



## National Accreditation Board for Testing and Calibration Laboratories (NABL)



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

ISSUE NO. : 08

ISSUE DATE : 21-Jun-2018

AMENDMENT NO. : 03

AMENDMENT DATE : 20-Nov-2018

## AMENDMENT SHEET

Sr. No.	Page No.	Clause No.	Date of Amendment	Amendment	Reasons	Signature QM	Signature CEO
1.	4/12	3.4	02.07.2018	Accredited scope deleted and corrected as CAB shall clearly and unambiguously identify the non- accredited scope.....	typographical error	-SD-	-SD-
2.	7/12	6.2	05.07.2018	Existing text removed	Internal decision	-SD-	-SD-
3.	5/12	4	20.11.2018	Inclusion of Policy for use of NABL symbol for scope under Integrated scope	Internal decision in line with need of Integrated assessment	-SD-	-SD-
4.							
5.							
6.							
7.							
8.							
9.							
10.							

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## 1. Introduction

Once accredited, a Conformity Assessment Bodies (Testing including Medical Laboratory / Calibration Laboratory/ Proficiency Testing Provider (PTP) / Reference Material Producer (RMP)) may wish to make reference to its accreditation status in its reports / certificates. Accreditation entitles the CABs to endorse the relevant documents by using the NABL symbol/ claim of accreditation, in accordance with NABL policy.

NABL accredited CABs are strongly encouraged to promote their accreditation by issuing reports/certificates with NABL Symbol. Accredited CABs may also claim accreditation status for promotional purposes, on brochures and business stationery or on proposals or quotations for testing, calibration, PT Schemes and Reference Material.

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 Marks.

## 2. Scope

NABL policy:

- 2.1 For use of NABL Symbol/ Claim of Accreditation by Accredited Conformity Assessment Bodies has been developed in line with ILAC-P8:12/2012 'ILAC Mutual Recognition Arrangement (Arrangement): Supplementary Requirements and Guidelines for the Use of Accreditation Symbols and for Claims of Accreditation Status by Accredited Laboratories and Inspection Bodies'. This document sets out the conditions for the use of NABL Symbol. This document also details NABL policy on any claim of accreditation by CABs apart from the use of NABL symbol.
- 2.2 For use of NABL Symbol/ Claim of Accreditation by recognized Sample Collection Centres/ Facility declared by accredited medical laboratories.
- 2.3 For 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. Policy on Use of NABL Symbol / Claim of Accreditation on Reports and/or Certificates

- 3.1 NABL logo is confined for the use by NABL only. Accredited CABs are entitled to use NABL symbol and shall not be confused with NABL logo.  
Note: The pictorial representation of NABL logo and symbol is given in this document.
- 3.2 The CAB shall have a policy and procedure for controlling its use of NABL Symbol / Claim of accreditation.
- 3.3 Use of NABL symbol on report and certificate is not mandatory. However, reports/certificates bearing this symbol can benefit the CABs in view of wide acceptance among stakeholders. Only test reports or calibration certificate bearing this symbol can benefit from the acceptance established through mutual recognition agreements / arrangements among accreditation bodies. In calibration, certificates bearing NABL symbol are used to confirm to meet NABL traceability policy.

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- 3.4 ***Irrespective of use of NABL Symbol / Claim of Accreditation, CAB shall clearly and unambiguously identify the non-accredited scope on reports / certificates. CAB shall also identify the accredited scope / parameter availed from the external service provider (sub-contracted) on the test report / calibration certificate. However such external service providers shall be accredited by an Accreditation Body under APLAC/ILAC MRA signatory status for the services availed. The services (testing & calibration) from External service provider are permitted only in the case of unforeseen reasons e.g. sudden breakdown of the working instrument or lack of man power or excess work load.***
- 3.5 The certificates/ reports issued by the accredited CAB under the accredited scope shall meet the requirements of ISO/IEC 17025:2005 / 2017 or ISO 15189:2012 or ISO/IEC 17043:2010 or ISO 17034:2016 and of NABL (e.g. signature of approved authorized signatory etc.), even if the CAB is not using NABL symbol /Claim of accreditation on the certificates/ reports.
- 3.6 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. All concerned are encouraged to inform NABL if a violation of this policy is discovered by actions of accredited/ applicant CABs or any other parties who are not accredited by NABL.
- 3.7 The 'NABL Symbol/ Claim of accreditation' shall only be used by NABL accredited CABs during the period when it holds NABL accreditation.
- 3.8 The NABL Symbol/ Claim of accreditation shall not be used by a CAB or its franchisee / subcontractor which are not accredited by NABL.
- 3.9 The NABL Symbol / Claim of accreditation shall not be used by applicants for NABL accreditation.
- 3.10 The NABL Symbol/ Claim of accreditation shall be used by NABL accredited CAB only under the name and address, on which it holds accreditation.
- 3.11 When promoting or providing proof of accreditation, accredited CABs shall use the scope(s) of accreditation.
- 3.12 NABL Logo or NABL Symbol or any claim of accreditation shall not be placed on the products or items, which a CAB has tested.
- 3.13 "NABL Symbol" / 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.
- 3.14 Where the claim of accreditation (e.g."NABL accredited CAB") is used by accredited CABs in a narrative reference to accredited status, it shall always be accompanied by the 'certificate number', granted by NABL.
- 3.15 "NABL Symbol/ claim of accreditation" shall not be used on certificates and reports if none of the results reported are from accredited scope granted by NABL.

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- 3.16 There shall be nothing in reports and certificates or in any attachments or other material, which implies or may lead any user of the results or any interested party to believe, that the work is accredited when in fact it is not.

#### 4. Policy on Use of NABL Symbol on Test Reports for the Scopes under Integrated Assessment

- 4.1 **All the test reports issued by accredited testing laboratory for the scope under Integrated Assessment shall bear NABL symbol** in line with NABL 133; NABL Policy for Use of NABL symbol / Claim of Accreditation by Accredited Conformity Assessment Bodies & NABL Accredited CAB Combined ILAC MRA Mark.



#### 5. Policy on Use /Claim of NABL Symbol by Sample Collection Centres/ Facility

- 5.1 The accredited medical CAB will have the policy on use and control of its NABL symbol for its recognized Sample Collection Centres/ Facilities (SCF). Accredited medical CAB may issue the Certificate of Recognition as prescribed by NABL in NABL 111, after approval from NABL. NABL symbol may be placed on the certificate to be issued to declared Sample Collection Centre/ Facility (ies) of accredited medical laboratory.
- 5.2 Sample Collection Centre /Facility (ies) shall claim of NABL Recognition only till the time, the medical CAB holds valid NABL accreditation.
- 5.3 The Certificate of Recognition can be displayed by Sample Collection Centre/ Facility (ies) to claim recognition and for the information of users and promotional purposes.
- 5.4 Sample Collection Centre / Facility (ies) shall not use NABL symbol/ claim recognition in isolation of accredited CAB.

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## 6. Policy on NABL Symbol Reproduction

6.1 NABL accredited CABs are entitled to use only “NABL Symbol” as shown below:

The 'NABL Logo' (for the use of NABL only)	The 'NABL Symbol' (for the use of NABL accredited CABs)
	 <p data-bbox="824 982 1321 1020"><b>Certificate No.: TC/CC/MC/PC/RC-XXXX</b></p>

6.2 Where the “NABL Symbol” is used to endorse accreditation status, it shall always be accompanied by the NABL Certificate Number(s) [TC-xxxx or CC-xxxx or MC-xxxx or PC-xxxx or RC-xxxx ], placed centrally as shown above.

6.3 “NABL Symbol” shall be legible and displayed only in the appropriate form and size. The CAB shall ensure that design is not distorted.

6.4 “NABL Symbol” shall be reproduced in any single colour (preferably black or dark blue).

6.5 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.

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## 7. Policy on Use of NABL Accredited CAB Combined ILAC MRA Mark on Test Report / Calibration Certificate

*'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 solely voluntary and shall only be used by Testing, Calibration & Medical testing laboratories.

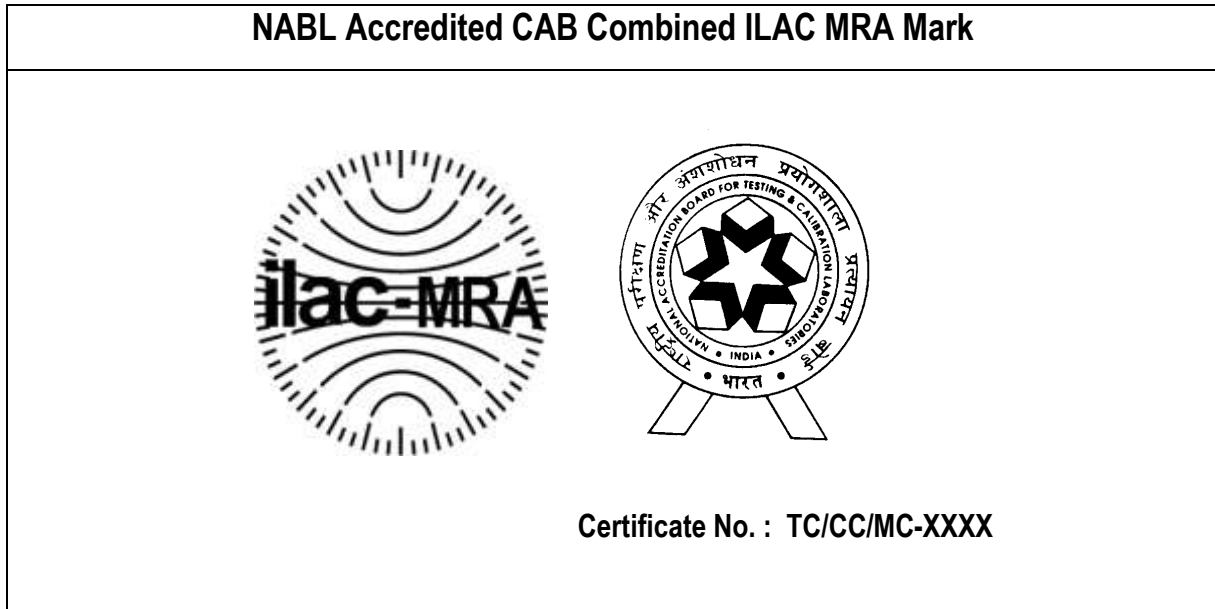
- 7.1 NABL Accredited CAB wishing to use 'NABL Accredited CAB Combined ILAC MRA Mark' shall obtain approval in writing and agree to the rules for the use of the CAB Combined ILAC MRA Mark from NABL.
- 7.2 NABL Accredited CAB may use 'NABL Accredited CAB Combined ILAC MRA Mark' only on Test Reports and calibration Certificates issued by accredited CAB.
- 7.3 NABL shall only grant permission to use 'NABL Accredited CAB Combined ILAC MRA Mark' to 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 accredited CABs can use 'NABL Accredited CAB Combined ILAC MRA Mark' for activities undertaken outside the economy in which they are established.
- 7.4 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.
- 7.5 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.
- 7.6 NABL accredited CAB shall allow NABL to observe the use of 'NABL Accredited CAB Combined ILAC MRA Mark'.
- 7.7 NABL accredited CAB are entitled to use 'NABL Accredited CAB Combined ILAC MRA Mark' together with the certificate number of the accredited laboratories.
- 7.8 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'.
- 7.9 'NABL Accredited CAB Combined ILAC MRA Mark' shall only be used by NABL accredited CABs during the period when it holds NABL accreditation.
- 7.10 'NABL Accredited CAB Combined ILAC MRA Mark' shall not be placed by any means on the products or items, which a CAB has tested.
- 7.11 'NABL Accredited CAB Combined ILAC MRA Mark' shall not be used on any other item other than Test Report / Calibration Certificate.
- 7.12 'NABL Accredited CAB Combined ILAC MRA Mark' shall be used on the test report/ calibration certificate which contains only accredited scope including sub-contracted scope from external service providers. Any non-accredited scope shall not be part of the said test report/ calibration certificate.

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## 8. Policy on NABL Accredited CAB Combined ILAC MRA Mark Reproduction

8.1 NABL accredited CABs are entitled to use “NABL Accredited CAB Combined ILAC MRA Mark” only as shown below:



- 8.2 The ILAC MRA Mark shall be positioned such that the accreditation body's accreditation symbol shall be on right side of the ILAC MRA Mark, but shall appear in close proximity to each other.
- 8.3 “NABL Accredited CAB Combined ILAC MRA Mark” shall be reproduced in black and white color only. Embossed, relief, or die-stamped versions are allowable.
- 8.4 ILAC MRA Mark shall always be used in its original, designed proportions.
- 8.5 ILAC MRA Mark shall not be distorted or stretched in any way.
- 8.6 ILAC MRA Mark shall not appear in size that is unreadable.
- 8.7 ILAC MRA mark shall be maintained in similar proportions to the accreditation symbol (within the Accredited CAB Combined ILAC MRA Mark).
- 8.8 ILAC MRA Mark shall only be used in its normal horizontal orientation and not be rotated.
- 8.9 ILAC MRA Mark shall be used on a background that will not impede readability.
- 8.10 ILAC MRA Mark logo's photocopies from other documents shall not be used.

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## 9. Policy on use of NABL approved Authorised Signatories

- 9.1 The certificates/ reports issues under the accredited scope shall be signed by the NABL approved authorized signatory even if the CAB is not using NABL symbol/claim of accreditation on the certificates.
- 9.2 If the approved authorized signatory leaves the CAB, they shall immediately stop using NABL symbol/ claim of accreditation on the reports/ certificates (if approved alternatives are not available in the same discipline) and inform NABL about the alternatives. NABL symbol/ any claim of accreditation shall not be used on reports/certificates till alternative signatory is approved by NABL. During this period, CAB is considered to be non-accredited.

## 10. Policy on use of NABL Symbol / Claim of Accreditation for Subcontracted Results

- 10.1 NABL allows subcontracting of Test/ Calibration to an accredited CAB only. NABL accredited CAB may include the results of subcontracted tests or calibrations in its endorsed reports or certificates only if:
  - 10.1.1 The accredited CAB takes full responsibility for the subcontracted tests or calibrations.
  - 10.1.2 The accredited CAB shall take approval from the subcontractor to report excerpts from the subcontractors report/ certificate.
  - 10.1.3 The subcontracted calibration or test results shall be clearly and unambiguously identified on the certificate or report.

## 11. Policy of use of Symbol / Claim of Accreditation on Calibration Labels

Calibration labels containing the “NABL Symbol” may be affixed only to equipment that has been calibrated by NABL accredited calibration laboratory as per their scope of accreditation.

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 issued with respect to this calibration.

## 12. Policy of use of Symbol/ Claim of Accreditation for Advertising and Publicity

- 12.1 Accredited CABs may use “NABL Symbol”/Claim of Accreditation in publicity and/or advertising materials for promotional purposes, including brochures, business reports & stationary, technical literature, websites or on proposals / quotations for testing, calibration, PT and RMP work.
- 12.2 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.

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- 12.3 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 locations. Once the accredited CAB shifts the premises they shall immediately stop the use of NABL Symbol or any claim of NABL accreditation at the new premises till NABL verifies and approve the suitability of new premises.
- 12.4 In brochures, proposals or quotations, the accredited CAB shall distinguish scope that is covered under NABL Accreditation from those that are not covered.
- 12.5 Where “NABL Symbol”/Claim of Accreditation is printed on letterhead and/or other corporate stationery, such stationery is not used for work proposals or quotes, 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.

### 13. Misuse of “NABL Symbol” or NABL Accreditation Status

- 13.1 In the event of CAB being put under abeyance or on suspension/ withdrawal/ expiry of accreditation, the CAB must immediately cease to issue certificates and reports displaying the "NABL Symbol" or any claims of accreditation and shall cease publishing and/or distribution of documents (including advertisements, websites, letter heads etc.) containing the “NABL Symbol” or reference to NABL accreditation.
- 13.2 Any claim of NABL accreditation outside accredited scope shall be treated as misuse of NABL symbol. It includes reporting a test method not appearing in the scope of accreditation, reporting a value outside accredited range, reporting uncertainty smaller than CMC etc.
- 13.3 Any false claim of NABL accreditation in the form of use of NABL Symbol on the certificates for the unaccredited tests/calibrations/PT/RM, Statements like 'Accredited by NABL' in the certificates of unaccredited tests/ calibrations/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.

### 14. Applying for Use of NABL Accredited CAB Combined ILAC MRA Mark

If any NABL accredited CAB wishes to use the NABL Accredited CAB Combined ILAC MRA Mark, they will need to fill in the Appendix 'A'- Agreement for use of NABL Accredited CAB Combined ILAC MRA Mark and submit it to NABL.

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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: .....

Address: .....

.....

### 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. 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. Accredited CABs can use the 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 Sections 7 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 laboratories.
- 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/conclude all such use.
- 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 Withdraw" or " Abeyance" or "Suspension" or " Forced Withdrawal" or "Debarred".

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- L. NABL has the right to terminate this agreement this by giving a written notice if the accredited CAB is found violating 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 ILC MRA status of NABL has been suspended, terminated or not renewed by ILAC.
- O. 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).

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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**National Accreditation Board for Testing and Calibration Laboratories (NABL)**

**NABL House**

**Plot No. 45, Sector-44,  
Gurgaon – 122002, Haryana**

**Tel.: +91-124 4679700**

**Fax: +91-124 4679799**

**Website: [www.nabl-india.org](http://www.nabl-india.org)**