
- (b) When the major function(s) of the instrument are covered by accredited work, and;
- (c) When the inclusion of the non-accredited extra values, parameters or functions provide a more complete coverage of the instrument's specification without misleading the reader as to the overall status of the calibration.

The following disclaimer shall be prominently 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 (e.g. an asterisk or use of distinctive typeface) to be used in conjunction with this statement, provided 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.
- 3.4 Further reference to appropriate use of UKAS accreditation on presentation of certificates, reports and labels is given in *LAB 5 Reporting Calibration Results*.

4. Reference to UKAS Accreditation on Testing/Medical Reports, Certificates, Quotations and Service Agreements

- 4.1 Reference to UKAS accreditation should be displayed on all test reports (including medical laboratory 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 appropriate testing accreditation symbol or use of the wording in the *BEIS ACCREDITATION LOGO & SYMBOLS document*.
- 4.2 When reports or 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 (e.g. an asterisk or use of distinctive typeface) to be used in conjunction with this statement, provided it is clear which tests are not accredited.

- 4.3 All testing quotations and service agreements 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. It should be noted that any such work will not be recognised as accredited under the European or international mutual recognition agreements.

6. Opinions and Interpretations

- 6.1 For laboratories accredited under ISO/IEC 17025, 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 our 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) shall 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 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 or approval.
- 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, test, or medical laboratory 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 certificates, reports, testing quotations, calibration labels, service agreements or promotional material 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 and withdraw such items which are on public display.

10. References

The National Accreditation Logo & Symbols: Conditions for use by UKAS and UKAS accredited organisations; Department for Business, Energy & Industrial Strategy (BEIS)

EA-3/01 M:2012 *EA Conditions for the use of accreditation symbols, text reference to accreditation and reference to EA MLA signatory status*

ILAC R7:05/2015 *Rules for the Use of the ILAC MRA Mark*

ILAC P8:12/2012 *ILAC Mutual Recognition Arrangement: Supplementary Requirements and Guidelines for the Use of Accreditation Symbols and for Claims of Accreditation Status by Accredited Laboratories and Inspection Bodies*