

Process Step No.	Process Description	Resp.	Forms
1	For Austrian Accreditation Clients: The use of accreditation mark for QA is based on the governing document which is controlled by Austria. This is sent along with each certificate to the client and is standardized worldwide. The control over this document is with Austria directly. Any change in this document is communicated by them. In all the cases of BMWfw accreditation, Austria would send across the specific mark with the specific standard and certificate number on the mark which is to be used by the client, this is in a BIT map image.	Planning Team, Client	JPEG Image
2	For NABCB Accreditation Clients (Points a) and b) only) : QACA will refer “BCB 202 - Conditions for Use of NABCB Accreditation Symbol and other claims of accreditation, IAF MLA Mark and ILAC MRA Mark” of NABCB as criteria for monitoring proper use of the NABCB accreditation mark and QACA’s registration mark. If the client would prefer to use a mark other than the standard QACA registration mark, they must submit it to the QACA office for written approval and follow the same guidelines as the QACA registration mark as outlined below:	<u>Executive Director,</u> Client	BCB 202 - Conditions for Use of NABCB Accreditation Symbol and other claims of accreditation, IAF MLA Mark and ILAC MRA Mark QSP 10 – Use of accreditation marks
a)	Use of NABCB Accreditation Symbol The use of NABCB Accreditation Symbol by the client organizations of QACA, if permitted, will be under the control and supervision of QACA. Reasonable actions shall be taken to ensure that the use of the accreditation symbol by client organizations is within the conditions specified. The IAF MLA Mark and ILAC MRA shall not be used by client organizations of QACA.	<u>Executive Director,</u> Client	
b)	A registered client may use the NABCB accreditation mark only in conjunction with QACA’s registration mark on the client’s stationery and literature. This is controlled by way of communication before printing of the final certificate – Print Order is required to be filled by the client which is verified by QACA and also by physical observation by the audit team of QACA during audits or visits or various advertisements. The certification body’s nor the accreditation body’s symbol shall be used on laboratory test, calibration or inspection reports, as such reports are deemed to be products in this context.	<u>Executive Director,</u> Client	Print Order
3	For QACA only:	<u>Executive Director,</u>	

	<p>NABCB Accreditation Symbol is a combination of NABCB Mark with unique accreditation number as granted to QACA written below the NABCB Mark. The design of the NABCB mark is enclosed at Appendix 'A' of BCB 202 (latest version) and the NABCB Accreditation Symbol and the Combined IAF MLA / ILAC MRA Mark is in Appendix 'B' of BCB 202 (latest version).</p> <p>The design specifies the proportions of the mark and the colour combinations in which it can be reproduced. Design of other mark / symbol, like the Combined IAF MLA Mark for certification bodies is permitted for use, based on specific requirements as described in the latest versions of IAF MLA Mark document (IAF ML 2) and ILAC MRA Mark document (ILAC R7) respectively.</p> <p>The Combined IAF MLA / ILAC MRA Mark shall be used subject to specific agreement signed by QACA with NABCB.</p>	Risk & Compliance Team	
a)	<p>Reproduction of Mark / Symbol</p> <p>QACA is not authorized to use the NABCB mark in isolation without the accreditation number.</p>	<u>Executive Director</u> , Risk & Compliance Team	
b)	<p>QACA can reproduce the NABCB Accreditation Symbol and the Combined IAF MLA or ILAC MRA Mark as applicable only in conjunction with its own mark/mark, as shown in the Appendix 'B' (of BCB 202 (latest version), on its certificates, reports, stationery and literature associated with its accredited activities and scopes subject to the conditions specified below. The NABCB Accreditation Symbol and the Combined IAF MLA or ILAC MRA Mark cannot be printed on visiting cards.</p>	<u>Executive Director</u> , Risk & Compliance Team	
c)	<p>Conditions for Use of NABCB Accreditation Symbol and IAF MLA /ILAC MRA Mark</p> <p>QACA can only use the NABCB Accreditation Symbol and the IAF MLA / ILAC MRA Mark, as relevant, for the specific conformity assessment services and the office(s) of QACA that are included in the accreditation granted by the NABCB. QACA shall not make any statement regarding its accreditation that NABCB may consider misleading or unauthorized, specifically: The NABCB Accreditation symbol or the IAF MLA / ILAC MRA Mark as relevant shall not be used in any way that it misleads the reader about the accredited status of QACA or its client organization.</p>	<u>Executive Director</u> , Risk & Compliance Team	
d)	<p>For management systems certification, neither the certification body's nor the accreditation body's symbol shall be used on</p> <ul style="list-style-type: none"> packaging of a product, labels, publicity material, written announcements etc. that in any way suggests that QACA or the accreditation body 	<u>Executive Director</u> , Risk & Compliance Team	

	has certified or approved any product, process or service of the certified body or in any other misleading manner <ul style="list-style-type: none"> • vehicles except in publicity material like part of a large advertisement • buildings and flags • visiting cards 		
4	All quotations and contracts by QACA having the NABCB Accreditation Symbol or the IAF MLA / ILAC MRA Mark shall clearly indicate the portion of activities that are not accredited by NABCB.	<u>Executive Director</u> , Risk & Compliance Team	Proposal
5	Action on Suspension and Termination <p>a) Upon suspension of the accreditation by NABCB, QACA shall immediately cease to use its stationery, certificates and other publicity material that has NABCB Accreditation Symbol or the IAF MLA / ILAC MRA Mark or Scheme Owner Mark/Mark on it. The use can be restarted only after the suspension is revoked by NABCB.</p> <p>b) Upon termination of the accreditation on account of non-renewal / withdrawal of the accreditation, QACA shall immediately cease to use its stationery, certificates and other publicity material that has NABCB Accreditation Symbol or the IAF MLA / ILAC MRA Mark or Scheme Owner Mark/Mark on it.</p>	<u>Executive Director</u> , Risk & Compliance Team	
6	Content, Size and Reproduction <p>a) The NABCB Accreditation Symbol shall be reproduced using NABCB mark in the proportions and the colours indicated in Appendix `A`. The size of the NABCB mark shall not normally be reduced below the size 15x12 mm. In the event of reproduction in smaller size owing to limitation of space, the mark shall be legible with no infilling of space and letters. The symbol shall be reproduced based on the master supplied to QACA. Redrawn masters should never be used.</p> <p>b) QACA shall reproduce the symbol with correct reference of the accreditation number below the NABCB mark as shown in Appendix `B`.</p> <p>c) The NABCB Accreditation Symbol shall not be reproduced by a client organization in isolation of QACA mark/mark.</p> <p>d) The mark shall only be printed in the colour combination or in the grey-black combination as specified in the Appendix of BCB 202.</p> <p>e) The Combined IAF MLA / ILAC MRA Mark when used under contract with NABCB shall be reproduced and</p>	<u>Executive Director</u> , Risk & Compliance Team	

	used in accordance with the latest versions of IAF MLA Mark document (IAF ML 2) and ILAC MRA Mark document (ILAC R7) respectively and the stipulations in the agreement signed with NABCB.		
	End of Procedure		
	List of Records	Format No.	Retention Period
1	Conditions for Use of Accreditation Mark	QACAPL/IN D/AM	Three yrs
2	Certification Mark	JPEG Format	
3	Print Order		

Amendment History

S.No.	Date	Nature and details	Changes	Approvals
1	01/09/2016	Alignment with requirements of ISO17021-1:2015	Point 7 amended	Country Head
2	14/01/2017	Requirements of ICMED Scheme are addressed	Para 7 amended	Country Head
3	13/02/2017	Details of QACA Mark added	Para 3.1 added	Country Head
4	15/04/2017	Process for statement on packaging and accompanying material added.	Para 7 amended	Country Head
5	09/10/2020	Country Head replaced with Executive Director	2, 2.1, 3.1, 3.2, 4, 5, 6, 7, 8	Director
6	15/10/2020	Requirements of Clause 4.1.3 of ISO 17065 added	Para 9 added	Director
7	10/02/2023	Changes due to annual documentation review	Change in responsibility	Director
8	15/05/2023	Changes done as per NABCB EHS OA findings. Procedure amended to meet the requirements of BCB 202/ Feb 2023	New inclusions throughout the procedure	Director
9	10/08/2023	Director replaced with Executive Director as a result of change in responsibility	Throughout the document	Executive Director