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INTRODUCTION

ISO/IEC 17011 – Conformity Assessment – General requirements for accreditation bodies accrediting conformity assessment bodies, the standard by which A2LA operates in order to be recognized by the International Laboratory Accreditation Cooperation (ILAC), stipulates that:

“An accreditation body, as proprietor of the accreditation symbol that is intended for use by its accredited [organizations], shall have a policy governing its protection and use.”

ILAC further addresses accreditation body symbol use in its policy document *P8 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*, upon which this document is based.

The following requirements, pertaining to the use of the “A2LA Accredited” symbol and to any other reference to A2LA accreditation, shall be met by an organization in order to become and remain accredited by A2LA.

A2LA-accredited organizations are strongly encouraged to promote their A2LA accreditation by using the “A2LA Accredited” symbol, which is provided to each newly accredited and renewed organization in their *A2LA Promotion of Accreditation Package*, which is also available on A2LA’s customized web portal for every enrolled and accredited organization.




While inclusion of the “A2LA Accredited” symbol on reports is not mandatory, only reports bearing the “A2LA Accredited” symbol (or that otherwise make reference to accredited status by a specific, recognized accreditation body) can benefit from the acceptance established through mutual recognition agreements/arrangements among accreditation bodies, and only those calibration and reference material certificates bearing the “A2LA Accredited” symbol (or that otherwise make reference to accredited status by a specific, recognized accreditation body) can be confirmed to meet the A2LA Traceability Policy. (See *P102 – A2LA Policy on Measurement Traceability* for additional clarification and requirements that must be met.)

One of the strongest points made on the use of accreditation symbols is stated at the conclusion of ILAC P8:

“The integrity of accreditation depends on accreditation bodies and their accredited [organizations] taking joint responsibility for the proper claims of accreditation status and use of accreditation symbols, and for improving the reputation and value of accreditation for the benefit of all accredited [organizations], their customers and other users of [accredited services].”

Any questions about this document and requests for review and approval of proposed marketing and advertising materials should be directed to the A2LA Director of Quality. Please visit our website at <https://www.a2la.org/genweb/stafflist2.cfm> for contact details.

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REQUIREMENTS

1.0 General Use

- 1.1 All requirements related to use of the “A2LA Accredited” symbol also apply to any other reference to A2LA accreditation.
- 1.2 The “A2LA” logo is to be used by A2LA only. Accredited organizations may use the “A2LA Accredited” symbol and/or may make a narrative reference to their A2LA accreditation, but may not use the “A2LA” logo in such references. Where the A2LA name (not to be confused with the “A2LA” logo) is used by accredited organizations in a narrative reference to accredited status, it shall always be accompanied by at least the word “accredited”.


The A2LA Logo:
(to be used by A2LA only)




The “A2LA Accredited” Symbol:
(to be used by A2LA-accredited organizations)




- 1.3 There are no restrictions on the size and color of the "A2LA Accredited" symbol, but the format and proportions must remain the same as in the version provided by A2LA.
- 1.4 Accreditation claims shall be made only:
- 1.4.1 With respect to the name by which the organization holds A2LA accreditation (as displayed on the Scope of Accreditation).
 - 1.4.2 With respect to the activities that are covered under the organization’s valid Scope(s) of Accreditation.
 - 1.4.3 With respect to the specific accredited location that is listed on the organization’s Scope(s) of Accreditation.
 - 1.4.4 When accompanied by the organization’s A2LA Certificate Number. (NOTE: This requirement is in effect for items newly developed or revised as of July 1, 2015 for all organization’s enrolled with or accredited by A2LA as of April 18, 2014. This requirement is in effect immediately for all new applicants received after April 18, 2014.) (NOTE: A2LA understands that there will inevitably be circumstances where an exception to this requirement may be appropriate. Please contact A2LA directly if you feel an exception is warranted in your case.)
- 1.5 Accreditation claims shall not be made:
- 1.5.1 Physically on any products or items that have been tested or produced. (Calibration and inspection labels are permitted if the criteria in Section 4.0 below are met.)
 - 1.5.2 In any manner that would imply personnel certification or A2LA endorsement of a product or presented results.

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- 1.5.3 In any manner that would imply A2LA responsibility for any results presented.
- 1.5.4 On materials (e.g., labels, reports/certificates, proposal/quotations, etc.) when none of the work described within these materials is part of the organization's Scope(s) of Accreditation. (Note: If both accredited and non-accredited work is presented, then accreditation claims may be included as long as the non-accredited work is clearly distinguished from the accredited work.)
- 1.6 The use of the symbol or claims of accreditation by the accredited organization shall not misrepresent the organization's accreditation status or bring the accreditation process into disrepute. (Note: A2LA serves as the final arbiter in any discussion on the appropriate use of the symbol or reference to A2LA accredited status and so accredited organizations are invited and encouraged to contact A2LA for prior review of any planned promotion or reference to A2LA accredited status.)
- 2.0 Opinions and Interpretations
- 2.1 Where statements of opinions and interpretations are included on an organization's endorsed report or certificate, such statements must be based on results from work for which the organization is accredited; otherwise the accredited organization is required to include a disclaimer such as the following in the certificate or report: *"The opinions/interpretations identified/expressed in this report are outside the scope of this organization's A2LA Accreditation."* (Note: It is preferable to express opinions and interpretations that are outside the Scope of Accreditation on a separate letter which is not part of the endorsed certificate or report and that does not carry the "A2LA Accredited" symbol or other reference to A2LA accreditation.)
- 3.0 Sub-Contracted Activities
- 3.1 An accredited organization may include results of subcontracted work on its endorsed reports or certificates (meaning, those containing the "A2LA Accredited" symbol or other reference to A2LA accredited status), only if (in addition to the relevant ISO Standard requirements related to subcontracting):
- 3.1.1 The subcontracted work appears on the accredited organization's own A2LA Scope of Accreditation. (Note: This requirement is not applicable to accredited inspection bodies, proficiency testing providers and reference material producers.)
- 3.1.2 The accredited organization assumes all responsibility for the subcontracted work.
- 3.1.3 The accredited organization obtains prior approval from their subcontractor to report excerpts from the subcontractor's original report/certificate.
- 3.1.4 The subcontractor itself is accredited by A2LA (or one of A2LA's Mutual Recognition Arrangement partners) for the work done and the results were provided on an endorsed report/certificate from the subcontractor.
- 3.2 If results from a non-accredited subcontractor are used on an accredited organization's report/certificate, the requirements of Section 1.5.4 of this document apply.
- 4.0 Labels

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- 4.1 A2LA accredited calibration laboratories may affix calibration labels containing the “A2LA Accredited” symbol to equipment that has been calibrated by the accredited calibration provider under their Scope of Accreditation.
- 4.2 Inspection labels containing the “A2LA Accredited” symbol may be affixed only to the specific items that have been inspected by an accredited inspection body under their Scope of Accreditation (*relevant to the A2LA ISO/IEC 17020 Inspection Body Accreditation Program*). The label must clearly indicate that the item has been inspected (e.g., “inspected by”, “inspected on”, etc.).
- 4.3 Calibration/inspection labels containing the “A2LA Accredited” symbol shall include at least the following information:
- 4.3.1 The name of the accredited organization.
- 4.3.2 The accredited organization’s A2LA certificate number.
- 4.3.3 The instrument/product identification.
- 4.3.4 The date of the current calibration/inspection.
- 4.3.5 Cross-reference to the accredited calibration/inspection certificate issued with respect to this calibration/inspection, if traceability to the certificate is not achievable through the above information.
- 5.0 OPTIONAL: The Combined “ILAC MRA – A2LA Accredited” Symbol
- 5.1 Accredited laboratories may use the combined “ILAC MRA – A2LA Accredited” symbol in order to demonstrate accreditation by a signatory of the ILAC arrangement. Due to the requirements imposed upon A2LA by ILAC for use of the ILAC MRA mark, additional requirements are in place for use of the combined symbol, as outlined below.
- 5.2 The combined symbol may be used only in combination with the accredited laboratory’s A2LA certificate number. For example, the symbol below is appropriate for use.
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- 5.3 The combined symbol shall be used only in the same proportions as indicated above. It may be displayed in black-and-white or in an approved blue color according to the following color breakdowns:
- PROCESS (CMYK) Color Breakdown: C100 M56 Y0 K0
 - PANTONE (PMS) Color Breakdown:: PANTONE 293C (blue)
 - WEBSITE (RGB) Color Breakdown: R0 G0 B229
- 5.4 The combined symbol shall not be used on business cards.
- 5.5 Laboratories wishing to use the combined symbol must present their proposed usage to the A2LA Director of Quality (please visit our website at <https://www.a2la.org/genweb/stafflist2.cfm> for

contact details) for review and shall not begin actual use of the combined symbol until they have received written approval from A2LA.

5.6 Laboratories wishing to use the combined symbol must also sign a formal sub-license agreement with A2LA that will be provided when the laboratory’s proposed usage is submitted to A2LA. They may not begin actual use of the combined symbol until this sub-license agreement has been signed. (NOTE: Laboratories are reminded to retain a copy of this signed agreement in their records as evidence during future A2LA assessments of their approval to use the combined symbol.)

5.7 All requirements of Sections 1-4 of this document are also applicable to use of the combined symbol.

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Document Revision History

Date	Description
July 2, 2012	➤ Changed title of document.
April 18, 2014	➤ Complete re-write of document. ➤ Clarification added to the first “note” of Section 1.4.4 and the second “note” was added.