



POLICY ON USE OF ANAB ACCREDITATION SYMBOLS AND CLAIMS OF ACCREDITATION STATUS

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1. INTRODUCTION

1.1. This document addresses conditions for use of the ANSI-ASQ National Accreditation Board (ANAB) name, ANAB accreditation symbols, and claims of accreditation status for all ANAB-accredited entities^{1,2} as well as ANAB-accredited certified organizations.

1.2. ANAB maintains a **logo** and **accreditation symbols**.

1.2.1. The ANAB **logo** is for use solely by ANAB to identify itself. The ANAB logo shall not be used by any other entity.



For use only by ANAB.
Not for use by accredited entities.

1.2.2. ANAB issues specific accreditation symbols to accredited entities to indicate their accredited status. The accreditation symbol indicates the specific program(s) to which the entity is accredited.



1.3. If an entity maintains its ANAB-accredited status, it shall have the right to use the accreditation certificate, including the scope of accreditation, and ANAB's accreditation symbol and name (in accordance with this policy) in its advertising, marketing materials, certificates, reports, etc.

1.4. ANAB's name and accreditation symbol shall be used within the specific accreditation program and in relation to services for which accreditation was granted by ANAB (i.e., the scope of accreditation).

1.4.1. When applicable, ANAB-accredited certified organizations (i.e., certified by ANAB-accredited management systems certification bodies) also may use the ANAB name and accreditation symbol in accordance with the conditions outlined in Annex 2 and provided to

¹Accredited entities using the ASCLD/LAB symbol are subject to the Policy on Use of ASCLD/LAB Business Name Acronyms Corporate Logo and Accreditation Symbols, and must transition to the use of the ANAB symbol by June 1, 2019.

²For accredited entities to which AR 2201, Control and Use of the Accreditation Symbol, applies, AR 2201 will be replaced by PR 1018, effective January 1, 2019.

them by the ANAB-accredited management systems certification body as outlined in section 6.

1.5. Instances in which the use of the ANAB accreditation symbol is required are outlined in program-specific accreditation requirements. All ANAB-accredited entities are encouraged to display their accreditation status using the ANAB accreditation symbol provided to them by ANAB. Accredited entities using the accreditation symbol benefit from the acceptance established through mutual recognition agreements (MLAs and MRAs) among accreditation bodies.

2. GENERAL REQUIREMENTS

2.1. ANAB-accredited entities shall not use ANAB accreditation in any way that brings ANAB into disrepute and shall not make any statement regarding their accreditation that ANAB may consider inaccurate, misleading, or unauthorized.

2.2. ANAB-accredited entities shall use only approved accreditation symbols provided by ANAB or descriptions of accreditation that include at a minimum the following:

- a. Applicable accreditation program (e.g., testing, calibration, management systems)
- b. Accreditation standard to which the entity is accredited
- c. Statement that the accreditation is issued by ANAB

2.3. ANAB accreditation symbols and references to ANAB accreditation shall be used only under the name or the registered trade name of the legal entity currently accredited by ANAB.

2.3.1. An ANAB-accredited entity is not allowed to transfer use of the ANAB name or accreditation symbol to or allow use by another entity regardless of the relationship between the two entities, including but not limited to parent company that is a separate legal entity, outsourced company, or subcontractor.

2.3.2. Applicants for accreditation shall not verbally or in writing use the ANAB accreditation symbol, business name, or business acronym to claim accreditation or imply accredited status in connection with the application for accreditation until the applicant has been granted accreditation from ANAB.

2.3.3. Upon withdrawal of ANAB accreditation, the entity shall immediately discontinue use of ANAB's accreditation symbol, ANAB's name, and claims of accreditation in any medium, including letterhead, electronic media, etc., and return or destroy any accreditation documents as required by ANAB.

2.4. When an ANAB-accredited entity refers to accreditation in any medium – including but not limited to advertising, marketing materials, quotes, proposals, certificates, reports, stationary, and literature in hard copy or electronic format – by use of an accreditation symbol, business name, or business acronym, the entity shall ensure:

- a. The accreditation symbol or statement used is specific to the applicable ANAB accreditation program;

- b. Use only in relation to activities within the scope of accreditation and not associated with other activities in which the entity or its parent or other related entity may be involved;
- c. No misleading or unauthorized representation of accreditation status;
- d. No implication that ANAB accepts responsibility for or approves of results or any opinion or interpretation derived from those results;
- e. No implication that a product, item, process, service (or any part of it), management system, or person is approved or certified by ANAB; and
- f. The accreditation symbol is not affixed on its own to any product.

3. GENERAL INFORMATION

3.1. To ensure high-quality reproduction, the accreditation symbol shall be based on the original artwork provided to the accredited entity by ANAB. Copying the symbol from other documents or sources is prohibited.

3.2. The ANAB accreditation symbol shall be reproduced on a background that will not impede readability:

- a. In black or in blue (PMS 286 or equivalent) and red (PMS 485 or equivalent) on a white or light-colored background;
- b. In a size that makes all features of the symbol clearly distinguishable; and
- c. Without distortion of its dimensions.

4. ENFORCEMENT OF REQUIREMENTS REGARDING ANAB SYMBOL USE AND CLAIMS OF ACCREDITATION

4.1. If ANAB determines an entity is not conforming with obligations under ANAB's requirements for use of the ANAB symbol and claims of accreditation, ANAB shall require the entity to cease the nonconforming activity and ANAB may:

- a. Inform the entity of proper use and provide a deadline by which the entity shall conform.
- b. Suspend accreditation activities until the entity conforms with its obligations.
- c. Require the entity to temporarily or permanently cease using the accreditation symbol and certificate and scope of accreditation, and return or destroy the certificate and scope to ANAB.
- d. Refuse to issue a certificate and scope of accreditation.
- e. Require corrective action.
- f. Publish notice of the entity's transgression.
- g. Take legal action.

4.2. If an entity whose accreditation has been withdrawn continues to use the accreditation symbol or reference to ANAB, ANAB will publish a notice on its website indicating that the entity is making a false claim of accreditation, and ANAB may take legal action.

5. ADDITIONAL REQUIREMENTS FOR ENTITIES ACCREDITED UNDER PROGRAMS BASED ON ISO/IEC 17020, ISO/IEC 17025, ISO 17034 (OR ISO GUIDE 34), ISO/IEC 17043, AND/OR ISO 15189

5.1. When an ANAB-accredited entity makes use of the symbol or a reference to accreditation, the entity shall ensure:

- a. No use on reports, certificates, or any enclosures when none of the work included in a report or certificate is within the scope of accreditation;³ and
- b. Unaccredited work is clearly identified as such by a disclaimer.

5.2. When the ANAB accreditation symbol, business name, business acronym, or reference to accreditation is used for reports or certificates that contain opinions or interpretations, the accredited entity shall ensure:

- a. Opinions or interpretations included are based on results for which accreditation is held; and
- b. Opinions or interpretations outside the scope of accreditation but based on those results for which accreditation is held shall be clearly identified as such by a disclaimer.

5.2.1. The requirements of 5.2 apply to subcontractor results included in a report or certificate and any enclosures provided with the report or certificate.

5.3. The ANAB accreditation symbol or reference to ANAB accreditation shall not be placed on products or items produced, tested, calibrated, or inspected except on calibration, inspection, and reference material labels and proficiency testing provider documents as allowed by the specific requirements for those accreditation programs.

5.4. ANAB-accredited entities may include results from subcontracted activities in their accredited certificates or reports bearing the accreditation symbol under the following conditions:

- a. The ANAB-accredited entity shall inform its customer in writing of its intention to subcontract and gain approval prior to performing work.
- b. The ANAB-accredited entity shall take full responsibility for the work performed by the subcontractor.
- c. The ANAB-accredited organization also shall be accredited for the subcontracted work.

5.5. An entity that is no longer accredited or whose scope of accreditation has been reduced or suspended shall immediately cease use of the ANAB accreditation symbol (including ILAC MRA mark, if applicable) and references to accreditation for the affected services.

³When an entity is accredited by ANAB to multiple standards, the ANAB accreditation symbol or reference to ANAB accreditation used on a report or certificate shall reflect only the standard under which that report or certificate is produced. For example, if a reference material producer uses its accredited test laboratory for supporting data for the RM or CRM, it can use only the RMP symbol and not the testing lab's accreditation symbol on the endorsed RM or CRM certificate or report.

6. ADDITIONAL REQUIREMENTS FOR ENTITIES ACCREDITED UNDER PROGRAMS BASED ON ISO/IEC 17021-1 – MANAGEMENT SYSTEMS CERTIFICATION BODIES AND THEIR CERTIFIED ORGANIZATIONS

6.1. An ANAB-accredited management systems certification body shall use the ANAB accreditation symbol only in conjunction with its own symbol associated with its accredited certification activities, subject to the conditions in this document.

6.1.1. When using the ANAB accreditation symbol, its size must not exceed the size of the certification body's symbol.

6.2. The ANAB accreditation symbol shall not be used on any document unless the document relates in whole or in part to certification activities of the management systems certification body that are accredited by ANAB. This does not preclude an ANAB-accredited certification body from including the accreditation symbol on its letterhead or business cards.

6.3. Each ANAB-accredited management systems certification body is responsible for providing the ANAB accreditation symbol and conditions for its use (including Annex 2 of this policy) to its ANAB-accredited certified organizations.

6.3.1. Certification bodies can incorporate Annex 2 within their own documentation or provide it as a separate document to their ANAB-accredited certified organizations. For ease of understanding, Annex 2 may be provided without the full text of this document.

Policy on Use of ANAB Accreditation Symbols and Claims of Accreditation Status



ANNEX 1. USE OF THE ILAC MRA MARK AND IAF MLA MARK

A1.1. ANAB is a signatory of the International Laboratory Accreditation Cooperation (ILAC) Mutual Recognition Arrangement (MRA) and the International Accreditation Forum (IAF) Multilateral Recognition Arrangement (MLA).

A1.2. ANAB is licensed by ILAC and IAF to use their respective marks and to authorize its accredited entities to use the respective marks in combination with the ANAB accreditation symbol (combined mark) in accordance with the ILAC or IAF license agreement, ILAC or IAF principles for use of the mark, and this document.

A1.3. A combined mark is available only for accreditation programs for which ANAB is recognized under the ILAC MRA and IAF MLA. Information on the scopes for which ANAB is recognized are available at www.ilac.org and www.iaf.nu.

A1.4. Permission for the use of the combined mark shall be obtained from ANAB prior to use. When permission is granted, the combined mark shall be used only in the format provided, only in conjunction with an ANAB accreditation program for which ANAB is a signatory of the ILAC MRA or IAF MLA, and in accordance with any conditions for use set forth by ANAB.

A1.5. A request for permission to use the ILAC or IAF combined mark can be made using the form at <https://www.anab.org/combined-mark-request>.

A1.6. ANAB oversees use of the combined mark and may immediately withdraw the right to use the combined mark if the accredited entity does not adhere to the conditions for use. ANAB assumes no responsibility for any consequences of withdrawal.

Policy on Use of ANAB Accreditation Symbols and Claims of Accreditation Status



ANNEX 2. CONDITIONS FOR USE OF THE ANAB NAME AND ACCREDITATION SYMBOL BY ORGANIZATIONS HOLDING AN ANAB-ACCREDITED MANAGEMENT SYSTEMS CERTIFICATION

A2.1. Organizations certified by an ANAB-accredited management systems certification body shall use the ANAB accreditation symbol only in conjunction with the accredited certification body's symbol on the organization's stationery and literature and in its advertising, subject to the conditions in this annex and the certification body's conditions for use of its symbol.

A2.2. An organization certified by ANAB-accredited management systems certification bodies shall use only approved accreditation symbols provided by its ANAB-accredited certification body.

A2.3. The ANAB accreditation symbol shall be reproduced on a background that will not impede readability:

- a. In black or in blue (PMS 286 or equivalent) and red (PMS 485 or equivalent) on a white or light-colored background;
- b. In a size that makes all features of the symbol clearly distinguishable; and
- c. Without distortion of its dimensions.

A2.4. The certified organization may not place the ANAB accreditation symbol in isolation from the certification body's symbol, and the size of the ANAB symbol must not exceed the size of the certification body's symbol.

A2.5. ANAB's accreditation symbol shall not be used on a product or in such a way as to suggest that the certification body and/or ANAB have certified or approved any product, process, or service of a certified organization, or in any other misleading manner.

A2.5.1. If packaging, etc., used for transportation includes the approved accreditation and certification symbols, a clear statement must be included to the effect that the product contained therein was manufactured in a facility with [specify] management systems certified as being in conformity with [specific standard].

A2.6. Upon withdrawal of the ANAB-accredited certification or the certification body's ANAB accreditation, the organization shall immediately discontinue use of ANAB's accreditation symbol, ANAB's name, and claims of accredited certification in any medium, including letterhead, electronic media, etc., and return or destroy any ANAB-accredited certification documents as required by the certification body or ANAB.

A2.6.1. If an organization continues to use the ANAB accreditation symbol or reference to ANAB, ANAB will publish a notice on its website indicating that the organization is making a false claim of ANAB-accredited certification, and ANAB may take legal action.