



Pennsylvania Accreditation Centre

THE USE OF PAC ACCREDITATION SYMBOL R4G

- ***Copy NO. :-***

Controlled copy

uncontrolled copy

This document shall not be reproduced by photocopying or by any other method or in any form without the written approval of the Director.

The distribution of this document is only by, or via, the Director.

Approved by:

***Position
Name
Date***

***Director
Winston Meridth
Feb 2020***



Pennsylvania Accrediation Centre

Amendment Sheet

<i>Amendment</i>		<i>Section / PD No.</i>	<i>Page No.</i>	<i>Issue No.</i>	<i>Issue Date</i>	<i>Rev. No</i>	<i>Amendment Details</i>
<i>No</i>	<i>Date</i>						



Pennsylvania Accreditation Centre

INDEX

1. *General format and display of the PAC accredited symbol or reference to PAC accreditation.*
2. *Use of PAC accredited symbol or reference to PAC accreditation by laboratories:*
3. *Use of the PAC accredited symbol or reference to PAC accreditation on calibration certificates and calibration labels*
4. *Use of the PAC accredited symbol or reference to PAC accreditation on test reports and test certificates*
5. *Use of the PAC accredited symbol or reference to PAC accreditation on quality management system certificates*
6. *Use of the PAC accredited symbol or reference to PAC accreditation for personnel certification*
7. *Use of the PAC accredited symbol or reference to PAC accreditation for environmental certification*
8. *Use of the PAC accredited symbol or reference to PAC accreditation on inspection reports*
9. *Use of the PAC accredited symbol or reference to PAC accreditation in publicity material:*
10. *Use of the PAC accredited symbol or reference to PAC accreditation for FSMS certification*
11. *Other restrictions on the use of PAC accredited symbol or reference to PAC accreditation*
12. *Use of the ILAC/IAF mark or reference to IAF recognition for accredited CABs*
13. *References*
 - *APPENDIX 1*
 - *APPENDIX 2*
 - *APPENDIX 3*



Pennsylvania Accreditation Centre

INTRODUCTION:

This document sets out the conditions for the use of PAC accredited symbol or reference to PAC accreditation by PAC accredited CABs.

PAC accredited CABs are required to use PAC accreditation symbol or refer to PAC accreditation where appropriate.

Reference to an accredited CABs in this document implies all accredited CABs.

Note that when testing laboratories are mentioned these includes medical laboratories.

1. GENERAL FORMAT AND DISPLAY OF THE PAC ACCREDITED SYMBOL OR REFERENCE TO PAC ACCREDITATION.

- 1.1. PAC logo is to be used by PAC only. Accredited CABs may use PAC accredited symbol and/or may make a reference to their PAC accreditation, but may not use PAC logo in such reference.*
- 1.2. PAC accredited symbol shall be displayed only in the appropriate format, size, colour and wording as provided by PAC in an electronic form and as explained in Appendix 2 of this regulation.*
- 1.3. Where a CAB wishes to refer to its PAC accreditation instead of using the symbol it shall without variation use the relevant phrase “An PAC accredited (calibration laboratory), (testing laboratory), (medical laboratory), (proficiency testing provider), (inspection body), (forensic service provider), (person certification body), (product certification body), (MS certification body) & (halal certification body) No.000000“*
- 1.4. All quotations that contain the PAC accredited symbol or refer to PAC accreditation shall clearly indicate those activities that are not PAC accredited.*
- 1.5. A CAB accredited by PAC is entitled to display PAC accredited symbol or make reference to PAC accreditation on sheets of its stationery (e.g. letterhead paper, quotations, brochures) or other items relevant to the accredited activity, subject to CAB identifying the specific areas for which it is accredited.

(i.e. calibration, testing, quality measurement systems, product certification, personnel, environmental, ...etc)*
- 1.6. A CAB accredited by PAC shall, in addition to all other requirements detailed in this document, display, on any documentation it chooses, PAC accreditation number with the PAC accredited symbol.*
- 1.7. A CAB accredited by PAC may not imply in their use of PAC accredited symbol or in any reference to PAC accreditation that PAC approves their product, service or system.*
- 1.8. A CAB accredited by PAC that holds accreditation in more than one field shall ensure that it does not imply accreditation for any field which it does not have accreditation for.*
- 1.9. Irrespective of whether a supplier of a product is certified by an accredited organization for product certification, the supplier may not place PAC accredited symbol on the product.*
- 1.10. Failure to comply with these requirements may lead to denial, suspension or withdrawal of accreditation and/or legal action. (see item 9.5)*



Pennsylvania Accreditation Centre

2. USE OF PAC ACCREDITED SYMBOL OR REFERENCE TO PAC ACCREDITATION BY LABORATORIES:

- 2.1. *A calibration laboratory accredited by PAC is entitled to display PAC accredited symbol or refer to PAC accreditation on sheets of its stationery used to report calibration data provided that the format of these sheets complies with the requirements set out in item 3 of this document and the requirements of PAC are met.*
- 2.2. *A calibration laboratory accredited by PAC that holds accreditation for site calibration shall use its calibration accreditation number with PAC accredited symbol or reference to PAC accreditation in the same way as for calibrations carried out in the accredited permanent laboratory.*
- 2.3. *A testing laboratory accredited by PAC is entitled to display PAC accredited symbol or make reference to PAC accreditation on sheets of its stationery used to report test results, provided that the words "Test Report" appear as a heading on the first sheet and the conditions of section 8 of this document and the requirements of PAC are met.*
- 2.4. *A testing laboratory accredited by PAC that holds accreditation for site/branch testing may use its site/branch testing accreditation number where relevant with PAC accredited symbol or any reference to PAC accreditation in the same way as for an accredited permanent laboratory.*
- 2.5. *PAC accredited Laboratory that holds accreditation for both calibration and testing shall ensure that the use of symbol clearly indicates whether the results refer to testing or calibration.*

3. USE OF PAC ACCREDITED SYMBOL OR REFERENCE TO PAC ACCREDITATION ON CALIBRATION CERTIFICATES AND CALIBRATION LABELS

- 3.1. *PAC accredited symbol shall be displayed only on calibration certificates, which contain exclusively results from calibrations that have been carried out in accordance with PAC requirements and are within the accredited scope of the laboratory concerned.*
- 3.2. *PAC accredited symbol, or reference to PAC accreditation, shall not be incorporated into a calibration certificate or calibration label not containing or relating wholly to results from accredited calibrations except as permitted in section 9.*
- 3.3. *PAC Policy on Disclaimers*
A calibration laboratory accredited by PAC may, by prior agreement of PAC executive director, be permitted to report measured values beyond the scope of its accreditation. The measured values concerned shall be clearly identified on the calibration certificate, and shall form only a small part of the certified measurements.
- 3.4. *All data that result from non-accredited activities shall be separated in separate report and that report shall not have any reference to PAC accreditation or PAC symbol.*
- 3.5. *Sub-contracted Calibration Results*
Where a laboratory wishes to issue a calibration certificate incorporating PAC accredited symbol or reference to PAC accreditation and results from sub-contracted calibrations, it is allowed to use one report in case that sub-contractor is accredited in the same scope of calibration carried out. Unless that it is obliged to use two separate reports in case that sub-contractor is not accredited in the same scope of calibration carried out.



Pennsylvania Accreditation Centre

- 3.6. *A calibration laboratory accredited by PAC should, wherever practical, use a label of approved design only on a measuring instrument for which an PAC accredited calibration: Certificate has been issued subject to the following conditions:*
- i. That the laboratory has issued an PAC accredited calibration certificate for calibration of instrument referred to on the label;*
 - ii. That the laboratory holds PAC accreditation for calibrations referred to;*
 - iii. That the label relates only to calibration carried out on the date given on the label;*
 - iv. That the label does not of itself imply compliance with a specification, approval of quality or permanence of calibration;*
 - v. That on recalibration of instrument, the previous label should be removed and replaced by a new label relating to latest calibration;*
 - vi. That the label conforms with design, colour and permanence requirements given in Appendix 3 of this document;*
 - vii. That the label is controlled and used in the manner described in Appendix 3 of this document.*

4. USE OF PAC ACCREDITED SYMBOL OR REFERENCE TO PAC ACCREDITATION ON TEST REPORTS AND TEST CERTIFICATES

4.1. *PAC accredited symbol or reference to PAC accreditation should be displayed on all test reports which contain exclusively results from tests within accredited scope of laboratory concerned.*

4.2. Sub-contracted Test Results

Where a laboratory wishes to issue a test report incorporating PAC accredited symbol or reference to PAC accreditation and results from sub-contracted tests, it is allowed to use one report in case that sub-contractor is accredited in the same scope of test carried out. Unless that it is obliged to use two separate reports in case that sub-contractor is not accredited in the same scope of test carried out.

4.3. PAC Policy on Disclaimers

4.3.1. *PAC accredited symbol or reference to PAC accreditation may also be used on test reports that only contain test results from only accredited tests, opinions, interpretations, or material relating to investigational activities.*

4.3.2. *All data result from non-accredited activities shall be separated in a separate report and that report shall not have any reference to PAC accreditation or PAC symbol.*

4.4. Disclaimer for Opinions, Interpretations etc.

When a laboratory issues test reports incorporating PAC accredited symbol or reference to PAC accreditation and containing opinions, interpretations, or other material relating to investigational activities, the following disclaimer shall be incorporated:

"Opinions and interpretations expressed herein are outside the scope of PAC accreditation".

4.5. Location of Disclaimer

When a laboratory issues test reports incorporating PAC accredited symbol or reference to PAC accreditation and any of the above disclaimers, the disclaimers shall preferably be included on the front cover or first page of each test report or wherever the symbol or reference to accreditation occurs.



4.6. Special Rules for Medical Test Reports

PAC emphasizes that a test is not accredited if the analyte, the test method, or the instrument used is not in the laboratory scope of accreditation. If the laboratory has accredited and unaccredited tests and it wants to put the accreditation symbol on the test report, then the laboratory will either separate unaccredited tests from the accredited ones in separate reports, as described above, or follow the following rules (as shown in the example: figure 1):

- a. The test report will include the laboratory's default sequence of the tests performed by the laboratory.
- b. A symbol (#) shall be put before the unaccredited test name, with the same font, such that the space between the symbol and the test name is about 1.0 cm.
- c. The accredited test name shall have the same starting point as the unaccredited test name, leaving a space before accredited test name equal to the space before the unaccredited test name.
- d. Phrase at the end of the report with the same font shall explain as follows:
(# **This test is not accredited by PAC nor recognized by ILAC.**) with the same font as the rest of the report.

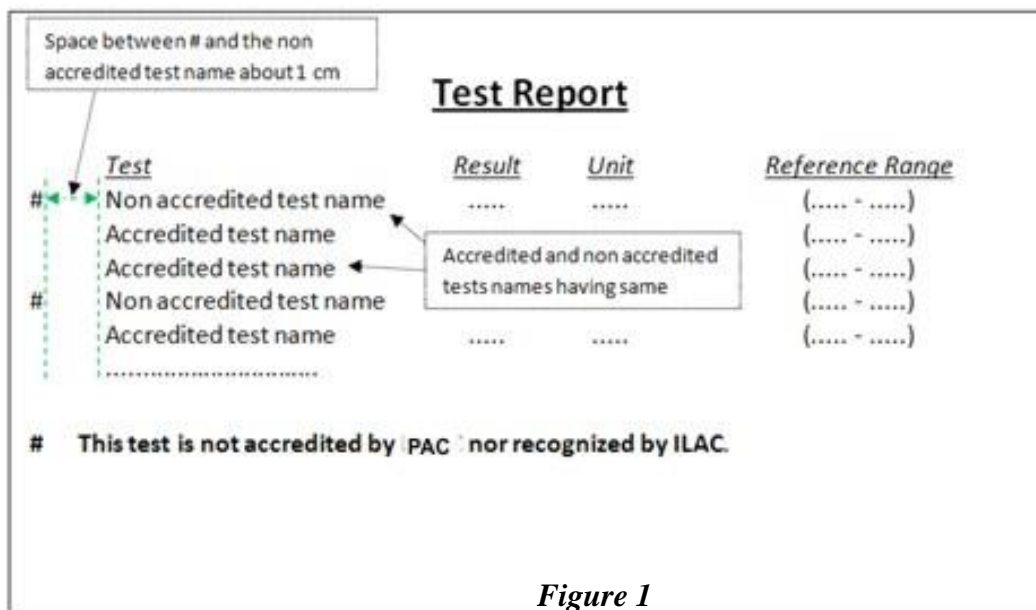


Figure 1

5. USE OF PAC ACCREDITED SYMBOL OR REFERENCE TO PAC ACCREDITATION ON QUALITY MANAGEMENT SYSTEM CERTIFICATES

- 5.1. PAC accredited symbol shall be displayed only on quality management system certificates which have been issued by an PAC accredited certification organization.
- 5.2. PAC accredited symbol, or reference to PAC accreditation shall not be incorporated into a quality management system certificate not containing a statement identifying the title and number of the standard against which the certification was done. (i.e. ISO 9001:2015, ... etc.)



Pennsylvania Accreditation Centre

5.3. *An organization accredited by PAC shall ensure that PAC accredited symbol used by them is approved by PAC and conforms to the approved PAC accredited symbol design.*

5.4. *Accredited and non-accredited functions:*

Certificates containing reference to accredited and non- accredited functions may not contain the PAC accredited symbol without first obtaining the written consent of PAC executive director.

6. USE OF PAC ACCREDITED SYMBOL OR REFERENCE TO PAC ACCREDITATION FOR PERSONNEL CERTIFICATION

6.1. *PAC accredited symbol shall be displayed only on certificates which have been issued by an PAC accredited personnel certification body.*

6.2. *PAC accredited symbol or reference to PAC accreditation shall not be incorporated into a personnel certificate not containing a statement identifying the title and number of the standard against which the certification was done or other means of identifying the scope of the certification (i.e. ISO/IEC 17024:2012,etc)*

6.3. *A person CB accredited by PAC shall ensure that the PAC accredited symbol used by them is approved by PAC and conforms to the approved PAC accredited symbol design.*

6.4. *Accredited and non-accredited functions*

Certificates containing reference to accredited and non-accredited functions may not contain PAC accredited symbol without first obtaining the written consent of PAC executive director.

6.5. *Disclaimer for opinions, interpretations, etc.*

When a certificate incorporating PAC accredited symbol or reference to PAC accreditation and containing opinions, interpretations, or other material relating to accreditation activities, the following disclaimer shall be incorporated:

"Opinions and interpretations expressed herein are outside the scope of PAC accreditation".

6.6. *Location of disclaimer*

When a certificate incorporating PAC accredited symbol or reference to PAC accreditation and any of above disclaimers, the disclaimers shall preferably be included on the front cover or first page of each certificate or wherever the symbol or reference to accreditation occurs

7. USE OF PAC ACCREDITED SYMBOL OR REFERENCE TO PAC ACCREDITATION FOR ENVIRONMENTAL CERTIFICATION

7.1. *PAC accredited symbol shall be displayed only on certificates which have been issued by an PAC accredited environmental management system certification body.*

7.2. *PAC accredited symbol or reference to PAC accreditation shall not be incorporated into an environmental certificate not containing a statement identifying the title and number of the standard against which the certification was done or other means of identifying the scope of the certification (i.e. ISO 14001:2015 , ...etc).*

7.3. *An organization accredited by PAC shall ensure that PAC accredited symbol used by them is approved by PAC and conforms to the approved PAC accredited symbol design.*

7.4. *Accredited and non-accredited functions*

Certificates containing reference to accredited and non- accredited functions may not contain PAC accredited symbol without first obtaining the written consent of PAC executive director.



Pennsylvania Accreditation Centre

7.5. *Disclaimer for opinions, interpretations etc.*

When a certificate incorporating PAC accredited symbol or reference to PAC accreditation and containing opinions, interpretations, or other material relating to accreditation activities, the following disclaimer shall be incorporated:

"Opinions and interpretations expressed herein are outside the scope of PAC accreditation".

7.6. *Location of disclaimer*

When a certificate incorporating PAC accredited symbol or reference to PAC accreditation and any of the above disclaimers, the disclaimers shall preferably be included on the front cover or first page of each certificate or wherever the symbol or reference to accreditation occurs.

8. USE OF PAC ACCREDITED SYMBOL OR REFERENCE TO PAC ACCREDITATION ON INSPECTION REPORTS

8.1. *PAC accredited symbol or reference to PAC accreditation should be displayed on all inspection reports which contain exclusively results from inspection within the accredited scope of the IB concerned.*

8.2. *Sub-contracted Inspection Results*

Where an IB wishes to issue a inspection report incorporating PAC accredited symbol or reference to PAC accreditation and results from sub-contracted tests, it is allowed to use one report in case that sub-contractor is accredited in the same scope of test carried out. Otherwise it is obliged to use two separate reports in case that sub-contractor is not accredited in the same scope of test carried out.

8.3. *PAC accredited symbol or reference to PAC accreditation may also be used on inspection reports that only contain inspection results from only accredited inspections, opinions, or interpretations relating to investigational activities.*

8.4. *All data result from non-accredited activities shall be separated in a separate report and that report shall not have any reference to PAC accreditation or PAC symbol.*

9. USE OF PAC ACCREDITED SYMBOL OR REFERENCE TO PAC ACCREDITATION IN PUBLICITY MATERIAL:

9.1. *Accredited CAB are entitled to incorporate PAC accredited symbol in publicity material that refers to accredited services provided that the conditions in this document are met. Accredited CAB are also entitled to make general reference to PAC accreditation provided that they ensure that PAC accreditation is not implied for non-accredited activities.*

Note: Where reference is made to having PAC accreditation the CAB must ensure that it does not imply accreditation for areas not accredited.

9.2. *PAC accredited symbol shall not be used in literature relating to a product unless it is directly located adjacent to the reference to the accredited function.*

9.3. *Approval for the use of PAC accredited symbol or any reference to PAC accreditation in publicity material relating to a product must be obtained from PAC.*



Pennsylvania Accreditation Centre

10. USE OF PAC ACCREDITED SYMBOL OR REFERENCE TO PAC ACCREDITATION FOR FSMS CERTIFICATION

- 10.1. *PAC accredited symbol shall be displayed only on certificates which have been issued by an PAC accredited food safety management system certification body.*
- 10.2. *PAC accredited symbol or reference to PAC accreditation shall not be incorporated into an food safety certificate not containing a statement identifying title and number of the standard against which the certification was done or other means of identifying the scope of the certification (i.e. ISO 22000:2018 & ISO 22003:2013 , ...etc).*
- 10.3. *A CAB accredited by PAC shall ensure that PAC accredited symbol used by them is approved by PAC and conforms to the approved PAC accredited symbol design.*
- 10.4. *Accredited and non-accredited functions*
Certificates containing reference to accredited and non- accredited functions may not contain PAC accredited symbol without first obtaining the written consent of PAC executive director.
- 10.5. *Location of disclaimer*
When a certificate incorporating PAC accredited symbol or reference to PAC accreditation and any of the above disclaimers, the disclaimers shall preferably be included on the front cover or first page of each certificate or wherever the symbol or reference to accreditation occurs.

11. OTHER RESTRICTIONS ON THE USE OF PAC ACCREDITED SYMBOL OR REFERENCE TO PAC ACCREDITATION

- 11.1. *PAC accredited symbol or any reference to PAC accreditation shall not be displayed on a test item, or product (or attachment thereto) or used to imply product certification.*
- 11.2. *PAC accredited symbol or any reference to PAC accreditation shall not be used in such a way as to imply that PAC accepts responsibility for the accuracy of a calibration or test result, or any opinions or interpretations derived thereon, or approves a calibrated instrument, test item or product.*
- 11.3. *Subject to conditions stated in this document, the use of PAC accredited symbol or reference to PAC accreditation on items other than reports or certificates is not discouraged, but shall be subject to agreement by PAC.*
- 11.4. *A CAB accredited by PAC shall upon suspension, reduction or withdrawal of PAC accreditation immediately stop to issue certificates and any other materials displaying PAC accredited symbol or containing references to PAC accreditation and shall informs its affected clients of the suspension, reduction or withdrawal of its accreditation and the associated consequences without undue delay.*
- 11.5. *PAC shall take appropriate action to deal with incorrect use of any of its accreditation symbols or reference to accreditation. This action may include:*
 - *Request for corrective actions;*
 - *Withdrawal of certificates/reports;*
 - *Publication of transgression, and if necessary*
 - *Suspension/withdrawal of accreditation and/or legal action.*



Pennsylvania Accreditation Centre

11.6. *PAC permit accredited CABs to use PAC accreditation symbol in communications media where media could be TV, Radio, Newspapers, Trade journals, Flyers, advertisements etc with only PAC written permission.*

12. USE OF THE ILAC/IAF MARK OR REFERENCE TO ILAC/IAF RECOGNITION FOR ACCREDITED CABs

12.1. *ILAC/IAF MRA mark shall be prepared upon signing MRA/MLA.*

REFERENCES

- *ILAC R4*
- *ILAC R7*
- *IAF ML 2*

APPENDIX 1

PAC accreditation symbol display

Accredited CAB may use PAC accredited symbol shown on its certificates (or elsewhere as described above) only in conjunction with accredited CAB's mark, as follows:

- 1. PAC accredited symbol shall not be more prominent than any other logo on accredited CABs certificates/reports or any other documents (e.g. Letterheads, quotations, brochures etc.)*
- 2. Any enlargements or reductions in size shall retain the same proportions as in the PAC master symbol.*
- 3. The legibility of the wording that forms part of the symbol shall determine the smallest symbol size.*



Pennsylvania Accrediation Centre

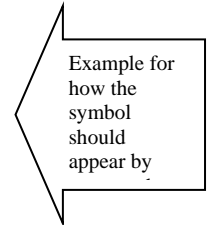
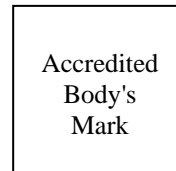
APPENDIX 2

A. PAC accredited symbol – example



Instruction for CABs when use PAC symbol maintain the:

- Format, proportions, size and colors, positioning of the CAB number & accredited scheme & not use with a way make misleading.
- if you accredit in several schemes keep using relevant symbol.



B. APAC/ILAC/IAF Marks (will be prepared upon joining MRA/MLA)

APPENDIX 3

Label design, use and control

1. CALIBRATION LABEL DESIGN

1.1. Only labels of approved design shall be used.

1.2. The following information is to be indelibly marked on the label:

- a) PAC accredited symbol and accreditation number in conjunction with Accredited CAB's mark (according to App 1 above)
- b) Instrument identification
- c) Date of calibration
- d) Laboratory name (optional)



Pennsylvania Accreditation Centre

e) *Certificate number*

f) *Recalibration date e.g. "Recalibration".*

Recalibration date is to be marked on the label by customer for whom the calibration work was done, or by calibration laboratory if so instructed by the customer.

2. CONTROL AND USE OF CALIBRATION LABELS

Head of laboratory is responsible for the storage and use of labels.

With the agreement of the customer, the label should be affixed to the calibrated instrument by the laboratory that carried out calibration. Where it is not practical to affix the label to the instrument (eg. gauge blocks) the label may be fixed to the container. The label should be placed in a position where it can readily be seen when the instrument is in use. The label design, material, and method of fixing shall be such that it does not affect the performance of the instrument and can be replaced by a new label when the instrument is recalibrated.