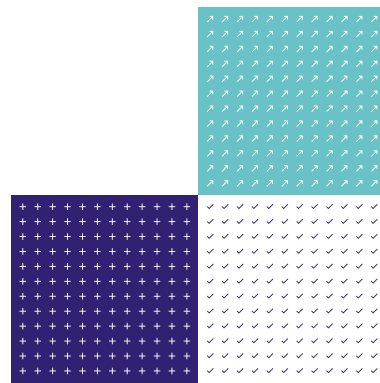


# GEN 6

Edition 2 December 2022

## **Reference to accreditation and multilateral recognition signatory status by UKAS accredited bodies**



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## Changes since last edition

Edition 2 has been published to include additional guidance on reference to UKAS accreditation when providing data directly into database (2.1.3 and 6.2), and to expand the policy in section 6 to include accredited inspection as well as testing.

### 1. Introduction

- 1.1 This publication (GEN 6) sets out UKAS conditions on making reference to accreditation and to the signatory status of the multilateral agreements that UKAS has entered into (i.e. EA MLA, ILAC MRA and IAF MLA) which accredited bodies 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 trademarks owned by BEIS, and 'UKAS' is a registered trademark owned by the United Kingdom Accreditation Service.



## 2. Mandatory requirement for the reference to accreditation

- 2.1 Work conducted under accreditation shall be reported in a clear and unambiguous way. Reports and certificates issued by accredited bodies shall make it clear to any recipient of that document whether or not the work was performed under UKAS accreditation. To this end, it is a mandatory requirement that all accredited bodies clearly reference accreditation on all reports and/or certificates that include accredited results and outcomes, unless explicitly agreed in a legal or documented arrangement between the accredited body and its customer, subject to the following.
- 2.1.1 Where, through agreement, the report/certificate does not refer to accreditation then the accredited body shall inform its customer that the report/certificate cannot be regarded as having been issued under its accreditation, and therefore it is not covered by the multilateral agreements (i.e. EA MLA, ILAC MRA and IAF MLA) that UKAS is a signatory of.
- 2.1.2 However, agreements not to make reference to accreditation cannot be applied when the reports/certificates containing accredited results and outcomes relate to activities where accreditation is mandatory by law or under contractual conditions (e.g.: under a conformity assessment scheme) or when they are to be displayed or sent to third parties (public or authorities). In such cases, the use of the accreditation symbol or a claim of accreditation status is mandatory, unless prevented by legal or regulatory requirements.
- 2.1.3 When employing databases or other electronic means to transmit the results of accredited conformity assessment activities, every effort should be taken to maintain the above principles and to find a way to clearly mark the accreditation status of these results. In many cases this should be possible through design of the reporting tools and/or by usage of comment-boxes, etc. However, where data is added directly into a database which is then accessed by users it can be considered that this does not constitute a report/certificate but only a data-transfer. Where this is the case, the requirements placed on reports and certificates regarding reference to accreditation do not apply.

## 3. Form and display of reference to accreditation

- 3.1 The form and display of UKAS accreditation symbols must fully comply at all times with the rules laid down in the current edition of the BEIS publication *The National Accreditation Logo & Symbols: Conditions for use by UKAS and UKAS accredited organisations*.
- 3.2 Where an accredited body wishes to make reference to its UKAS accreditation other than by use of the UKAS 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] [medical diagnostic service], [validation / verification body] [biobank] No. 0000". The accredited body shall take all reasonable steps to ensure that this wording is used by any customer when referring to the use of an accredited body.
- 3.3 A body accredited by UKAS is entitled to make reference to UKAS accreditation on sheets of its stationery (e.g. letterhead paper, quotations, certificates, reports, service agreements, brochures) or other items relating to the body's accredited activity, subject to the conditions set out below.
- 3.4 Reference to a body'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 activities carried out by the body.

Note: This does not prevent CABs from clarifying that they do not hold accreditation for a specific activity where this is required through regulation or by a regulator.



- 3.5 Laboratories, inspection bodies, proficiency testing providers, reference material producers and biobanks accredited by UKAS are 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 in ILAC publication ILAC-R7. Further details can be found on the [Using the ILAC MRA Mark](#) page in the Customer Area of the UKAS website.
- 3.6 Certification bodies and validation & verification bodies accredited by UKAS are entitled to use the IAF MLA Mark, provided the IAF MLA Mark Agreement has been signed and the Mark is used as prescribed in IAF publication IAF ML2. Further details can be found on the [Using the IAF MLA Mark](#) page in the Customer Area of the UKAS website.
- 3.7 The European co-operation for Accreditation (EA) is currently developing a logo to promote the EA MLA, and which will be available for use by UKAS accredited CABs on applicable reports and certificates. In the meantime, CABs are permitted to make reference to the fact that UKAS is a signatory to the EA MLA on applicable reports and certificates as prescribed in EA publication EA-3/01.

#### 4. Use of the symbols for multiple accreditations

- 4.1 Where a body is accredited by UKAS for more than one accreditation standard, e.g. ISO/IEC 17025 for testing and ISO/IEC 17020 for inspection, the body can use the applicable national accreditation symbols together in a combined accreditation symbol. Such a combined symbol can be used on letterheads and marketing material but not on reports or certificates, where only the accreditation symbol relevant to that report or certificate shall be used.

#### 5. Reference to UKAS accreditation on calibration certificates, labels and quotations

- 5.1 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 paragraph 3.2), subject to paragraph 5.2.
- 5.2 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.

- 5.3 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.
- 5.4 Further reference to appropriate use of UKAS accreditation on presentation of certificates, reports and labels is given in UKAS publication *LAB 5 Reporting Calibration Results*.

## 6. Reference to UKAS accreditation on testing / medical and inspection reports, certificates, quotations and service agreements

- 6.1 Reference to UKAS accreditation shall be displayed on all test and inspection reports (including medical laboratory reports) and certificates that contain results from tests/inspections that are within the accredited scope of the laboratory or inspection body and that it has itself carried out. Reference should be made either by incorporation of the appropriate testing or inspection accreditation symbol or use of the wording in paragraph 3.2.
- 6.2 Where data is uploaded directly into databases and accessed by the user then the requirements in 6.1 may not apply if no report or certificate is generated (see 2.1.3)
- 6.3 When reports or certificates incorporating reference to UKAS accreditation contain results from both accredited and non-accredited tests, inspections and/or sampling, the non-accredited work shall be clearly identified as 'Not UKAS accredited'.

Note: Laboratories and inspection bodies 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 activities are not accredited.

- 6.4 All quotations and service agreements that make reference to UKAS accreditation shall clearly indicate those activities that are not UKAS accredited.

## 7. Laboratory opinions and interpretations

- 7.1 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***

## 8. Reference to UKAS accreditation on certification documents

- 8.1 Reference to UKAS accreditation shall be displayed on all management systems certificates in order for them to be considered covered by UKAS accreditation (in accordance with the IAF Resolution 2016-17). The certificate shall display the accreditation symbol or reference to UKAS accreditation by use of the wording in paragraph 3.2. The certification body shall not issue non-accredited management systems certification in scopes for which they are accredited.
- 8.2 Reference to UKAS accreditation shall be displayed on certification documents of products, processes or services in order for them to be considered covered by UKAS accreditation (in



accordance with the IAF Resolution 2018-13). The certificate shall display the accreditation symbol or reference to UKAS accreditation by use of the wording in paragraph 3.2. The certification body shall not issue non-accredited product, process or service certification in scopes for which they are accredited.

- 8.3 Reference to UKAS accreditation shall be displayed on certification documents of persons in order for them to be considered covered by UKAS accreditation (in accordance with the IAF Resolution 2017-19). The certificate shall display the accreditation symbol or reference to UKAS accreditation by use of the wording in paragraph 3.2. The certification body shall not issue non-accredited persons certification in scopes for which they are accredited.

## **9. Location of disclaimers**

- 9.1 When an accredited body issues reports or certificates incorporating reference to UKAS accreditation and any required 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.

## **10. Reference to UKAS accreditation in publicity materials**

- 10.1 Accredited bodies 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.

## **11. Other restrictions on reference to UKAS accreditation**

- 11.1 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.
- 11.2 Reference to UKAS accreditation shall not be used in such a way as to imply that UKAS accepts responsibility for the accuracy of a result, or any opinions or interpretations derived thereon, or approves a calibrated instrument, test item, product, or similar.
- 11.3 An accredited body shall upon suspension of UKAS accreditation immediately cease to issue reports and/or certificates, service agreements or promotional material containing references to UKAS accreditation.
- 11.4 An accredited body shall upon withdrawal 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.

## 12. References

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

*EA-3/01 M - EA Conditions for the use of Accreditation Symbols, Logos and other claims of accreditation and reference to the EA MLA signatory status*

*ILAC R7 - Rules for the Use of the ILAC MRA Mark*

*IAF ML2 - General Principles on the Use of the IAF MLA Mark*

*ILAC P8 - ILAC Mutual Recognition Arrangement (Arrangement): Supplementary Requirements for the Use of Accreditation Symbols and for Claims of Accreditation Status by Accredited Conformity Assessment Bodies*