

R 04-14

CONDITIONS FOR USE OF ACCREDITATION SYMBOLS,  
REFERENCE TO ACCREDITATION  
AND COMBINED MARKS

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## 1. Purpose and Scope

This document sets out the conditions for SANAS accredited conformity assessment bodies (CABs) to use:

- The South African National Accreditation System (SANAS) accreditation symbols; or reference to SANAS accreditation; or
- The SANAS accreditation symbol together with either the International Accreditation Forum (IAF) or the International Laboratory Accreditation Cooperation (ILAC) Mark, as applicable, referred to as the “Combined Mark”.

The conditions contained in this document shall be met by all SANAS accredited CABs using the SANAS accreditation symbol or Combined Mark.

This document shall be used in conjunction with the requirements for the use of the accreditation symbol and/or reference to accreditation as specified in the Terms and Conditions of Accreditation / Terms and Conditions of GLP and GCP Compliance.

## 2. Definitions and References

SANAS PM01	SANAS Policy Manual
SANAS A 01	References, Acronyms and Definitions
SANAS F 111	Sub-license Agreement for Use of the IAF MLA Mark.
SANAS F 112	Agreement for the Use of the Accredited CAB Combined ILAC MRA Mark.
SANAS F 147	Terms and Conditions of Accreditation
SANAS F 199	Terms and Conditions of GLP and GCP Compliance
SANAS R 03	Nominated Representative and Signatories: Responsibilities, Qualifications and Approval
SANAS R 51	Suspensions, Reductions, Withdrawals and Re-instatement of Accredited or GLP/GCP Compliant Organisations
ILAC P8	ILAC Mutual Recognition Arrangement (Arrangement): Supplementary Requirements and Guidelines for the Use of Accreditation Symbols and for Claims of Accreditation Status by Accredited Conformity Assessment Bodies.
ILAC R4	Use of the ILAC Logo and Tagline
ILAC R7	Rules for the Use of the ILAC MRA Mark
IAF-ML2	General Principles on the Use of the IAF MLA Mark
IAF PL9	General Principles for the use of the IAF CERTSEARCH Mark

Endorsed reports / certificates: Means certificates and reports bearing the SANAS accreditation symbol and/or using the appropriate words referencing the CAB's accreditation, in accordance with this document.

## 3. General

Accreditation provides formal recognition that a CAB is capable of meeting certain standards. These are standards of competence, impartiality and consistency of operations.

Once accredited, a CAB is encouraged to use the SANAS accreditation symbol and/or appropriate words referencing its accreditation status on its reports, certificates, advertising / publicity material and stationery, in accordance with the rules as prescribed in this document.

Only certificates or reports bearing the accreditation symbol or a text reference to the accreditation of the CAB (i.e. endorsed reports / certificates) can benefit fully from recognition that the IAF Multilateral Recognition Arrangement (MLA), the ILAC Mutual Recognition Arrangement (MRA) and/or the AFRAC MRA brings, and thus enjoy wide acceptance nationally and internationally. Endorsed reports should enhance the reputation and value of accreditation for all stakeholders. Use of the Combined Mark on endorsed CAB reports reinforces such acceptance. Any certificate or

report not displaying the relevant SANAS accreditation symbol or referring to accreditation shall not be considered as endorsed by SANAS.

An accredited CAB may also wish to use accreditation symbols and the Combined ILAC MRA or IAF MLA Mark to claim its accreditation status for promotional purposes, on pre-printed letterheads or on quotations for conformity assessment activities covered under the scope of accreditation, advertisements, websites and other documents. (Refer to Sections 10 and 11).

#### 4. General Format and Display of Accreditation Symbols or Reference to SANAS Accreditation

- 4.1 The SANAS **CORPORATE LOGO**, as displayed below, is for the exclusive use of SANAS and shall **NOT** be used by any other CAB or organisation.



- 4.2 The SANAS accreditation symbols, an example of which is appended to this document in Appendix 2 are designed for each type of conformity assessment activity, e.g., testing, calibration, medical testing, inspection, reference material production, proficiency testing, management system certification, product certification, certification of persons, etc.
- 4.3 Only accredited CABs are permitted to use the accreditation symbol or make reference to its accreditation status.
- 4.4 The accreditation symbol shall be used by an accredited CAB only under the name or the registered trade name of the legal entity in which it holds accreditation.
- 4.5 The accreditation symbol or reference to accreditation shall not be used by applicants for accreditation, nor by a CAB's external service providers or clients that are not accredited by SANAS.
- 4.6 Only Technical signatories who have been confirmed as competent by SANAS are authorised to sign reports or certificates bearing the SANAS accreditation symbol or making reference to SANAS accreditation. (Refer to SANAS R 03 "Nominated Representative and Signatories: Responsibilities, Qualifications and Approval")
- 4.7 The accreditation symbol shall be displayed only in the appropriate format, proportion, colour and wording as detailed in Appendix 1 of this document.
- 4.8 An accredited CAB shall only display the SANAS accreditation number(s) or reference to SANAS accreditation with the relevant SANAS accreditation symbol on reports/certificates containing results covered by the scope of accreditation, in addition to all other requirements detailed in this document.
- 4.9 Where it is not practicable to display the relevant accreditation symbol, the CAB is entitled to, without variation, use the relevant phrase with the accreditation number as per the following examples:

"a SANAS Accredited B-BBEE Rating Agency, No. BVA..." etc.

"a SANAS Accredited Blood Transfusion Service, No. BTS..."

"a SANAS Accredited Calibration Laboratory, No. CAL..."

"a SANAS Accredited Forensic Laboratory, No. F..."

"a SANAS Accredited Inspection Body, No. EEMV... / ELEC... / EPC... / IGS... / INSP... / LIFT... / LVUP... / MHI... / NDT... / OH... / SS... / XRAY...", etc.

"a SANAS Accredited Management System Certification Body (QMS), No. C..."

"a SANAS Accredited Medical Testing Laboratory, No. M..."

"a SANAS Accredited Personnel Certification Body, No. C..."

"a SANAS Accredited Pharmaceutical Laboratory, No. P..."

"a SANAS Accredited Product Certification Body, No. C..."

"a SANAS Accredited Proficiency Testing Provider, No. PTS..."  
 "a SANAS Accredited Reference Material Producer, No. RMP..."  
 "a SANAS Accredited Repair Body, No. LTR..."  
 "a SANAS Accredited Testing Laboratory, No. T..."  
 "a SANAS Accredited Verification Laboratory, No. LTF..."  
 "a SANAS Accredited Veterinary Laboratory, No. V..."  
 "a SANAS GLP Compliant Facility, No. GLP..."  
 "a SANAS GCP Compliant Facility, No. GCP..."

- 4.10 The SANAS accreditation symbol can only be used in combination with the accredited CAB's logo, mark and/or name, and without being more prominent than that of the CAB.
- 4.11 Use of logos, marks or names of other organisations on the same document shall not be used in combination with the SANAS accreditation symbol or in any other way which might imply that SANAS has accredited those organisations.
- 4.12 A CAB accredited in more than one type of conformity assessment activity (e.g. Testing and Inspection) may display the different symbols together or may display only the appropriate accreditation symbol to the audience targeted, accompanied by one or more of the appropriate accreditation numbers placed beneath or along-side each other. Refer to the examples below.



- 4.13 A SANAS accredited CAB that holds accreditation in more than one conformity assessment activity shall ensure that it does not imply accreditation for any activity which is not accredited.
- 4.14 A CAB accredited by SANAS that holds accreditation for on-site work shall use its accreditation number with the SANAS accreditation symbol or reference to SANAS accreditation in the same way as for work carried out in the permanent accredited CAB.
- 4.15 An accredited CAB shall, upon suspension, withdrawal or expiry of accreditation, immediately discontinue the use of the SANAS accreditation symbol and cease to make any reference to accreditation status in reports, certificates, labels, promotional material, letterheads, websites, or any other item. (Refer to SANAS R51 Suspensions, Reductions, Withdrawals and Re-instatement of Accredited or GLP/GCP Compliant Organisations”).
- 4.16 The same (as in clause 4.15) shall apply to partial suspension, or reduction of accreditation, where only part of the scope is suspended or withdrawn, in which case the CAB shall immediately discontinue the use of the SANAS accreditation symbol and cease to make any reference to accreditation status (for the scope affected by the suspension or withdrawal) in reports, certificates, labels, promotional material, letterheads, websites, or any other item.

## 5 Use of the Accreditation Symbol or Reference to Accreditation in Advertising and Publicity.

- 5.1 An accredited CAB and its parent organisation are entitled to use the relevant SANAS accreditation symbol or incorporate statements concerning the CAB's accreditation in its publicity and/or advertising material, subject to the CAB ensuring that the accreditation symbol or statement is not used in a way that is misleading as to which conformity assessment activities are covered by the CAB's scope of accreditation, do not misrepresent the CAB's accreditation status, nor is used in a way that brings SANAS into disrepute. The use of the accreditation symbols or material implying accreditation should enhance the reputation and value of accreditation for all stakeholders. (Refer to Appendix 2 for a list of the accreditation symbols).

**Note 1:** Where reference is made to having National Accreditation, and this can be seen to be SANAS accreditation, the CAB must ensure that it does not imply accreditation for areas not accredited.

- 5.2 Permissible examples of publicity and/or advertising materials include:

- i) Letterheads and other corporate stationary, on condition that such items are not used for work proposals or quotes if none of the activity is within the scope of accreditation, nor for reporting of conformity assessment results if none of them are within the scope of the accreditation, nor for certifying a product or item;
- ii) Marketing and promotional materials (brochures and organisation publications, banners, posters, newsletters, presentations, press releases, advertisements, websites, template signature on emails, motor vehicles, uniforms);
- iii) Quotations and proposals for conformity assessment activity;
- iv) Business reports; and
- v) Generic request forms.

- 5.3 The accreditation claim shall be related to or associated with only the conformity assessment activities that are covered by the scope of accreditation, and not with any other activities in which the CAB or its related organisation may be involved. In proposals or quotations, the CAB shall distinguish conformity assessment activities that are covered by the scope of accreditation from those which are not.

- 5.4 The SANAS accreditation symbol or accreditation claim shall not be:

- i) affixed to a product or item (or part of it) or used to imply that an item or product has been certified (for calibration/ inspection/ reference material labels: Refer to clauses 7.1, 7.4 and 7.5); or
- ii) used to imply or create the impression that SANAS approves or certifies their product, process, service, management system or person; or
- iii) used in any manner which gives the impression that SANAS accepts responsibility for conformity assessment results, or for any opinion or interpretation derived from those results, or that SANAS approves a calibrated, inspected, certified or tested item or product, or reference material.

- 5.5 A laboratory accredited to ISO/IEC 17025 may mention that it operates a quality management system on its reports and certificates using the following statement:

*"This laboratory is accredited in accordance with the recognised International Standard ISO/IEC 17025. This accreditation demonstrates technical competence for a defined scope and the operation of a laboratory quality management system (Refer to joint ISO-ILAC-IAF Communiqué dated April 2017)"*

An accredited laboratory choosing to use the above statement on its reports or certificates should also either supply, or provide access to (via a website), the Joint ISO-ILAC-IAF Communiqué as part of the package for its customers.

A medical testing laboratory accredited to ISO 15189 may use an equivalent statement quoting ISO 15189 as the accreditation standard and referring to the joint ISO-ILAC-IAF Communiqué dated January 2015.

An inspection body accredited to ISO/IEC 17020 may use an equivalent statement quoting ISO/IEC 17020 as the accreditation standard and referring to the joint ISO-ILAC-IAF Communiqué dated September 2013.

- 5.6 The SANAS accreditation symbol or reference to accreditation may be included on quotations and/or proposals that include work performed by an accredited CAB under a subcontract or non-accredited work, subject to:
- i) the majority of the work quoted / proposed for falls under the scope of accreditation;
  - ii) subcontracted or non-accredited work shall be clearly marked as being “subcontracted” or “not accredited”, as applicable.
- 5.7 In the case of Medical Laboratories where accreditation has been granted for the Head Office and multiple branches under different accreditation numbers, the following shall apply if the CAB wishes to use the accreditation symbol on generic documentation:
- The publicity and advertising materials described in 5.2, including generic request forms with the full array of tests offered by the CAB where it is not practical to indicate the accredited tests for each laboratory, shall include the SANAS accreditation symbol, without an accreditation number, but including the following statement: “Refer to [www.sanas.co.za](http://www.sanas.co.za) for the database of accredited medical laboratories and their scopes of accreditation.”
- 5.8 The use of the SANAS accreditation symbol or reference to SANAS accreditation on items other than material as mentioned in 5.2 is not discouraged but shall be subject to approval by SANAS. Approval may be sought by emailing an example of the intended use of the accreditation symbol to the Quality Manager or relevant Accreditation Manager.
- 5.9 An accredited CAB is not permitted to use the accreditation symbol on business cards, in order to avoid any possible confusion with accredited certification of persons.

## 6 Reporting Results Not Covered by the Scope of Accreditation and Disclaimers

- 6.1 A SANAS accreditation symbol, or any reference to SANAS accreditation, shall not be incorporated into a report / certificate / enclosed letters (including the paper on which they are printed) if none of the results are for conformity assessment activities within the scope of accreditation.
- 6.2 An accredited CAB may display the SANAS accreditation symbol or reference to accreditation on certificates / reports which contain, or are based upon, some results of conformity assessment activities not performed under the CAB's scope of accreditation, which includes sub-contracted work, opinions, interpretations, material relating to investigational activities, provided that:
- i) the relevant disclaimer or disclaimers described in section 6.4 are incorporated into the report; and
  - ii) More than or equal to half ( $\geq 50\%$ ) of the results reported are those covered by the scope of accreditation.

Note: An accredited CAB shall not display the SANAS accreditation symbol or reference to accreditation on certificates / reports where the majority of results reported are not those covered by the CAB's scope of accreditation.

- 6.3 Where an accredited CAB (except for calibration laboratories) wishes to issue a report or certificate incorporating a SANAS accreditation symbol or reference to SANAS accreditation incorporating results from sub-contracted work, the following shall apply:
- 6.3.1 The certificate / report shall incorporate statements clearly indicating which results have been obtained from sub-contracting;

- 6.3.2 The accredited CAB shall take full responsibility for any subcontracted work;
- 6.3.3 Unless it is an accredited branch of the same organisation, the accredited CAB shall inform the customer of the proposed subcontracting and shall obtain the customer's approval.
- 6.3.4 The accredited CAB shall obtain approval from the subcontractor to report excerpts from the subcontractor's report / certificate into the CAB's report / certificate.

**Note:** Calibration laboratories may not include results of subcontracted work in their reports / certificates. (Refer to clause 6.4)

#### 6.4 SANAS Policy on Disclaimers

- 6.4.1 Reports / certificates incorporating a SANAS accreditation symbol or reference to SANAS accreditation, and containing some results of conformity assessment activities not performed under the CAB's scope of accreditation shall clearly contain the following disclaimer:

*"Results marked "Not SANAS Accredited" in this report are not covered by the Scope of Accreditation for this laboratory / certification body / inspection body".*

Wherever the results of these non-accredited scopes appear they shall be marked in an appropriate manner to ensure that they cannot be mistaken for accredited scopes.

- 6.4.2 When an accredited CAB issues reports / certificates incorporating a SANAS accreditation symbol or reference to SANAS accreditation and containing opinions, interpretations, or other material relating to investigational activities, the following disclaimer shall be incorporated:

*"Opinions and interpretations expressed herein are outside the scope of SANAS accreditation".*

- 6.4.3 Reports / certificates incorporating a SANAS accreditation symbol or reference to SANAS accreditation, and containing some results of activities that have been sub-contracted shall contain the following disclaimer:

*"Results marked "Subcontracted Test" in this report are not covered by the Scope of Accreditation for this laboratory / certification body / inspection body".*

Note: This is not applicable to Calibration.

Wherever the results of these subcontracted activities appear they shall be marked in an appropriate manner to ensure that they cannot be mistaken for the CAB's accredited results. The CAB may however make reference to the subcontracted CAB's Accreditation number, should they be accredited by SANAS. (E.g. Subcontracted Test by a SANAS Accredited laboratory: T0000)

#### 6.5 Location of Disclaimer

When a CAB issues reports/certificates incorporating a SANAS accreditation symbol or reference to SANAS accreditation and any of the above disclaimers, the disclaimers shall preferably be included on the front cover or first page of each report/certificate or wherever the accreditation symbol or reference to accreditation occurs. This disclaimer shall be clearly visible and not hidden among other text.

## **Additional Field-Specific Requirements for the Use of the Accreditation Symbol or Reference to SANAS Accreditation**

### **7.1 Calibration – Certificates, Reports & Labels**

#### 7.1.1 Calibration Labels on Equipment:

7.1.1.1 An accredited calibration laboratory may only attach a calibration label containing the accreditation symbol to an item of equipment that it has calibrated using calibration methods covered by its scope of accreditation.

7.1.1.2 The calibration laboratory should, wherever practicable, use a label under the following conditions:

- i) on a measuring instrument for which the laboratory has issued a SANAS calibration certificate for the calibration of the instrument referred to on the label;
- ii) the label relates only to the calibration carried out on the date given on the label;
- iii) the label does not imply compliance with a specification, approval of quality or permanence of calibration; and
- iv) on recalibration of the instrument the previous label should be removed and replaced by a new label relating to the latest calibration.

7.1.1.3 Calibration labels containing the accreditation symbol shall not give the impression that SANAS has approved or calibrated the equipment.

7.1.1.4 The accredited laboratory is responsible for the appropriately controlled storage and use of labels.

7.1.1.5 As a minimum, the following information shall be indelibly marked on the label:

- i) the name and accreditation number of the accredited calibration laboratory;
- ii) equipment identification;
- iii) date of current calibration;
- iv) cross reference to the calibration certificate issued in respect of the calibration.

Note 1: The recalibration date may be marked on the label by the customer for whom the calibration work was done, or by the calibration laboratory if so instructed by the customer.

Note 2: Regulators may require additional information to be included on the label.

7.1.1.6 Where the etching or engraving of an approved design label on equipment (e.g. of volumetric glassware) is required, full details shall be submitted to SANAS for prior approval.

7.1.1.7 Where it is not practical to affix a label to a calibrated instrument (e.g. gauge blocks), the label may be fixed to the container. The label should be placed in a position where it is clearly visible when the instrument is in use, however it should preferably not be affixed to removable parts (e.g. battery covers) which may cause possible confusion. The label design, material, and method of fixing shall be such that it does not

affect the performance of the instrument and can be replaced by a new label when the instrument is recalibrated.

## **7.2 Certification - Certificates**

- 7.2.1 A certificate issued by an accredited certification body incorporating the SANAS accreditation symbol, or reference to SANAS accreditation shall contain a statement identifying the title, number and version of the standard against which the certification was done, or other means of clearly identifying the scope of the certification. (E.g. ISO 9001:2015 etc.).
- 7.2.2 All accredited Management Systems Certification Bodies shall display the SANAS accreditation symbol, and/or, reference the accreditation status of the certification body as per clause 4.8.

## **7.3. Verification and Repair Bodies - Reports or Certificates**

- 7.3.1 The SANAS accreditation symbol shall not be used to imply accreditation for functions other than verification and repair, such as "Calibration".

## **7.4. Inspection Bodies - Labels on Inspected Items**

- 7.4.1 An accredited Inspection Body may only attach an inspection label containing the accreditation symbol to inspected items using the inspection services covered by its scope of accreditation.
- 7.4.2 Inspection labels containing the accreditation symbol shall not give the impression that SANAS has approved or inspected the item.
- 7.4.3 The label shall clearly indicate that the item has been inspected, e.g., "inspected by ..," or "inspected on ..." etc. In addition, the inspection label shall include the following information:
- i) the name and accreditation number of the accredited inspection body;
  - ii) equipment identification;
  - iii) date of the inspection; and
  - iv) cross reference to the inspection report issued in respect of the inspection.
- 7.4.4 The accredited Inspection Body is responsible for the appropriately controlled storage and use of labels.

## **7.5 Reference Material Producers - Labels**

- 7.5.1 An accredited Reference Material Producer may use reference material labels containing the accreditation symbol.
- 7.5.2 Reference material certificates and reference material labels containing the accreditation symbol shall not give the impression that SANAS has approved or produced the reference material.
- 7.5.3 In addition to the information required in ISO 17034, the label should include the following:
- i) the name and accreditation number of the accredited reference material producer;
  - ii) designation of the product and batch number;
  - iii) cross reference to the reference material certificate.

### **7.6 Proficiency Testing Documents**

An accredited proficiency testing provider may use the accreditation symbol on the documents related to the proficiency testing schemes covered by the scope of accreditation of the proficiency testing provider.

### **7.7 B-BBEE Rating Agencies**

An accredited B-BBEE rating agency shall use the accreditation symbol on all B-BEE verification reports and certificates issued under its accreditation.

## **8 Misuse of the Accreditation Symbol or Accreditation Status**

- 8.1 Misuse of the accreditation symbol, the ILAC-MRA Mark, the IAF-MLA Mark or claim of accreditation status by any organisation will be treated seriously by SANAS, as it could significantly undermine the credibility of the whole international conformity assessment process.
- 8.2 A SANAS accredited CAB shall not make any misleading or unauthorized statement regarding its accreditation. i.e. the CAB shall not include anything in a report / certificate or in any attachments or other materials that implies or may lead any user of the results or any interested party to believe that a conformity assessment activity is covered by the scope of accreditation when it is not.
- 8.3 The following instances constitute an offence and are punishable in accordance with the Accreditation for Conformity Assessment, Calibration and Good Laboratory Practice Act No. 19 of 2006:
- i) The misuse of the SANAS accreditation symbol and/or combined ILAC/IAF Mark by accredited facilities, where accreditation is claimed for areas not accredited;
  - ii) The use of the accreditation symbol or reference to accreditation where a CAB, or parts of their scope has been placed into suspension or its accreditation reduced or withdrawn;
  - iii) Misrepresentation of data from an accredited CAB; and
  - iv) Use of the SANAS accreditation symbol by organisations or CABs not accredited by SANAS.

## **9. Sanctions**

- 9.1 SANAS shall take appropriate action to deal with any misrepresentation of the accreditation status, i.e. misleading or unauthorised use of the SANAS accreditation symbols and/or the SANAS corporate logo, incorrect or unauthorised claims to accreditation.
- 9.2 This action may include:
- request for corrective actions;
  - withdrawal of certificates/ reports issued by the CAB;
  - publication of transgression;
  - suspension of accreditation;
  - withdrawal of accreditation status; and if necessary
  - legal action, particularly where misuse was by an organisation that is not accredited.

## **10. Use of the ILAC/IAF Combined Mark**

- 10.1 This section sets out the conditions for the use of the:
- Combined ILAC MRA Mark;
  - ILAC Logo and Tagline;
  - Accredited CAB Combined ILAC MRA Mark;

- IAF Combined Mark; and
- IAF CERTSEARCH Mark.

#### 10.1.1 **Combined ILAC MRA Mark**

- The Combined ILAC MRA Mark is the ILAC MRA Mark used in combination with SANAS' corporate logo and can only be used by SANAS for accredited activities covered by the scope of its ILAC MRA signatory status.
- Accredited CAB's shall not use the Combined ILAC MRA Mark as shown below:



#### 10.1.2 **ILAC Logo and Tagline**

- The ILAC Logo and ILAC tagline are used in conjunction as shown below, and can only be used alongside the SANAS corporate logo as per the example below:



- Only SANAS is authorised to use the ILAC logo and tagline and may only do so for specific promotion of ILAC. SANAS may not authorise the use of the ILAC logo and tagline to any other person or body.
- Accredited CAB's shall not use the ILAC logo and tagline.

#### 10.1.3 **Accredited CAB Combined ILAC MRA Mark**

- The Accredited CAB Combined ILAC MRA mark is the ILAC MRA Mark used in combination with the SANAS accreditation symbol that the accredited CAB is entitled to use.

- ii) Accredited testing, calibration and medical testing laboratories, inspection bodies, blood transfusion facilities, proficiency testing providers and reference material producers are entitled to use the Accredited CAB Combined ILAC MRA mark, subject to approval being obtained by SANAS. (Refer to Clause 11 “*Procedure for Obtaining Approval for use of the Accredited CAB Combined Mark*”).
- iii) An example of the Accredited CAB Combined ILAC MRA mark is seen below. (Refer to Appendix 1 “*Specifications for the use of SANAS Accreditation Symbol and Combined Mark*”)



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#### 10.1.4 IAF Combined Mark

- i) The IAF Combined Mark is the IAF MLA Mark used in combination with the SANAS accreditation symbol.
- ii) Accredited management system certification bodies, product certification bodies and personnel certification bodies are entitled to use the IAF Combined Mark subject to approval being obtained by SANAS. (Refer to Clause 11 “*Procedure for Obtaining Approval for use of the Accredited CAB Combined Mark*”).
- iii) The combined mark can only be used in association with activities for which the CAB is accredited by SANAS and are within SANAS’ IAF MLA main scopes referred to in clause 10.1.4 (ii) above.
- iv) The combined mark may only be used by CABs on accredited certificates or validation/verification statements where the scope of the certificate or statement includes an IAF MLA sub-scope, (e.g. QMS, EMS, FSMS, etc.).
- v) The CAB shall not allow its customers to use the combined mark.
- vi) An example of the IAF Combined Mark is seen below. (Refer to Appendix 1 “*Specifications for the use of SANAS Accreditation Symbol and Combined Mark*”)



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#### 10.1.5 IAF CERTSEARCH Mark

- i) The IAF CERTSEARCH Mark, as seen below, may only be used by the following organisations, once they have agreed to be included in the IAF CERTSEARCH database:
  - SANAS, under main scope ISO/IEC 17021-1;

- Accredited Management System Certification Bodies for which SANAS is recognised under the IAF MLA; and
- Entities certified by these accredited Management System Certification Bodies, falling within the SANAS scope of recognition under the IAF MLA.

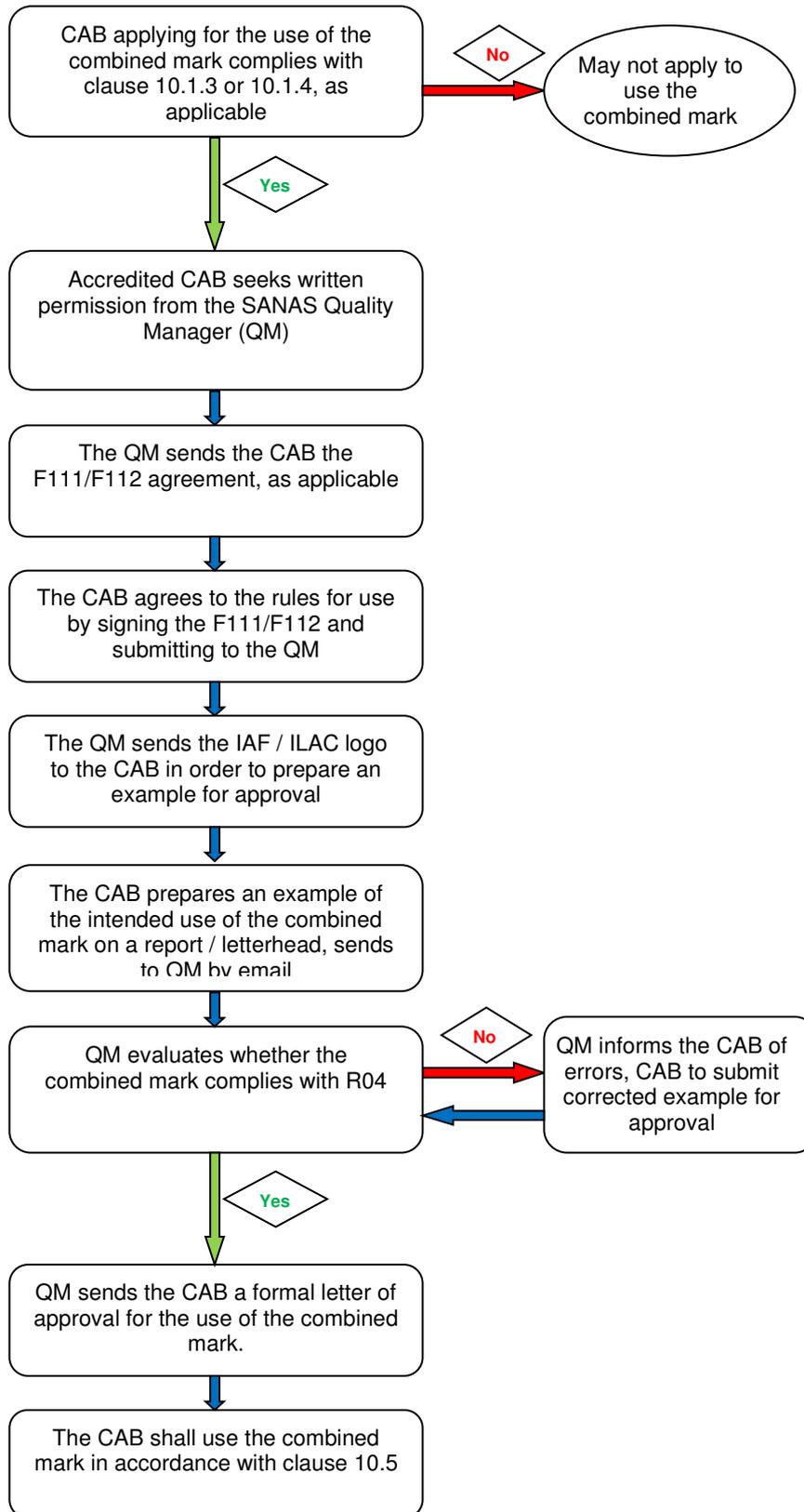
ii) An example of the IAF CERTSEARCH Mark is seen below.



iii) The IAF CERTSEARCH Mark shall be used in accordance with the IAF PL 9.

- 10.2 CABs authorised to use the combined mark shall comply with the following requirements regarding the use of the relevant combined mark:
- The requirements as specified in this R04 document and the relevant agreements (F111 / F112); and
  - ILAC P8: Supplementary requirements and guidelines for the use of accreditation symbols and for claims of accreditation status by accredited conformity assessment bodies;
  - IAF ML2: “General principles on use of the IAF MLA Mark” – for accredited Certification Bodies; or
  - ILAC R7: “Rules for the Use of the ILAC MRA Mark” – for accredited laboratories and inspection bodies.
- 10.3 The accredited CAB shall not use the ILAC or IAF Mark without the SANAS accreditation symbol and accreditation number.
- 10.4 The accredited CAB shall not use the combined mark without written permission from SANAS to do so. (Refer to Section 11 for the process of obtaining approval to use the combined mark.)
- 10.5 The combined mark may only be used by CABs in letterheads, quotations for work, advertisements, or websites where the CAB is accredited within SANAS’ IAF MLA main scope or main scope and sub-scope, or within SANAS’ ILAC MRA scope, as applicable.
- 10.6 SANAS will monitor the use of the combined marks during assessments of the CABs to ensure that there is appropriate policing by the accredited CAB of the use of the combined mark.
- 10.7 SANAS reserves the right to immediately suspend or withdraw the CAB’s accreditation status in accordance with R51 “Suspensions, Reductions, Withdrawals and Re-Instatement of Accredited or GLP/GCP Compliant Organisations” if the CAB misuses the combined mark.

## 11. Procedure for Obtaining Approval for use of the Accredited CAB Combined Mark



## Appendix 1: Specifications for the use of SANAS Accreditation Symbol and Combined Mark

(Refer to the example of an accreditation symbol in Appendix 2)

The following conditions shall apply when using the SANAS accreditation symbol / combined mark:

1. The positioning of the SANAS accreditation symbol / combined mark / text associated with the accreditation on reports / certificates is at the discretion of the CAB.
2. The SANAS accreditation symbol / combined mark shall not be more prominent than any other mark on the accredited organizations' certificates or any other documents (e.g. Stationery).
3. The ILAC MRA Mark, IAF MLA Mark and SANAS accreditation symbol shall:
  - Always be in its original designed proportions, normal horizontal orientation and not be rotated;
  - Not be distorted, compressed or stretched in any way;
  - Not appear in a size that renders the words unreadable, all aspects of the accreditation symbol must be clearly visible;
  - The ILAC and IAF marks shall always maintain similar proportions to the SANAS accreditation body's logo or the accreditation symbol, as applicable.
    - For the ILAC Combined Mark: As a general guideline, one dimension of the SANAS logo/symbol, preferably the height, should be within approximately 5% of the size of the ILAC MRA Mark.
    - For the IAF Combined Mark: The width of the IAF MLA Mark may be no less than 20 mm for printed media and 75 pixels for digital media.
  - Not have a "similar" typeface substituted for the letters within the combined mark/symbol, as the typeface is custom-designed artwork. Only the original artwork supplied by the Quality Manager may be used to ensure high-quality reproduction.
4. The ILAC MRA mark, IAF mark or SANAS accreditation symbol may be reproduced in black and white or in the approved colours (Refer to clause 5, 6 & 7 below), on a clearly contrasting single colour background that will not impede readability. Embossed, relief or die-stamped versions are allowed.
5. The accreditation number shall always appear beneath and aligned to the right of the SANAS Symbol, as indicated in the examples in Appendix 2. The accreditation number shall be font type Arial. The symbol and the accreditation number shall be considered a single entity for purposes of enlargement or reduction.
6. The colour specifications of the **SANAS Accreditation Symbol** are:
  - Colour Red: C0%; M100%; Y100%; K23%
  - Colour Black: C0%, M0%, Y0%, K100%
  - Colour Gold: C0%, M14%, Y94%, K37%
  - Colour White: C0%, M0%, Y0%, K0%
  - Colour Orange: C0%; M75%; Y100%; K0% (SANAS Corporate Logo only)

Pantone Colours:

- Colour Red (Name): Pantone DS 77-1 c
- Colour Red (Circle): Pantone 179c
- Colour Gold: Pantone 455c (closest match)

6. Specifications of the **ILAC MRA Mark**:

- Website (RGB) Colour Breakdown: R0 G0 B229
- Process (CMYK) Colour Breakdown: C100 M56 Y0 K0
- Pantone (PMS) Colour Breakdown: Pantone 293C (blue)
- Mono Colour Breakdown: Black (100% black)

7. Specifications of the **IAF MLA Mark**:

- Pantone (PMS) Colour Breakdown: Pantone 2747 (dark blue) and Pantone 299 (light blue)

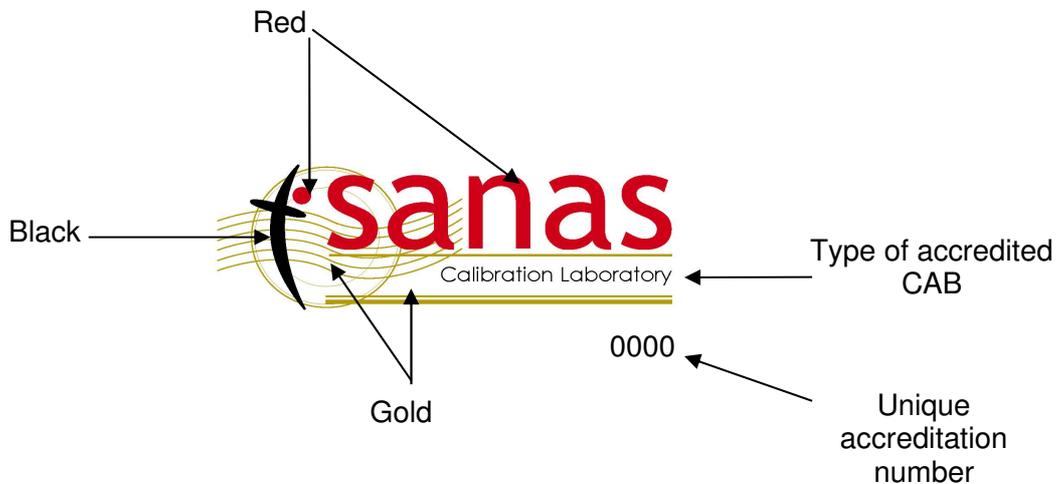
## 9. Signature Typeface of the SANAS accreditation symbol:

- Trebuchet MS      aAbBcCdD      1234      sanas
- Century Gothic    aAbBcCdD      1234      South African National Accreditation System

Please contact the SANAS Quality Manager should you have any queries or require further clarification on the use of the ILAC/IAF Marks or the SANAS accreditation symbol.

## Appendix 2: Example of the SANAS Accreditation Symbol

(Refer to colour specifications in Appendix 1)



### The SANAS Accreditation Symbols

Electronic copies of the SANAS accreditation symbols are provided by the SANAS office for the following types of CABs, and will be added to as new accreditation programmes are implemented:

- B-BBEE Rating Agency
- Blood Transfusion Services
- Calibration Laboratory
- Certification Bodies:
  - Integrated Management System Certification Body
  - Management System Certification Body
  - Personnel Certification Body
  - Product Certification Body
  - EMS Certification Body
  - EnMS Certification Body
  - FSMS Certification Body
  - FSSC Certification Body
  - Fusion Welding Certification Body
  - HACCP Certification Body
  - ISMS Certification Body
  - Medical Devices Certification Body
  - OH&SMS Certification Body
  - QMS Certification Body
  - RBI Certification Body
  - RT Certification Body
  - RTMS Certification Body
  - Validation/Verification Certification Body
- Reference Material Producer
- Forensic Laboratory
- GCP Compliant Facility
- GLP Compliant Facility
- Inspection Body
- Medical Laboratory
- Pharmaceutical Laboratory
- Proficiency Testing Provider
- Repair Body
- Testing Laboratory
- Verification Laboratory
- Veterinary Laboratory

**ADDENDUM 1: Amendment Record**

Proposed By:	Section	Change
QM	2.	Added "IAF PL9 General Principles for the use of the IAF CERTSEARCH Mark"
QM	3.	Par 1: Changes from "...CAB meets...of quality, performance, technical expertise and... to "...CAB is capable of meeting...These are standards of..., impartiality and consistency of operation" Par 2: Added "status" Par 3: Added "CAB" Removed '(Refer to Sections 10 and 11). Added Par 4
QM	4.1	"may" replaced by "shall"
QM	4.2	"...specific field of accreditation." replaced by "...type of conformity assessment activity, e.g., testing, calibration, medical testing, inspection, reference material production, proficiency testing, management system certification, product certification, certification of persons, etc."
QM	4.3	Changes from "...may only be used accreditation has been granted." to "Only accredited CABs are permitted to use...make...its accreditation status."
QM	4.9	Added reference to Forensic laboratories and Repair Bodies. For Calibration, Inspection and Reference Material producers: Added / corrected accreditation number prefixes
QM	4.12	"field" replaced by "type of conformity assessment activity" Added "placed beneath or long-aside each other."
QM	4.13	"field" replaced by "conformity assessment activity" "field" replaced by "activity"
QM	4.16	"clause 4.16" replaced "clause 4.15"
QM	5.1	Added " or its parent organisation"...is entitled to "use" Added : " incorporate statements concerning the CAB's" Added "do not misrepresent the CAB's accreditation status" .... "The use of the accreditation symbols or material implying accreditation should enhance the reputation and value of accreditation for all stakeholders."
QM	5.2 i)	"stationery is" replaced by "items are"
QM	5.3	Added 1 <sup>st</sup> sentence
QM	5.4 i)	"placed on any...which has been subjected to conformity assessment by a conformity assessment body (except on..." replaced by "affixed... or used to imply that an item or product has been certified...for..."
QM	5.7 i)	Added "...the database...medical...their scopes of accreditation"
QM	5.7 ii)	Section deleted "Clause 5.4(i) does not apply to the use of the accreditation symbol or reference to accreditation on reports containing results, or where the accreditation symbol is displayed in the laboratory. The accreditation number of the appropriate laboratory shall form part of the Accreditation Symbol when it is used on reports containing results or displayed in the laboratory."
QM	6,2	Deleted "Note: An accredited CAB shall not display the SANAS accreditation symbol or reference to accreditation on certificates / reports where the majority of results reported are not those covered by the CAB's scope of accreditation."
QM	6.4.1 & 6.4.3	Par 2: "included in the SANAS Scope" replaced by "covered by the Scope"
QM	7.1	Deleted point 7.1.1 "The SANAS accreditation symbol, or reference to SANAS accreditation, shall not be incorporated into a Calibration Certificate or Calibration Label not containing or relating wholly to results from accredited calibrations except as permitted in section 7.1.2 below." Deleted point 7.1.2 "A Calibration Laboratory accredited by SANAS may be permitted, by prior arrangement by SANAS, to report measured values beyond the scope of its accreditation. The measured values concerned shall

		be clearly identified on the Calibration Certificate and shall be accompanied by a disclaimer appearing either alongside or directly below the measurement result. Measurement results falling outside the scope of accreditation shall form only a small part of the certified measurements. “
QM	7.1.3.2	Deleted point “(ii) the laboratory holds SANAS accreditation for the calibrations referred to;”
QM	7.1.3.5 i)	Changes from “SANAS accreditation symbol” to “the name...of the accredited calibration laboratory”
QM	7.1.3.5	Deleted point “(iv) the name of the accredited calibration laboratory;”
QM	7.3	Title changes from “Verification Laboratories” to “Verification and repair Bodies”
QM	7.3.1	Added “and repair”
QM	7.4	Title added “on Inspected Items”
QM	7.5.2	Added “certificates and reference material”
QM	7.7	New clause added
QM	9.1	Changes from “...incorrect...misleading...or misuse of the SANAS accreditation symbols by organisations not accredited” to “...misleading or unauthorised... and/or the SANAS corporate logo, incorrect...”
QM	9.2	Bullet 6 added “, particularly where misuse was by an organisation that is not accredited.”
QM	10.1	Bullet 4 added “and” Bullet 5 added “IAF CERTSEARCH Mark”
QM	10.1.3	Added “testing..., particularly where misuse was by an organisation that is not accredited.”
QM	10.1.4 ii)	“Only... accredited for a scope to which SANAS is a signatory of the IAF MLA” replaced by “Accredited management system..., product certification bodies and personnel certification bodies”
QM	10.1.4 iii)	“(e.g. QMS, EMS, FSMS). As there are no IAF endorsed product certification schemes, Certification Bodies providing product certification may not use the combined mark” replaced by “Referred to in clause 10.1.4 (ii) above.”
QM	10.1.4 iv)	Added “or validation/verification statements...or statement”  “EA Codes or NACE Codes” replaced by “QMS, EMS, FSMS, etc.”
QM	10.1.5	New clause added
QM	10.7	Added “...Reductions.../GCP...”
QM	APPENDIX 2	Added: <ul style="list-style-type: none"> <li>○ Integrated Management System Certification Body</li> <li>○ Management System Certification Body</li> <li>○ Fusion Welding Certification Body</li> <li>○ ISMS Certification Body</li> <li>○ Medical Devices Certification Body</li> <li>○ Validation / Verification</li> </ul>