


<b>Policy</b>		
 <b>LABORATORY ACCREDITATION BUREAU</b>	<b>Subject:</b> Control and Use of Symbol	Policy 012
Written by: Doug Leonard	Original Date: 07/23/07	Page 1 of 6

## 1. Purpose and Scope

- 1.1 This policy defines the control and appropriate use of the Laboratory Accreditation Bureau (L-A-B) Name, Logo, and Symbol.

## 2. Responsibility

- 2.1 It is the responsibility of Laboratory Accreditation Bureau (L-A-B) and Laboratory Accreditation Bureau accredited or applicant laboratories to assure compliance with this policy. Failure to comply with this policy may result in suspension or termination of accreditation.

## 3. Description of L-A-B Symbol


- 3.1 L-A-B accredited laboratories shall use the L-A-B **Symbol**, as shown below, to display their accreditation status.



**L-A-B Symbol**

## 4. Introduction

- 4.1 L-A-B accredited laboratories are encouraged to display their accreditation status through the use of the “L-A-B Accredited” symbol as shown above.
- 4.2 It is only through the use of this symbol that the laboratory may benefit from the acceptance established through mutual recognition agreements (MRA) among accreditation bodies.
- 4.3 Only the Calibration Certificates, Test Reports or Dimensional Inspection Reports displaying the “L-A-B Accredited” symbol can be assured to meet all of the L-A-B accreditation requirements including traceability.

<b>Policy</b>		
 <b>LABORATORY ACCREDITATION BUREAU</b>	<b>Subject:</b> Control and Use of Symbol	Policy 012
Written by: Doug Leonard	Original Date: 07/23/07	Page 2 of 6


## 5. General Requirements

- 5.1 Accredited laboratories shall only use the “L-A-B Accredited” symbol as shown above or shall describe their accreditation status by using the appropriate narrative description stated in 5.2. The L-A-B logo is used exclusively by Laboratory Accreditation Bureau and shall not be used by any laboratory for any purpose.
- 5.2 When not using the “L-A-B Accredited” symbol, L-A-B accredited laboratories shall use the following narrative reference to describe their accreditation status:  
*“L-A-B Accredited Certificate Number xxxx”*
- 5.3 The “L-A-B Accredited” symbol or reference to L-A-B accreditation shall only be used by currently accredited L-A-B laboratories whose accreditation status remains in good standing with L-A-B.
- 5.4 The “L-A-B Accredited” symbol or reference to L-A-B accreditation shall not be used by L-A-B applicant laboratories.
- 5.5 The “L-A-B Accredited” symbol or reference to L-A-B accreditation shall only be used by the accredited laboratory under the name in which it holds accreditation.
- 5.6 The “L-A-B Accredited” symbol or reference to L-A-B accreditation shall not be placed on products or items which the laboratory has tested or calibrated (except for calibration labels).
- 5.7 An accredited laboratory’s approved scope of accreditation shall be used as proof when promoting its accredited activities.
- 5.8 It is the responsibility of the accredited laboratory to ensure all of the requirements of this policy are communicated throughout the organization.

## 6. Reproduction of Symbol

- 6.1 The Laboratory Accreditation Bureau Symbol is available in electronic format and may only be obtained thru L-A-B.
- 6.2 L-A-B Accredited laboratories shall not use any version of the L-A-B symbol other than that obtained directly from L-A-B.
- 6.3 L-A-B accredited laboratories shall use the “L-A-B Accredited” Symbol to display the laboratories accreditation status.
- 6.4 When not using the “L-A-B Accredited” symbol, L-A-B accredited laboratories shall use the following narrative reference to describe their accreditation status:  
*“L-A-B Accredited Certificate Number xxxx”*

# Policy

 LABORATORY ACCREDITATION BUREAU	Subject: Control and Use of Symbol	Policy 012
Written by: Doug Leonard	Original Date: 07/23/07	Page 3 of 6

## 7. Use of “L-A-B Accredited” Symbol on Calibration Certificates, Test Reports, and Dimensional Inspection Reports

- 7.1 L-A-B accredited laboratories **shall** use the “L-A-B Accredited” symbol or narrative reference to represent their accredited status on Calibration Certificates, Test Reports or Dimensional Inspection Reports.
- 7.2 L-A-B accredited laboratories **shall** include in the narrative reference to the accreditation certificate number and the type of accredited service they are providing: Testing, Calibration, or Dimensional Inspection.



*Cert# L-XXXX Calibration*



*Cert# L-XXXX Testing*



*Cert# L-XXXX Dim Insp*

or

*L-A-B Accredited*

*Cert# L-XXXX Calibration*


*L-A-B Accredited*

*Cert# L-XXXX Testing*

*L-A-B Accredited*

*Cert# L-XXXX Dim Insp*

- 7.3 The “L-A-B Accredited” Symbol or any type of narrative reference to their accreditation shall not be placed on Calibration Certificates or Test Reports which do not contain any accredited results covered within their scope of accreditation. This includes any enclosed letters or stationary which may be provided with the reports.
- 7.4 A Calibration Certificate or Test Report which contains both accredited and non-accredited work shall include a clear reference to which activities are not covered under the scope of accreditation. This may be accomplished, for example, by placing an asterisk (\*) next to each result not included within the scope of accreditation and stating “This laboratory is not accredited for the calibrations or tests marked \*\*”
- 7.5 The Laboratory shall not imply or mislead the scope of its accredited activities through the use of Calibration Certificates, Test Reports, Dimensional Inspection Reports, enclosures, stationary or other materials. The laboratory shall not lead any user of the results or interested party to believe that the work is covered by the scope of accreditation when it is not.

<b>Policy</b>		
 LABORATORY ACCREDITATION BUREAU	Subject: Control and Use of Symbol	Policy 012
Written by: Doug Leonard	Original Date: 07/23/07	Page 4 of 6

## **8. Subcontracted Tests or Calibrations**


- 8.1 L-A-B Accredited laboratories may include results from subcontracted calibration and testing activities in their accredited certificates or reports that display the “L-A-B Accredited” symbol under the following conditions:
- 8.1.1 The L-A-B Accredited laboratory must inform its customer in writing of its intentions to subcontract and gain approval prior to performing work.
  - 8.1.2 The L-A-B Accredited laboratory must take full responsibility for the work performed by the subcontractor and obtain approval from the subcontractor to report excerpts from their certificate or report if necessary.
  - 8.1.3 The results from the subcontractor must be in the subcontractor’s endorsed certificate or report.
  - 8.1.4 The subcontractor must be accredited by L-A-B or an L-A-B recognized MRA Signatory for the specific calibration or testing activities requested.
  - 8.1.5 The reporting of any subcontracted activities must meet the requirements of section 7 of this policy and section 4.5 of ISO/IEC 17025.

## **9. Opinions and Interpretations**

- 9.1 Statements of opinions and interpretations shall meet the requirements of section 5.10.5 of ISO/IEC 17025.
- 9.2 When necessary, L-A-B Accredited laboratories shall express opinions and interpretations which are outside of their scope of accreditation on a separate letter which is not part of the endorsed certificate or report and does not carry the “L-A-B Accredited” symbol or make reference to L-A-B accreditation.

## **10. Calibration Labels**

- 10.1 Calibration labels containing the “L-A-B Accredited” symbol or reference to L-A-B accreditation may be attached only to equipment which has been calibrated by the L-A-B accredited laboratory under their scope of accreditation.
- 10.2 Calibration labels shall contain the following information:
  - 10.2.1 The name of the accredited calibration laboratory or its certificate number.
  - 10.2.2 Equipment Identification.
  - 10.2.3 Date of current calibration.
  - 10.2.4 Cross reference to the calibration certificate issued in respect of the calibration.

<b>Policy</b>		
 LABORATORY ACCREDITATION BUREAU	Subject: Control and Use of Symbol	Policy 012
Written by: Doug Leonard	Original Date: 07/23/07	Page 5 of 6


## **11. Advertising and Publicity**

- 11.1 L-A-B accredited laboratories and parent organizations, subsidiaries or sister companies may include reference to their accreditation in publicity and advertising material, brochures and organization publications, technical literature, web sites, business reports, and quotations or proposals for work.
- 11.2 L-A-B accredited laboratories shall not use the “L-A-B Accredited” symbol or make reference to their accreditation in anyway which may be misleading or misrepresent their accreditation status.
- 11.3 L-A-B accredited laboratories must assure claims of accreditation are related only to activities within their scope of accreditation and not associated with other activities in which the laboratory or its parent organization may be involved.
- 11.4 L-A-B accredited laboratories must assure that the use of the “L-A-B Accredited” symbol or reference to their accreditation status is not affixed to a product (or part of it) or used in any way to imply that a produce has been certified.
- 11.5 L-A-B accredited laboratories shall not use the “L-A-B Accredited” symbol or make reference to their accreditation in any manner which gives the impression that L-A-B accepts responsibility for calibration or testing results, or for any opinion or interpretation derived from those results, or that L-A-B approves of those results, or approves of a calibrated or tested product.
- 11.6 Where the “L-A-B Accredited” symbol or reference to accreditation is printed on letterhead and/or other corporate stationary, such stationary shall not be used for work proposals or quotes if none of the work is within the L-A-B scope of accreditation.
- 11.7 It is the responsibility of the laboratory to use the accreditation symbol or any materials representing their accreditation in such a way as to enhance the reputation and value of accreditation for all stakeholders.

## **12. Misuse of the “L-A-B Accredited” Symbol or Accreditation Status**

- 12.1 L-A-B accredited and applicant laboratories shall not make reference to their accreditation in a way which may be misleading or misrepresent their accreditation status in any form.
- 12.2 Upon suspension or termination of accreditation, the organization must immediately discontinue the use of all accreditation symbols or any reference to accreditation status in calibration certificates, test reports, stationary, website, promotional material, etc.
- 12.3 Misuse or misrepresentation of the laboratory’s accreditation status is a very serious offence and immediate action will be taken by L-A-B which may include legal action, if necessary.

# Policy

 LABORATORY ACCREDITATION BUREAU	Subject: Control and Use of Symbol	Policy 012
Written by: Doug Leonard	Original Date: 07/23/07	Page 6 of 6


## 13. References

- 13.1 ISO/IEC 17011 Conformity Assessment – General Requirements for Accreditation Bodies Accrediting Conformity Assessment Bodies.
- 13.2 ISO/IEC 17025 – General Requirements for the Competence of Testing and Calibration Laboratories
- 13.3 ILAC-P8:07/2006 – Supplementary Requirements and Guidelines for the use of Accreditation Symbols and for Claims of Accreditation Status by Accredited Laboratories.

## Revision History

Revision Level	Revision Date	Revised By	Brief Description of Revision
Original Issue	07/23/07	Doug Leonard	Original Issue

APPROVED: \_\_\_\_\_



Date: 07/23/07