



R02

Accreditation symbol and reference to accreditation

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The following is the general regulation of ISAC for the use of its accreditation symbol and how to refer to accreditation, established on the basis of:

- Act No. 24/2006 on Accreditation, etc.
- EA-3/01 M, *EA Conditions for the use of Accreditation Symbols, Logos and other claims of accreditation and reference to the EA MLA Signatory status*
- ILAC P8, *ILAC Mutual Recognition Arrangement (Arrangement): Supplementary Requirements for the Use of Accreditation Symbols and for Claims of Accreditation Status by Accredited Conformity Assessment Bodies.*

1. The ISAC logo may only be used by ISAC to identify itself. The copyright of this logo belongs to ISAC.
2. An *accreditation symbol* is a representation of the ISAC logo combined with the accreditation number, type of conformity assessment and accreditation standard.
3. CABs accredited by ISAC shall comply with these rules when using the ISAC accreditation symbol.
4. ISAC is the owner of the accreditation symbol.
5. Only CABs accredited by ISAC can use the ISAC accreditation symbol on letterheads, stationery, quotations for work, reports and certificates, websites and brochures, and other items relevant to the CAB's accredited activities.
6. A CAB's reports and certificates containing accredited results shall refer to the accreditation by either the use of the accreditation symbol or by a text reference unless otherwise agreed in a written agreement between the conformity assessment body and its clients. If accreditation of the conformity assessment activities is mandatory by law, reports and certificates shall always contain the accreditation symbol or a claim of accreditation status, unless prevented by legal or regulatory requirements.

Where relevant, the use of the accreditation symbol or the claim of accreditation status may include a reference to ISAC's status as a signatory to the EA MLA.

7. If an accredited CAB chooses not to use the accreditation symbol, the following text may be used instead as a claim of accreditation status: "<Company name> holding the accreditation number <insert number> is accredited by ISAC for <activity> according to the requirements in <standard>". The same rules apply for text reference as for the accreditation symbol.

Example:

Company ÞÆÖ holding the accreditation number 999 is accredited by ISAC for inspection according to the requirements in ISO/IEC 17020. ISAC is a signatory to the EA MLA for inspections.

8. A CAB shall only claim that it is accredited in respect of the activities and sites which are defined in its scope of accreditation.

Accredited conformity assessment bodies that operate on several sites among which one or more has not been granted accreditation shall ensure that on common documents shared across all sites, if a reference to accreditation is made or if they contain the accreditation symbol, a disclaimer shall be placed close to the accreditation symbol or reference specifying where information on the scope of the accreditation can be found. Example:

“The terms and scope of the accreditation are available on www...” or “The terms and scope of the accreditation are available on request”.

9. The ISAC accreditation symbol shall not be used in such a way as to suggest that ISAC has certified or approved any product or any service supplied by the CAB, or in any other misleading way.
10. The accredited CAB shall be responsible for the correct use of ISAC accreditation symbol and proper reference to accreditation. The ISAC accreditation symbol shall not be used in any way that might mislead the reader about the scope and status of a CAB's accreditation.
11. The ISAC accreditation symbol shall not be used in such a way as to imply that ISAC accepts responsibility for activities carried out by an accredited CAB. The CAB shall not refer to its accreditation in any way that implies that a product, process, service, management system or person has been approved by ISAC. Conformity assessment bodies shall notify ISAC if they become aware of an incorrect usage of the accreditation symbol.
12. Where a CAB has any doubts on the appropriate use of the symbol, they shall contact ISAC.
13. Reports and certificates issued by accredited CABs that contain results and outcomes from accredited activities and non-accredited and/or subcontracted activities shall clearly distinguish between the activities that are covered by the CAB's accreditation and those that are not. If an inspection body attaches inspection labels to inspected items, such labels shall not contain the accreditation symbol or a reference to accreditation unless the specific inspection has been accredited.
14. Reports or certificates that only contain results from non-accredited activities shall not contain the accreditation symbol. It shall not be implied in any way that results from non-accredited activities are in compliance with accreditation standards, nor with the provisions of the EA MLA, if relevant.
15. If the accreditation symbol is on documents such as quotations for work and business proposals, it must be clearly stated which parts of the project are under accreditation and which are not. If the documents do not contain a reference to accredited activities, the accreditation symbol shall not be used.

16. Upon suspension of a CAB's accreditation, the CAB shall immediately cease to issue certificates, reports and quotations for work that displays the ISAC accreditation symbol. The accreditation symbol shall also be removed from websites and other publicity material.
17. Upon withdrawal of a CAB's accreditation, the CAB shall immediately cease to make claims to its accreditation status and discontinue all use of the accreditation symbol. This shall include the removal of the accreditation symbol displayed on websites and other publicity material.
18. Only CABs accredited by ISAC are allowed to use the accreditation symbol. They may use the symbol from the date of ISAC's decision on granting the accreditation.
19. Anyone who uses the ISAC accreditation symbol without being accredited or otherwise refers to being accredited shall be subject to fines, unless more severe penalties apply according to laws and regulations.
20. Accredited CABs shall not refer to its accreditation as a certification and shall place a similar restriction on its clients.
21. Accredited CABs shall inform their customers if the customers incorrectly refer to accreditation and take the necessary measures to ensure the correct use.
22. Accredited certification bodies shall ensure that their clients do not refer to certification as an accreditation.
23. If a CAB wishes to use the accreditation symbol or refer to accreditation in other ways than mentioned in this document it shall seek ISAC's approval for the intended use.
24. The accreditation symbol shall be displayed in a form identical to that provided in this document and shall be uniformly enlarged or reduced in size as specified below.
 - 24.1 Where the accreditation symbol is displayed on an unfolded portion of stationery or area no greater than A4, the maximum height of the symbol shall be 25 mm and the minimum size 15 mm. On larger or smaller portions of the stationery the size may be proportionately enlarged or reduced to an absolute minimum height of 12 mm.
 - 24.2 The ratio of the ISAC symbol is 1:2. Example 15 mm x 30 mm (h x w).
 - 24.3 The accreditation symbol shall be displayed on websites, letterheads, reports, certificates, quotations for work and other documents:
 - a) only if the logo of the CAB is also shown,
 - b) with no more prominence than the logo or name of the CAB,
 - c) no more than once for each ISAC accreditation.

- 24.4 The accreditation symbol shall only be printed in the following colours and no other versions of the symbol are permitted:
- a) Single colour: Black
 - b) Single colour: White
 - c) Three colours which shall be the ISAC colours:
 - Black
 - Red Pantone 1797 C
 - Blue Pantone 647 C
- 24.5 CABs may use an electronic version of the accreditation symbol providing they comply with the requirements in this document.
- 24.6 CABs shall ensure that they comply with the requirements of this document when displaying the ISAC accreditation symbol on their websites. At a minimum, they shall ensure that the wording on the ISAC symbol is legible at a screen resolution of 1920 x 1080.
- 24.7 CAB shall ensure that the reproduction of the accreditation symbol is accurate and legible with no degradation and or/distortion.
- 24.8 The accreditation symbol may be used with a transparent background provided that its reproduction complies with clause 24.7.
- 24.9 There are two versions of the accreditation symbol: with an Icelandic text and with an English text.
- 24.10 The ISAC accreditation symbol in colour, in white and in black and white.





Changes from the last version:

Reference to ILAC P8, *ILAC Mutual Recognition Arrangement (Arrangement): Supplementary Requirements for the Use of Accreditation Symbols and for Claims of Accreditation Status by Accredited Conformity Assessment Bodies*, added in the introduction.

- 6 Text added: If accreditation of the conformity assessment activities is mandatory by law, reports and certificates shall always contain the accreditation symbol or a claim of accreditation status, unless prevented by legal or regulatory requirements.
- Where relevant, the use of the accreditation symbol or the claim of accreditation status may include a reference to ISAC's status as a signatory to the EA MLA.
- 7 Text added: ISAC is a signatory to the EA MLA for inspections.
- 13 Text added: If an inspection body attaches inspection labels to inspected items, such labels shall not contain the accreditation symbol or a reference to accreditation unless the specific inspection has been accredited.
- 14 Text added: It shall not be implied in any way that results from non-accredited activities are in compliance with accreditation standards, nor with the provisions of the EA MLA, if relevant.
- 18 Text added: They may use the symbol from the date of ISAC's decision on granting the accreditation.