



National Accreditation Board for Testing and Calibration Laboratories (NABL)

Policy for Use of NABL Symbol and / or Claim of Accreditation by Accredited Conformity Assessment Bodies (CAB) & NABL Accredited CAB Combined ILAC MRA Mark

AMENDMENT SHEET

| S. No. | Page No. | Clause No. | Date of Amendment | Amendment | Reasons | Signature QA Team | Signature CEO |
|--------|----------|-------------------------|-------------------|--|---|-------------------|---------------|
| 1. | 15 | Appendix A, S. No. N | 10-Feb-2020 | Typographical error corrected | Typographic error | -Sd- | -Sd- |
| 2. | 5 | 5.1 | 30-Apr-2020 | Clarification in Policy for use of NABL symbol | Comments received from CABs during lab conclave, through various emails and meeting at secretariat. | -Sd- | -Sd- |
| 3. | 5 | 5.3 | | Included the information regarding applicability of ILAC MRA Mark and condition when permission will not be granted. | In line with requirements of ILAC R7 | | |
| 4. | 6 | 6.2 | | Clarification in Policy for use of NABL symbol | Comments received from CABs during lab conclave, through various emails and meeting at secretariat. | | |
| 5. | 6 | 6.7 | | Clarification included about symbol not permitted | Comments received from CABs during lab conclave, through various emails and meeting at secretariat. | | |
| 6. | 9 | 8.6 | | NABL activity shifted to clause 5.3 | In line with requirements of ILAC R7 | | |
| 7. | 11 | 10 | | 'NABL' word included | Internal review | | |
| 8. | 14 | Appendix A, condition B | | Following statement deleted 'NABL Accredited CAB shall use NABL Accredited CAB Combined ILAC MRA Mark in economies where the ILAC MRA Mark is registered, or where an application for registration has been lodged and registration is pending | In line with requirements of ILAC R7 | | |
| 9. | | | | | | | |
| 10. | | | | | | | |

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1. Introduction

An accredited Conformity Assessment Body {Testing Laboratory / Medical testing Laboratory / Calibration Laboratory / Proficiency Testing Provider (PTP) / Reference Material Producer (RMP)} can make reference to its accreditation status in the test report / certificate, medical test report / certificate, calibration certificate / report, PT report and RM document.

Accreditation entitles the CABs to endorse the relevant document by using the NABL symbol and / or claim of accreditation, in accordance with NABL policy. Such endorsed documents can enjoy wide acceptance nationally and also internationally through the APAC and / or ILAC Mutual Recognition Arrangement (MRA).

Use of the Accredited CAB Combined ILAC MRA Mark on endorsed CAB reports reinforces such acceptance. ILAC is the owner of the ILAC MRA Mark and has licensed the use of the ILAC MRA Mark to NABL in accordance with the terms of the ILAC MRA Mark Agreement, pursuant to which NABL has developed the NABL Accredited CAB Combined ILAC MRA Mark.

2. Scope

This document specifies NABL policy and the Instructions for–

- 2.1 Use of NABL Symbol and / or Claim of Accreditation by NABL Accredited Conformity Assessment Bodies. The policy has been established in line with ILAC-P8:03/2019 ‘ILAC Mutual Recognition Arrangement (Arrangement): Supplementary Requirements for the Use of Accreditation Symbols and for Claims of Accreditation Status by Accredited Conformity Assessment Bodies’. This document sets out the conditions for the use of NABL Symbol and also details NABL policy on any claim of accreditation by CABs apart from the use of NABL symbol.
- 2.2 Use of NABL Accredited CAB Combined ILAC MRA Mark developed in line with ILAC-R7:05/2015 “Rules for the Use of the ILAC MRA Mark”.

3. NABL Logo

- 3.1 Pictorial representation of NABL logo is depicted below:



- 3.1.1 NABL logo is confined for the use by NABL only.

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4. NABL Symbol

4.1 **For Testing Laboratory:** Pictorial representation of NABL symbol to be used by NABL accredited testing laboratory is depicted below, where TC-XXXX is the Accreditation Certificate Number:



TC- XXXX

4.2 **For Calibration Laboratory:** Pictorial representation of NABL symbol to be used by NABL accredited Calibration laboratory is depicted below, where CC-XXXX is the Accreditation Certificate Number:



CC- XXXX

4.3 **For Medical Testing Laboratory:** Pictorial representation of NABL symbol to be used by NABL accredited medical testing laboratory is depicted below, where MC-XXXX is the Accreditation Certificate Number:



MC- XXXX

4.4 **For Proficiency Testing Provider (PTP):** Pictorial representation of NABL symbol to be used by NABL accredited PTP is depicted below, where PC-XXXX is the Accreditation Certificate Number:



PC- XXXX

4.5 **For Reference Material Producers (RMP):** Pictorial representation of NABL symbol to be used by NABL accredited RMP is depicted below, where RC-XXXX is the Accreditation Certificate Number:



RC- XXXX

Note: Accreditation Certificate number shall be provided by NABL to accredited CAB.

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5. POLICY

5.1 For use of NABL Symbol

Use of NABL symbol is mandatory for the parameters / tests covered under NABL accredited scope on all the test report / certificate, medical test report / certificate, calibration certificate / report, PT report and RM document issued by NABL Accredited CAB. Narrative reference to accredited status in place of NABL symbol is not acceptable in test reports / calibration certificates / PT report / RM document.

NABL accreditation is location specific. The accreditation claim shall be related only to the specific CAB location that is covered under the NABL scope of accreditation, and not with any other non-accredited locations.

Separate report/certificate be issued for non-accredited parameters. Asterisk mark or any other symbol is not allowed / not permitted to use in the report / certificate containing accredited parameters. (The intent of the para is to avoid misuse of NABL symbol and not to mislead customers about accreditation status. So, NABL symbol was not allowed/ not permitted in pages and/or part of a report/certificate where non accredited parameters occur).

5.2 For Claim of accreditation

Accredited CAB can claim accreditation in narrative reference also. Where the claim of accreditation is made in a narrative reference to accredited status in publicity material, it shall be accompanied by the 'Accreditation Certificate number'.

For example, in case of testing laboratory, it shall be as

- NABL accredited testing laboratory vide certificate number TC-XXXX
- Accredited by NABL vide Certificate number TC-XXXX
- ISO/IEC 17025 Accredited Testing Laboratory by NABL vide Certificate number TC-XXXX

The claim of accredited status is not to be done on any report / certificate / document which contains non-accredited parameters.

5.3 For use of NABL Accredited CAB Combined ILAC MRA Mark

NABL Accredited CAB {Testing Laboratory / Medical testing Laboratory / Calibration Laboratory / Proficiency Testing Provider (PTP)} wishing to use 'NABL Accredited CAB Combined ILAC MRA Mark' shall obtain approval in writing from NABL and agree to the rules for the use of the Accredited CAB Combined ILAC MRA Mark.

The NABL accredited CAB shall use the NABL Accredited CAB Combined ILAC MRA Mark only after getting written permission from NABL. If any NABL accredited CAB wishes to use the NABL Accredited CAB Combined ILAC MRA Mark, they shall need to fill in the Appendix 'A'- Agreement for use of NABL Accredited CAB Combined ILAC MRA Mark and submit it to NABL.

NABL shall only grant permission to use 'NABL Accredited CAB Combined ILAC MRA Mark' to NABL accredited CABs established in economies where the ILAC MRA Mark is registered, or where an application for registration has been lodged and registration is pending.

NABL shall not permit the use of NABL Accredited CAB Combined ILAC MRA Mark to the CAB, if there is any on-going complaint against the that particular CAB,

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6. Instructions for use of NABL Symbol and / or Claim of Accreditation

- 6.1 The CAB shall have a documented procedure for -
- Use of NABL Symbol, and
 - Claiming NABL accreditation in narrative reference.
- 6.2 Use of NABL symbol is mandatory in all the reports / certificates / documents issued by accredited CABs for the parameters / tests covered under NABL accredited scope. CABs are not allowed to use NABL symbol or claim NABL accreditation status in any form for the parameters which are not covered under NABL accredited scope. The non-accredited parameters shall not be a part of the report / certificate intended to be issued under NABL symbol, if it is not clearly identified and / or segregated and kept away. Asterisk mark or any other symbol or another accreditation body symbol/logo is not allowed / not permitted to use in the report / certificate containing accredited parameters. (CABs are encouraged to include those non-accredited parameters in the accredited scope so that the customers are not misled about accreditation status).
- 6.3 The certificates and / or reports issued by the NABL accredited CAB under the valid accredited scope shall meet the relevant requirements of ISO/IEC 17025 and/or ISO 15189 and/or ISO/IEC 17043 and/or ISO 17034 and of NABL (e.g. authorization by person declared to NABL as responsible for review, report and authorization of results).
- 6.4 NABL accredited CABs shall not authorize the use of NABL Symbol by their customers, sub-contractors or any other third party. It is the responsibility of each NABL accredited CAB to describe their accredited status in a manner that does not imply accreditation in areas that are outside their actual scope of accreditation or for other testing / calibration / PTP / RMP facilities not covered under NABL accreditation and to minimize the risk of a customer / general public being misled.
- 6.5 The NABL Symbol and / or claim of accreditation shall not be used by a CAB or its franchisee / subcontractor which are not accredited by NABL.
- 6.6 The NABL Symbol and / or claim of accreditation shall only be used by NABL accredited CABs during the period when it holds valid accreditation.
- 6.7 While claiming NABL accreditation, CAB shall use NABL symbol and / or narrative reference to the claim of NABL accreditation only. Use of any other Accreditation Body symbol or mark is not permitted to be used along with NABL symbol.
- 6.8 The NABL Symbol and / or claim of accreditation shall be used by NABL accredited CAB only under the name and address, on which it holds valid accreditation.
- 6.9 When providing proof of accreditation, NABL accredited CAB shall use the Accreditation Certificate along with the scope of accreditation (i.e., to be presented in full).
- 6.10 NABL Logo or NABL Symbol or any claim of accreditation shall not be placed on the products or items, which a CAB has tested / calibrated or produced.
- 6.11 NABL Symbol and / or any claim of accreditation shall not be used in such a way as to imply that NABL accepts responsibility for activities carried out under the scope of accreditation.
- 6.12 Where the claim of accreditation is used by NABL accredited CABs in a narrative reference to accredited status, it shall always be accompanied by the 'Accreditation Certificate number', granted by NABL.

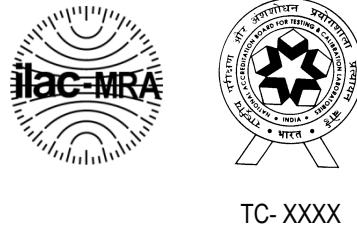
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- 6.13 There shall be nothing in report and/or certificate or in any attachment or other material, which implies or may lead any user of the results or any interested party to believe / made to believe, that the work is accredited when in fact it is not.
- 6.14 Accredited Calibration laboratory shall not issue a calibration certificate for an Equipment / Assembly / Set up / Device, until and unless it is explicitly mentioned in its scope of accreditation. In other case, where the accreditation is granted to the calibration laboratory for the 'parameters' only, the Calibration certificate issued by the calibration laboratory shall have a clear demarcation for 'Parameter calibrated' and for the 'Equipment / Assembly / Set up / Device'. In no way, it should mislead the customer that the whole Equipment / Assembly / Set up / Device is calibrated.

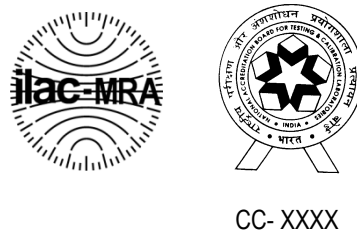
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7. NABL Accredited CAB Combined ILAC MRA Mark

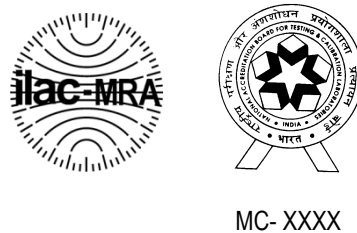
7.1 **For Testing Laboratory:** Pictorial representation of NABL Accredited CAB Combined ILAC MRA Mark to be used by testing laboratory is depicted below, where TC-XXXX is the Accreditation Certificate Number:



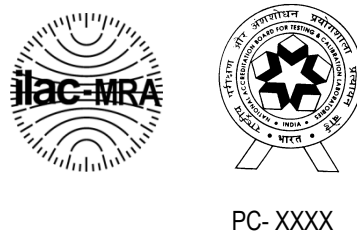
7.2 **For Calibration Laboratory:** Pictorial representation of NABL Accredited CAB Combined ILAC MRA Mark to be used by calibration laboratory is depicted below, where CC-XXXX is the Accreditation Certificate Number:



7.3 **For Medical Testing Laboratory:** Pictorial representation of NABL Accredited CAB Combined ILAC MRA Mark to be used by medical testing laboratory is depicted below, where MC-XXXX is the Accreditation Certificate Number:



7.4 **For Proficiency Testing Provider (PTP):** Pictorial representation of NABL Accredited CAB Combined ILAC MRA Mark to be used by PTP is depicted below, where PC-XXXX is the Accreditation Certificate Number:



Note: Accreditation Certificate number shall be provided by NABL to accredited CAB.

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8. Instructions for use of NABL Accredited CAB Combined ILAC MRA Mark on its test report, calibration certificate and PT report

'NABL Accredited CAB Combined ILAC MRA Mark' is the ILAC MRA Mark used in combination with the NABL Symbol, which NABL accredited CAB is entitled to use.

Use of 'NABL Accredited CAB Combined ILAC MRA Mark' is voluntary and shall only be used by accredited Testing laboratory, Medical testing laboratory, Calibration laboratory and Proficiency Testing Provider (PTP) on its test report/certificate, calibration certificate/report and PT report only.

- 8.1 NABL Accredited CAB {Testing laboratory, Medical testing laboratory, Calibration laboratory and Proficiency Testing Provider (PTP)} shall have a documented procedure for use of NABL Accredited CAB Combined ILAC MRA Mark.
- 8.2 NABL Accredited CAB wishing to use 'NABL Accredited CAB Combined ILAC MRA Mark' shall obtain approval in writing from NABL and agree to the rules for the use of the NABL Accredited CAB Combined ILAC MRA Mark.
- 8.3 'NABL Accredited CAB Combined ILAC MRA Mark' shall be used on the report / certificate which contains only accredited scope. Any non-accredited scope shall not be part of the said report / certificate.
- 8.4 NABL Accredited CAB may use 'NABL Accredited CAB Combined ILAC MRA Mark' only on Report / Certificate issued by accredited CAB.
- 8.5 NABL accredited CAB are entitled to use 'NABL Accredited CAB Combined ILAC MRA Mark' together with the certificate number of the accredited CAB.
- 8.6 NABL accredited CABs can use 'NABL Accredited CAB Combined ILAC MRA Mark' for activities undertaken outside the economy in which they are established.
- 8.7 'NABL Accredited CAB Combined ILAC MRA Mark' shall only be used by NABL accredited CABs during the period when it holds valid accreditation.
- 8.8 NABL accredited CAB shall allow NABL to observe the use of 'NABL Accredited CAB Combined ILAC MRA Mark'.
- 8.9 NABL accredited CAB shall not use 'NABL Accredited CAB Combined ILAC MRA Mark' in any way that would bring ILAC and/or NABL into disrepute.
- 8.10 NABL accredited CAB shall strictly ensure that 'NABL Accredited CAB Combined ILAC MRA Mark' shall not be used by their customers, sub-contractor or any other third party.
- 8.11 NABL accredited CAB shall not use the ILAC MRA Mark in any form other than as part of a 'NABL Accredited CAB Combined ILAC MRA Mark'.
- 8.12 'NABL Accredited CAB Combined ILAC MRA Mark' shall not be placed by any means on the products or items, which a CAB has tested / calibrated.
- 8.13 'NABL Accredited CAB Combined ILAC MRA Mark' shall not be used on any other item other than Report and / or Certificate.

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9. Instructions for Reproduction of NABL Symbol and / or NABL Accredited CAB Combined ILAC MRA Mark

- 9.1 "NABL Symbol" shall be legible and displayed only in the appropriate form and proportion. The image of NABL Symbol can be obtained from NABL secretariat.
- 9.2 Electronic reproduction of "NABL Symbol" is permitted provided that the requirements of this document are met, integrity of NABL symbol is maintained and distortion of graphic is avoided.
- 9.3 NABL accredited CABs {Testing laboratory, Medical testing laboratory, Calibration laboratory and Proficiency Testing Provider (PTP)} are entitled to use NABL Symbol as well as "NABL Accredited CAB Combined ILAC MRA Mark".
- 9.4 NABL symbol shall be positioned such that it is not combined with any other logo / symbol / mark. The ILAC MRA Mark shall be positioned such that the NABL symbol shall be on right side of the ILAC MRA Mark, but shall appear in close proximity to each other.
- 9.5 NABL symbol and/or "NABL Accredited CAB Combined ILAC MRA Mark" shall be reproduced in black and white color only. Embossed, relief, or die-stamped versions are allowable.
- 9.6 NABL symbol and/or ILAC MRA Mark shall always be used in its original, designed proportions. As a general guideline, one dimension of the NABL symbol, preferably the height, should be within approximately 5% of the size of the ILAC MRA Mark.
- 9.7 NABL symbol and/or ILAC MRA Mark shall not be distorted or stretched in any way.
- 9.8 NABL symbol and/or ILAC MRA Mark shall not appear in size that is unreadable.
- 9.9 ILAC MRA mark shall be maintained in similar proportions to the NABL symbol (within the Accredited CAB Combined ILAC MRA Mark).
- 9.10 NABL symbol and/or ILAC MRA Mark shall only be used in its normal horizontal orientation and not be rotated.
- 9.11 NABL symbol and/or ILAC MRA Mark shall be used on a background that will not impede readability.
- 9.12 NABL symbol and/or ILAC MRA Mark photocopies from other documents shall not be used.

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10. Instructions for use of NABL Symbol and / or Claim of Accreditation for Subcontracted Result

NABL allows subcontracting of Test and / or Calibration to an NABL accredited CAB only. NABL accredited CAB may include the results of subcontracted tests or calibrations in its endorsed report and / or certificate only if:

- a) The accredited CAB takes full responsibility for the subcontracted test and / or calibration.
- b) The accredited CAB shall take approval from the subcontractor to report excerpts from the subcontractor's report and / or certificate.
- c) The subcontracted calibration and/ or test result shall be clearly and unambiguously identified.

11. Instructions for use of NABL Symbol and / or Claim of Accreditation on Calibration Labels

11.1 Calibration labels containing the "NABL Symbol" may be affixed only on the equipment that has been calibrated by NABL accredited calibration laboratory as per their scope of accreditation. Calibration labels containing NABL symbol shall not give the impression that NABL has approved or calibrated the equipment.

11.2 Calibration labels containing the "NABL Symbol" shall include at least the following information:

- a) The name of accredited calibration laboratory,
- b) The instrument identification,
- c) The date of current calibration'
- d) Cross-reference to the calibration certificate/report issued with respect to this calibration.

11.3 Calibration labels containing the accreditation symbol shall only be used for the equipment which have been calibrated using calibration methods covered by NABL accredited scope of the accredited calibration laboratory.

12. Instructions for use of NABL Symbol and / or Claim of Accreditation on Reference Material Documents and Labels

NABL accredited RMP shall use NABL symbol in such a way that Reference Material (RM) certificate and / or RM label containing the accreditation symbol shall not give the impression that NABL has approved or produced the RM. In addition to the information required in ISO 17034, RM label shall include the following:

- a) The name and Accreditation Certificate number of the accredited Reference Material Producer,
- b) Designation of the product and batch number, and
- c) Cross reference to the Reference Material document.

13. Instructions for use of NABL Symbol and / or Claim of Accreditation on Proficiency Testing Reports

NABL accredited PT provider shall use NABL symbol on the reports related to the PT schemes covered by the accredited scope of the PT provider.

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14. Instructions for use of NABL Symbol and / or Claim of Accreditation for Advertising and Publicity

- 14.1 NABL Accredited CABs may use “NABL Symbol” and / or claim NABL accreditation in publicity and/or advertising materials for promotional purposes, including brochures, business reports & stationery, technical literature, websites or on proposal / quotation for testing, calibration, PT and RMP work.
- 14.2 The accreditation claim by accredited CAB shall be related to or associated only with the services for which it is accredited by NABL, and not with any other activities in which the CAB or its parent organization is involved.
- 14.3 NABL accreditation is location specific. The accreditation claim shall be related only to the specific CAB location that is covered under the NABL scope of accreditation, and not with any other non-accredited location. Once the accredited CAB shifts the premises, they shall immediately stop the use of NABL Symbol and / or any claim of NABL accreditation at the new premises till NABL verifies and approve the suitability of new premises.
- 14.4 In brochures, proposal or quotation, the accredited CAB shall distinguish scope that is covered under NABL Accreditation from those that are not covered.
- 14.5 Where “NABL Symbol” and / or Claim of Accreditation is printed on letterhead and/or other corporate stationery, such stationery shall not be used for work proposal or quote, nor for reporting the results exclusively outside the NABL Scope of Accreditation, or for certifying a product or item, However, in case of (C)RM, the RMP may use the printed letterhead for the product or item certified by them as per the scope of accreditation.

15. Situations for not to use “NABL Symbol” and / or NABL Accreditation Status and / or NABL Accredited CAB Combined ILAC MRA Mark

- 15.1 In the event of CAB being placed under suspension / withdrawal / expiry of accreditation, the CAB shall immediately cease to issue certificate and report displaying the "NABL Symbol"; or any claim of accreditation; and shall cease publishing and/or distribution of documents (including advertisement, website, letter head etc.) containing the “NABL Symbol” or reference to NABL accreditation.
- 15.2 CAB shall not make any claim of NABL accreditation outside accredited scope which includes reporting a test method not appearing in the scope of accreditation, reporting a value outside accredited range, reporting uncertainty smaller than CMC etc.

16. Actions for Misuse of NABL Symbol / NABL Accredited CAB Combined ILAC MRA Mark

- 16.1 Any false claim of NABL accreditation in the form of use of NABL Symbol on the certificates for the unaccredited test/calibration/PT/RM, Statements like 'Accredited by NABL' in the certificates of unaccredited test/calibration/PT/RM or any claims of other means will be treated as misuse of NABL accreditation and adverse decision as per NABL 216 shall initiated against the CAB.
- 16.2 In case a CAB is found to be violating the instructions for use of NABL Accredited CAB Combined ILAC MRA Mark, or misusing the same, adverse action will be initiated as per NABL 216 and the accreditation will be withdrawn.

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17. Authorizing the test report / certificate, medical test report/ certificate, calibration certificate/ report, PT report and RM document

The test report / certificate, medical test report / certificate, calibration certificate / report, PT report and RM document issued under the accredited scope shall be authorized by the person who has been declared to NABL as responsible for review, report and authorizing the results.

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Agreement for use of NABL Accredited CAB Combined ILAC MRA Mark

CAB Name:

CAB ID & Certificate Number:

Validity of the Accreditation Certificate.....

Address:

.....

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Terms and Conditions for Use of NABL Accredited CAB Combined ILAC MRA Mark

- A. The accredited CAB shall use the NABL Accredited CAB Combined ILAC MRA Mark only after this agreement has been signed by NABL accredited CAB and NABL.
- B. Accredited CABs can use the NABL Accredited CAB Combined ILAC MRA Mark for activities undertaken outside the economy in which they are established.
- C. The accredited CAB shall ensure that, at all times, its use of the NABL Accredited CAB Combined ILAC MRA Mark does not breach any requirements of NABL 133.
- D. NABL Accredited CAB Combined ILAC MRA Mark shall only be reproduced in the manner prescribed in Section 9 of NABL 133.
- E. The ILAC MRA Mark shall be positioned at the left side of the NABL symbol, but shall appear in close proximity to each other.
- F. NABL accredited CAB shall not use the NABL Accredited CAB Combined ILAC MRA Mark in any way that would harm the reputation of ILAC and/or NABL.
- G. NABL accredited CAB shall allow NABL to observe the use of the Accredited CAB Combined ILAC MRA Mark.
- H. NABL accredited CABs are entitled to use of the NABL Accredited CAB Combined ILAC MRA Mark together with the certificate number of the accredited CAB.
- I. NABL accredited CAB shall not use the ILAC MRA Mark in any form other than as part of a NABL Accredited CAB Combined ILAC MRA Mark.
- J. Upon the termination of this agreement, the accredited CAB no longer has the right to use the NABL Accredited CAB Combined ILAC MRA Mark and stop all such use.

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- K. The accredited CAB's rights under this agreement shall automatically and immediately be suspended during any period where the accredited CAB either voluntary withdraws its Accreditation or the accreditation status of the CAB is under "Voluntary Withdrawal" or "Suspension" or "Forced Withdrawal" or "Debarred" category.
- L. NABL has the right to terminate this agreement by giving a written notice if the accredited CAB is found violating the terms and conditions of this agreement.
- M. This agreement will automatically terminate when CAB Acquisition, Merger, De-Merger, Take over/ Purchase and Selling of CAB has been initiated as informed to NABL.
- N. This agreement will automatically terminate when ILAC MRA status of NABL has been suspended, terminated or not renewed by ILAC.
- O. In case, there is any on-going complaint against the accredited CAB, NABL shall not permit the use of NABL Accredited CAB Combined ILAC MRA Mark to the particular CAB.
- P. All disputes, if any, arising out of this contract, that remain unresolved through mechanism provided by NABL are subject to the exclusive jurisdiction of the Courts at New Delhi and none other.

Declaration

I declare that, undersigned is authorized to sign this agreement on behalf of _____ which is accredited by NABL in the field of _____ (Testing / Calibration / Medical / PTP).

This agreement is entered on the date stated at the end of it and will terminate on the expiry of the CAB's accreditation.

**Signature of CAB Head
(Date, Name & Designation)**

**Signature on behalf of NABL
(Date, Name & Designation)**

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