

P 801 – Rules For Use of Certification Mark, Logo, and Accreditation Symbol

1. Purpose and scope

This procedure identifies the rules for use of certification mark and logo.

2. Procedure

80101 Certification Mark and Logo

80102 Notice of Changes

3. Documents

3.1 System documents

3.2 External documents

BCB 202 – Dec 2005 (ANAB Conditions for use of Accreditation Mark (logo)

IAS_ADM_084---IAS-Policy-on-The-Use-of-The-ILAC_IAF_IAS-Combined-Marks---20210510-5

4. Method

80101 – Certification Mark, Logo and ANAB or IAS Accreditation Symbol

LBMC issues certification marks corresponding to the relevant standard for which approval has been given, by way of a current Certificate of Accreditation. The certification mark used must correspond to the standard against which the company has been audited and achieved accreditation.

Note: Any misuse of marks may result in the withdrawal of certificate(s).

To ensure that the correct markings are used the following rules will be observed by all companies who receive certification through LBMC:

1. The marks will be displayed only in the appropriate form, size and color detailed in this section.
2. The organization's certificate number is printed under the mark.
3. When the mark is printed on an unfolded portion of A4 size stationery, it will be displayed in a size no larger than 30 mm high. On larger portions of unfolded stationery, the size may be proportionately increased.
4. Accreditation marks will normally have a minimum height (excluding the certificate number) of 20 mm. Any enlargement or reduction will retain the same proportions as

those of the masters. The accreditation mark and the certificate number will be considered as a single entity for purposes of enlargement or reduction.

5. In exceptional circumstances, which are usually dictated by reason of space limitation or cost, the marks may be reproduced at a reduced height, provided that irrespective of the height of reproduction, the mark must be legible, with no infilling.
6. Embossed, relief, or die-stamped versions may be used. The marks may be reproduced as water marks.
7. Electronic reproduction of the marks is permitted (including Internet web sites) provided that the requirements are met and
 - the organization's certificate number is printed under the mark
 - the mark is reproduced so that infilling does not occur
 - degradation and/or distortion of the mark graphic is avoided
 - computer files of the marks will be prepared from mark masters. Redrawn approximations may not be used.
8. Reversed-image versions of the accreditation marks are available, and artwork masters are available on request. The organizations' certificate number will be printed centrally underneath the accreditation mark. All other conditions for use of accreditation marks apply to these versions.
9. Accreditation marks / logo will not be used in any way that might mislead the reader about the status of a certified organization, activities outside the scope and imply that product, process or service is certified. Holders of Certificate will not make, use or permit any misleading statement and certification document.
10. Holders of certificates issued by LBMC may use the appropriate mark in the manner prescribed, on stationery and publicity material or other items relevant to their certificate. The accreditation mark will always be used in conjunction with the LBMC logo.
11. Holders of certificates should not use its certification in such a manner that would bring the certification body and / or system into disrepute and loose public trust.
12. The term 'publicity material' will 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 will also apply to primary (e.g. blister packs) packaging, promotional products and test certificates / certificate of analysis.
13. Upon suspension or withdrawal of its certification, the use of the certification mark or logo will be discontinued from all advertising matter, stationary etc. that contains a reference to certification. The use of logo on all stationary / advertising material will be amended if the scope of certification is reduced.
14. Upon reduction in scope, advertising matter will be amended.

Other Restrictions on the Use of the Marks

1. The accreditation marks will not be displayed on vehicles, except in publicity material containing an accreditation mark as part of a larger advertisement, provided the mark is used

in the publicity material in accordance with the conditions detailed elsewhere in this information sheet.

2. The accreditation marks will not be displayed on buildings and flags.
3. Accreditation marks may be displayed on internal walls and doors, and on exhibition stands.
4. Accreditation marks will not be used in such a way as to suggest that LBMC, ANAB or IAS has certified, or approved, any product or any service supplied by a licensee of a mark, or in any other misleading manner.
5. Accreditation marks will not be used in such a way as to imply that ANAB or IAS accepts responsibility for activities carried out under the scope of accreditation and/or certification.
6. All quotations for work that contain an accreditation mark will clearly indicate those activities that are not ANAB or IAS accredited.
7. Marks other than the Testing and Calibration marks may not be used on test and calibration reports and certificates, respectively.
8. Any use of an accreditation mark that might contravene the conditions laid down in this publication will be referred to ANAB or IAS.
9. Certification bodies will ensure that they audit the use of national accreditation marks by their certificate holders. Conditions for the use of the marks by such certificate holders are given in these rules.
10. Reproduction of the marks will be based on master versions supplied at the time of certification, to which certificate holders must add their certificate number.
11. Do not use its certification in such a manner that would bring the certification into disrepute and lose public trust.
12. ANAB or IAS logos will not be used on business cards.

LBMC will take action and deal with incorrect references to certification status or misleading use of certification documents, marks or audit reports. The action may include requests for correction and corrective action, suspension, withdrawal of certification, publication of the transgression and if necessary legal action.

80102 – Notice of Changes

A certified client is required, without delay, to notify LBMC of matters that may affect the capability of the management system to continue to fulfil the requirements of their management system standard. These include, for example, changes relating to:

- a) The legal, commercial, organizational status or ownership.
- b) Organization and management (e.g. key managerial, decision-making or technical staff).
- c) Contact address and sites.
- d) Scope of operations under the certified management system.
- e) Major changes to the management system and processes.

LBMC will take action as appropriate.