

LA/SR03 - Requirements on the Use of PAB Accreditation Symbol and Reference to PAB Accreditation

Foreword

This Philippine Accreditation Bureau (PAB) Supplementary Requirements was developed to provide specific guidelines on the manner of use of PAB accreditation symbol and reference to PAB laboratory and inspection body accreditation.

- updating of applicable clauses from LAGD 03 Guidelines for Laboratory Personnel and Approved Signatories

1 General Requirements

- 1.1 The PAB Accreditation Symbol shall be used by all PAB accredited CABs.
- 1.2 The PAB Accreditation Symbol shall be displayed only in the appropriate format, color and wording as detailed in clause 5 of this document.
- 1.3 The PAB Accreditation Symbol shall only be used once accreditation has been granted.
- 1.4 An accredited Conformity Assessment Body (CAB) upon suspension, withdrawal or expiration of PAB accreditation shall immediately cease to issue certificates/reports and any other materials displaying the PAB accreditation symbol and makes reference to PAB accreditation.
- 1.5 PAB accredited CABs that holds accreditation for only a part of its activities shall ensure that it does not imply accreditation for all its activities. It is necessary to distinguish inspections, tests or calibrations, which are accredited from those which are not.
- 1.6 The PAB Accreditation Symbol shall not be affixed to an item sample or product (or part of it) or used to imply that an item or product has been certified.
- 1.7 An organization having several accreditations under its control shall display the PAB accreditation symbol accompanied by the appropriate accreditation numbers. The CAB shall ensure that the use of the PAB accreditation symbol refers to specific classification of scopes.
- 1.8 The PAB Accreditation Symbol does not denote a personnel certification; therefore, it shall not be used on any business cards.
- 1.9 The PAB Accreditation Symbol or claim shall not be used in any manner which gives the impression that the accreditation body accepts responsibility for conformity assessment results.

2 Misuse of PAB Accreditation Symbol and Fraudulent Reference to PAB Laboratory and Inspection Body Accreditation

- 2.1 PAB shall take appropriate action to deal with the laboratories and/or inspection bodies that will misuse the PAB Accreditation Symbol or reference to PAB accreditation.

For Example:

- Use of PAB Accreditation Symbol in organization's publication (e.g. brochure) or publicity or advertising material (e.g. tarpaulin, website) without PAB approval
- Use of PAB Accreditation Symbol to non-accredited scope
- Use of PAB Accreditation Symbol of non-accredited laboratory/inspection body

PAB action for misuse of Accreditation Symbol will depend on the gravity of violation and action may include:

- Written warning with request for corrective actions;
- Suspension of accreditation
- Withdrawal of accreditation
- Legal action and Publication of transgression, if necessary

- 2.2 CABs whose validity of accreditation expires, suspended or voluntarily withdrawn and found that still referring itself as PAB accredited after a week of monitoring, the organization will be given warning through a formal letter to remove immediately from public view (including the company website and social media accounts) and cease from referring itself as PAB Accredited in any documents, brochures, catalogues, correspondence, etc.
- 2.3 In case PAB is not satisfied with actions and failure to comply with reasonable directives after a week of warning, PAB shall take legal actions that will constitute to a lawful order.

3 Endorsed Inspection/Test Report/Calibration Certificate

- 3.1 An accredited CAB shall use PAB Accreditation Symbol on its issued reports or certificates
- 3.2 The PAB Accreditation Symbol shall be used related to or associated only with the services covered by the scope of accreditation. It shall be distinguished the accredited scopes from those which are not.
- For Example:** Scopes that are not accredited have an asterisk adjacent to each inspection/test/calibration result and indicate the following disclaimer as: "Inspection/test/calibration results outside the laboratory's/inspection body's scope of accreditation" or "Not PAB Accredited".
- 3.3 When a test results or measurements came from the subcontractor, it shall be clearly marked as subcontracted in the endorsed report or certificate.
- 3.4 The PAB Accreditation symbol shall not be used in any partial or interim report.
- 3.5 For in-house purposes where test/inspection is in simplified manner, CABs may be allowed not to use the PAB Accreditation Symbol if it makes formal request to PAB and granted its request.
- 3.6 PAB endorsed report or certificate must be signed by PAB approved signatory(ies) for the particular scopes covered by the endorsement. The approved signatory(ies) accepts personal responsibility for ensuring that the reported inspection/test/calibration is carried out in full compliance with PAB accreditation criteria.
- 3.7 *Every CABs shall have at least one (1) personnel who meet the personnel competence established by CABs and applicable criteria that covers the scope of accreditation. Accreditation automatically suspended if a laboratory loses all signatories recommended based on the assessment conducted.*
- 3.8 *Endorsed report (e.g test/calibration /inspection reports) shall bear PAB symbol only when attested by the personnel recommended for signatory approval. CAB shall not use or refer that a signatory is endorsed by PAB.*
- 3.9 Endorsed reports must include a statement governing conditions of reproduction. Inspection/test/calibration reports or certificates shall not be reproduced except in full, but in special circumstances, the accredited CABs may permit an approved extract to be published. The approval shall be given in writing by CABs in each instance.
- 3.10 Reports and/or certificates generated electronically shall have procedures in place that ensure the validity of the reports generated at the CAB's premises and of the protocol for electronic data interchange (EDI) between sending and receiving sites. These procedures shall include checks of the customer's processing capabilities.

- 3.11 All reports/certificates that are electronically transmitted or similar character-based transmission shall provide evidence that they have been transmitted successfully and acknowledged by the recipient.

4 Advertising and Publicity

- 4.1 The accredited CABs shall consult with PAB and obtain approval prior to commencing the use of the PAB accreditation symbol or reference to accreditation in any material. CABs shall submit a formal written letter, draft of the advertising material or other accreditation reference for review and approval by PAB.

CABs may use the PAB Accreditation Symbol on the following provided that the conditions in this document are met:

- Calibration labels
 - Organization publication (e.g. brochure)
 - Publicity and advertising material (e.g. tarpaulin, website)
- 4.2 The accredited CABs shall identify the specific areas for which it is accredited so as to ensure accreditation is not implied for non - accredited activities.

5 PAB Accreditation Symbol Reproductions

- 5.1 The PAB Accreditation Symbol, the applicable standard and the accreditation number shall always go together.
- 5.2 The PAB Accredited CABs shall use the PAB Accreditation Symbol in color as prescribed on this document:

Figure 5.2a. One accreditation symbol with one accreditation number



Figure 5.2b. One accreditation symbol with two/more accreditation numbers. Test report bearing the PAB Symbol with two/more accreditation numbers

shall only be used with the same fields specified in the accreditation symbol.



PAB ACCREDITED

(Laboratory/Inspection Body) PNS

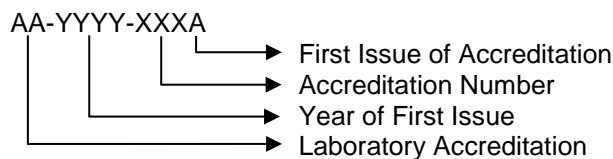
ISO/IEC - Applicable Standard

AA-YYYY-XXXXA (Field1) - *Accreditation* Number

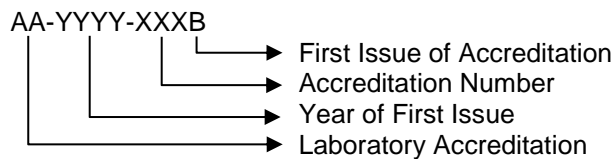
AA-YYYY-XXXXA (Field2) - *Accreditation* Number

- 5.3 The PAB Accredited CABs shall use the PAB Accreditation Symbol in color as prescribed on this document. The applicable standard and the CAB's accreditation number shall be displayed under the PAB Accreditation Symbol showing the year of issue of certificate of accreditation, the accreditation number and the indication using the letters of the English alphabet; of how many times the accreditation was renewed, A being the first issue and B for the first renewal and so on.

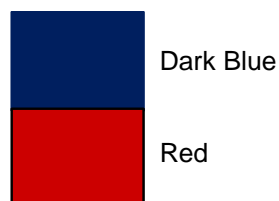
A. For New Accredited CAB



B. For Reaccredited CAB



- 5.4 The PAB Accreditation Symbol color specifications:



- 5.5 Any enlargements or reductions shall not distort the PAB Accreditation Symbol.
- 5.6 The PAB Accreditation Symbol shall not be more prominent than any other logo of the Accredited CABs certificates or any other documents.