

UNITED ACCREDITATION FOUNDATION



Document Name	GENERAL RULES AND CONDITIONS FOR USE OF MARK
Document Number	UAF-GEN-CAB-02
Applicable For	All Conformity Assessment Bodies
Revision Number	RV07
Revision Date	MAY-31-2024
Effective Date	MAY-31-2024



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1. DEFINITIONS:

- 1.1 UAF Logo:** The Logo used by United Accreditation Foundation (UAF) to identify Itself.
- 1.2 UAF accreditation Symbol:** The Symbol issued by UAF is used by accredited conformity assessment bodies to indicate they are accredited. It combines the UAF logo and accreditation number assigned to CAB.
- 1.3 Scope of Accreditation:** specific conformity assessment activities for which *Accreditation* is sought or has been granted

2. REQUIREMENTS FOR USE OF ACCREDITATION SYMBOL:

- 2.1** To apply the UAF accreditation symbol and the words "UAF-Accredited" on all documents related to the accredited certification. The use of the UAF symbol is mandatory for all CABs accredited by UAF.
- 2.2** To authorize each organization under its accredited certification system in its written Agreement UAF-F-043 with that organization only so long as the organization continues to operate in conformance with its certified management system to apply the UAF accreditation symbol with CAB's Symbol only on those organization documents that relate to the certified management system, and not on a product or in any way which could imply product, process, or service certification and to use the UAF Symbol in combination with any conformity assessment body mark.
- 2.3** To reproduce the Symbol electronically, provided that the requirements of this document are met.
- 2.4** The UAF accreditation symbol shall be on advertising materials per the Accreditation Agreement UAF-F-043.
- 2.5** To confirm that the conformity assessment body only uses the accreditation symbol and claims of accreditation status for the specific activities covered by the Scope of Accreditation mentioned in the Accreditation Schedule UAF-F-041.
- 2.6** To conform to the requirements of the UAF for claiming accreditation status when referring to its Accreditation in communication media.
- 2.7** The CAB shall not make any misleading or unauthorized statement using the UAF Accreditation symbol regarding its Accreditation and not use its Accreditation in such a manner as to bring UAF into disrepute.



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- 2.8** Upon Withdrawal of its Accreditation, CAB conforms to discontinue its use of the accreditation symbol.
- 2.9** The CAB shall not use the Accreditation symbol to imply that UAF approves a product, process, service, management system, or person.
- 2.10** CAB is responsible for protecting UAF Accreditation Symbol.
- 2.11** In the case of The Testing and Calibration Labs, The UAF symbol can be used on the reports/certificates that solely involve the accredited methods as displayed in the accreditation schedule UAF-F-041 and falls within the scope of Accreditation.
- 2.12** In case a CAB uses the UAF Accreditation symbol within a report in which nonaccredited methods are also involved. CABs identify the methods which were within the Scope of Accreditation.
- 2.13** The UAF Accreditation Symbol shall not be misused to express or conclude that UAF accepts responsibility for test accuracy, calibration, inspection results, or certification decisions.
- 2.14** UAF Accreditation Symbol does not signify any certification/approval of the products tested, inspected, or certified by UAF.
- 2.15** The Symbol should be displayed in figure (1) below with the same format and color. The Size may be adjusted considering that the dimension between the height and width of the Symbol will not change, and the Symbol remains legible.
- 2.16** UAF symbol should have a minimum height of 10 mm and minimum width of 15mm.
- 2.17** The Accreditation number should be stamped in the centre-right below the UAF logo.
- 2.18** The Symbol has three following main Fields:
- The first field consists of two alphabets CB, which stands for CAB.
 - The second field consists of two alphabets, which identify the type of CAB, whether it is a Management System Certification body, Inspection body, Personnel Certification body etc.
 - The third field consists of:
 - i) For the CABs having a two-digit CAB number, the third field consists of four numbers, out of which the first two digits are the CAB number, and the last two digits are the last two digits of the Accreditation number. For example, if the Accreditation number of



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a Management Systems CAB is 51703110103 and the CAB number is 11, the third field will be 1103.



CB-MS-1103

Figure (1)

- ii) For the CABs having a three-digit CAB number, the third field consists of six numbers, out of which the first three digits are the CAB number, and the last three digits are the last three digits of the Accreditation number. For example, if the Accreditation number of a Management Systems CAB is 51703110103 and the CAB number is 110, the third field will be 110103.



CB-MS-110103

- iii) For laboratories, the provisions of points I and ii apply, with the difference that instead of MS, the wording TEST is used.



CB-Test-110103

IAF MLA Mark	UAF Symbol
ILAC MRA Mark	UAF Symbol
Mark/Logo of the Accredited CAB	UAF Symbol

2.19 The use of the ILAC symbol by LABs is not permitted. ILAC Symbol by LABs shall comply with ILAC-P8:12/2012 and ILAC R7 after UAF becomes a signatory to ILAC.



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- 2.20** Suppose test reports contain test results that have not been accredited. In that case, these shall be accompanied by the statement "test not included in the scope of accreditation XXX," stated next to the test, or with a general reference in the test report, which shall be highlighted by an asterisk * next to the name of the test. This statement shall be printed with the same characters and Size as the name of the test.
- 2.21** Holders of certificates announced by UAF accredited certification bodies have to use the UAF Symbol along with the mark of the certification body, as mentioned in Figure No. (1).
- 2.22** The implementation of a certification body mark (separately or in conjunction with the UAF symbol) on a product, process or service (or any part of it) or product packaging depicted by the client or in different circumstances is made clear about the signifying product conformity only when the management system is certified.
- 2.23** The certification body doesn't consent to mark either separately or with the UAF symbol enforced during the laboratory test, calibration, or inspection reports.
- 2.24** UAF symbol does not apply to the subject certified body when they acquire many accreditations from several accreditation bodies. The subject certification body cannot use other accreditation bodies' Symbol or UAF symbol on the conformity assessment certificate. The certification body may issue an individual certificate inclusive of the accreditation symbol of other accreditation bodies.
- 2.25** While audit, the certification bodies will secure the application of their combined marks (i.e., the mark of the certification body in conjunction with the UAF Symbol) by their certificate holders. Circumstances for applying the marks by the relevant certificate holders are briefed below.
- 2.26** The use of the IAF symbol by CABs is permitted as per the signed "Agreement for use of the IAF MLA Mark between a licensed IAF MLA Accreditation Body member and a Accredited CAB" between UAF and the CAB for the use of IAF MLA Mark, namely for the sub scopes **QMS ISO 9001, EMS ISO 14001, OHSMS ISO 45001, ISMS ISO 27001, MDQMS ISO 13485, FSMS ISO 22000.**
- 2.27** The accredited CAB shall only use the IAF MLA / ILAC MRA Mark together with UAF symbol in the manner set out in IAF ML 2 General Principles on Use of the IAF MLA Mark and ILAC MRA Mark document (ILAC R7) respectively. and in accordance with the main scopes and sub scopes of the IAF MLA of which UAF is a Signatory.
- 2.28** The IAF MLA / ILAC MRA Mark shall be reproduced using an authorized copy obtained from UAF and shall be printed as per clause 4.b) as stated in the "Agreement for use of the IAF MLA/ILAC MRA Mark between a licensed IAF MLA /ILAC MRA Accreditation Body member and a Accredited CAB".



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- 2.29** The Combined IAF MLA / ILAC MRA Mark shall be used subject to specific agreement signed by UAF accredited CABs with UAF.
- 2.30** Whenever a CAB is self-assured of several sites, at least one has not pursued Accreditation, only the accredited sites can refer to Accreditation or use the Symbol. A clause can designate the accredited/nonaccredited sites when a familiar document is delivered.
- 2.31** Whenever a subsidiary/Branch/Representative is associated with a group that has been accredited, no confusion will be part of the group holding accreditation; hence, the Accreditation for those Subsidiaries /branches/Representatives is not validated.
- 2.32** The accredited CAB will suspend the operation of the accreditation symbols as per the Accreditation Agreement UAF-F-043.
- 2.33** A laboratory shall submit reports or certificates incorporating the Symbol and opinions, interpretations or evidence for investigational activities. When explanations are beyond the scope of Accreditation, these will be given in a different section of the test report that shall have in the title a disclaimer such as:
- "The opinions/interpretations expressed in this report/certificate are beyond this CAB's accreditation."
- 2.34** The same conditions and rules regarding the use of the accreditation symbol shall apply for the reference of the accreditation status other than the use of the accreditation symbol. The reference to the Accreditation by an accredited body should be made according to the following model: "Body accredited by UAF with Cert. No XXX in A ", where A is MS or Testing.
- 2.35** UAF shall take following appropriate actions to address incorrect or unauthorized claims of accreditation status, misleading or illegal use of the UAF symbol, use of the UAF symbol without the conformity assessment body mark, and misuse of UAF accreditation symbols and the UAF logo:
- Issuing Non-Conformities and advice for Corrective actions.
 - Suspension or Withdrawal of accreditations
 - publication of the transgression
 - legal action
- 2.36** Conformity Assessment Scheme Owners may also specify their own mark/logo to be used by the accredited CABs. UAF Accredited CABs may use the mark/ logo of the respective Scheme owner, if permitted by the Scheme owner, on their certificate along with the UAF symbol.



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2.37 Where the Scheme Owner Mark/logo is used, it shall only be used by the CABs on its certification documents in the defined format and colour as provided by the Scheme Owner. The Scheme Owner mark/ logo may be re-sized to fit the certification document. The Scheme Owner mark/ logo shall be represented in a way which should not appear more prominent than UAF symbol or any other mark/ logo on the CB's certification document

2.38 All quotations and contracts by the accredited CAB having the UAF Accreditation Symbol or the IAF MLA / ILAC MRA Mark shall clearly indicate the portion of activities that are not accredited by UAF.

NOTE: Requirements of ILAC MRA are applicable once UAF achieves the ILAC MRA.

3. REFERENCES

ISO/IEC 17011 Conformity assessment – General requirements for accreditation bodies accrediting conformity assessment bodies.