
	Philippine Accreditation Bureau Supplementary Requirements for the Use of PAB Laboratory and Inspection Body Accreditation Symbol	Document ID	LA/SR11
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**Requirements for the Use of PAB
Laboratory and Inspection Body Accreditation Symbol**

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1 Purpose and scope

- 1.1 This document specifies the requirements for the use of PAB accreditation symbol and for the manner which PAB accredited inspection bodies, testing and calibration laboratories may refer to their accreditation status.

2 General Requirements

- 2.1 The PAB Accreditation Symbol shall be used by all PAB accredited testing laboratories, calibration laboratories and inspection bodies.
- 2.2 The PAB Accreditation Symbol shall be displayed only in the appropriate format, color and wording as detailed in this document.
- 2.3 The PAB Accreditation Symbol shall only be used once accreditation has been granted.
- 2.4 An accredited testing, calibration laboratory and inspection body shall upon suspension, withdrawal or termination (expiration of accreditation) of PAB accreditation immediately cease to issue certificates/reports and any other materials displaying the PAB Accreditation Symbol.

PAB accredited inspection body, testing and calibration laboratory 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.


- 2.6 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.
- 2.7 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 field.
- 2.8 The PAB Accreditation Symbol does not denote a personnel certification, therefore, it shall not be used on business cards.

3 Misuse of PAB Accreditation Symbol

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

Example:

- Use of PAB Accreditation Symbol in organizations 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

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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
- Publication of transgression, if necessary
- Legal action

4 Endorsed Inspection/Test Report/Calibration Certificate


- 4.1 An accredited inspection body, test and calibration laboratory shall use PAB Accreditation Symbol on its inspection/test report and calibration certificate.
- 4.2 The PAB Accreditation Symbol shall be used related to or associated only with the inspection, testing or calibration services covered by the scope of accreditation. It shall distinguish the accredited inspection, test or calibration result from those which are not.

For example: Scopes that are not accredited have an asterisk immediately 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".

- 4.3 When an inspection/testing/calibration result is from the subcontractor, the sub-contracted inspection/test/calibration results shall be clearly marked as subcontracted in the endorsed inspection/test report/calibration certificate.
- 4.4 The PAB Accreditation symbol shall not be used in any partial or interim report.
- 4.5 PAB endorsed inspection/test report/calibration certificate must be signed by PAB approved signatory/ies for the particular test/inspection/test/calibration or types of inspection/test/calibration 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.
- 4.6 Endorsed reports must include a statement governing conditions of reproduction. Inspection/test/calibration reports should not be reproduced except in full, but in special circumstances, the accredited inspection body, testing and calibration laboratory may permit an approved extract to be published. The approval shall be given in writing by the testing, calibration laboratory or inspection body in each instance.

5 Advertising and Publicity

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

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The accredited laboratory/inspection body 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)

5.2 The accredited inspection body, testing and calibration laboratory shall identify the specific areas for which it is accredited so as to ensure accreditation is not implied for non-accredited activities.

6 PAB Accreditation Symbol Reproductions

6.1 The PAB Accreditation Symbol, the applicable standard and the laboratory accreditation number shall always go together.

6.2 The PAB Accredited testing, calibration laboratories and inspection bodies shall use the PAB Accreditation Symbol in color as prescribed on this document:

Figure 6.2a One accreditation symbol with one accreditation number

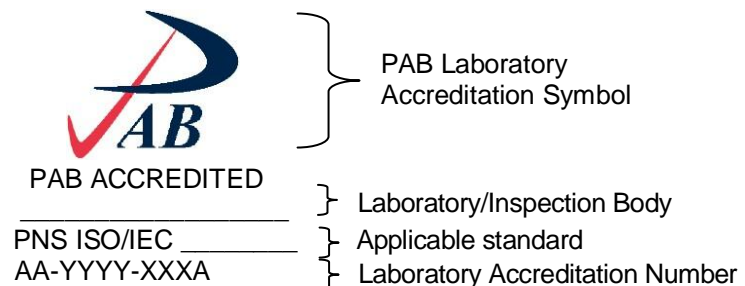
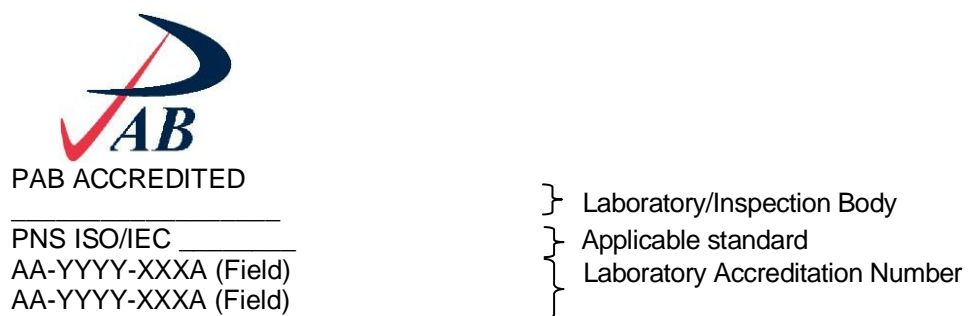



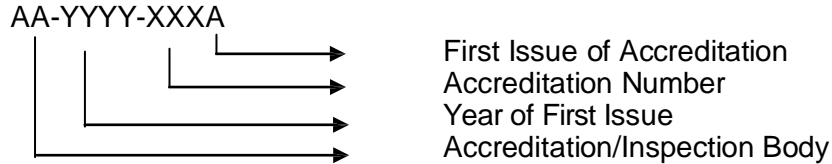
Figure 6.2b One accreditation symbol with two/more accreditation numbers. The test report bearing the PAB Symbol with two/more accreditation numbers shall only be used with the same fields specified in the accreditation symbol.



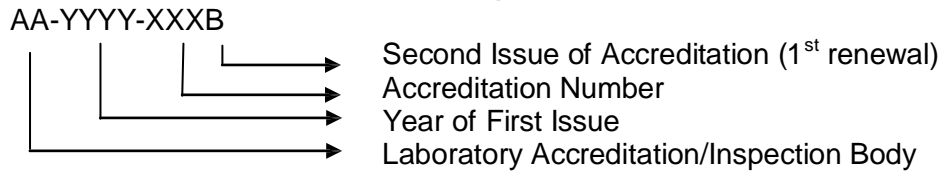
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6.3 The applicable standard and the laboratory's/inspection body's accreditation number shall be displayed under the PAB Accreditation Symbol showing the year of issue of Certificate of accreditation, the accreditation number and the indication using 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 Laboratories/ Inspection Bodies



B. For Reaccredited Laboratories/ Inspection Bodies




6.4 The PAB Accreditation Symbol color specifications:



6.5 Any enlargements or reductions shall not distort the PAB Accreditation Symbol.

6.6 The PAB Laboratory Accreditation Symbol shall not be more prominent than any other logo of the Accredited Laboratory/ Inspection Body's certificates or any other documents.

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ISSUE AND AMENDMENT RECORD

Title	Issue	Revision	Date	Amendments
Requirements for the Use of PAB Laboratory Accreditation Symbol	01	00	January 2015	Initial Issue
Requirements for the Use of PAB Laboratory Accreditation Symbol	01	01	01 May 2016	<ul style="list-style-type: none"> • Deletion of “as described in Section 6” in section 2.1 • Delete section 2.5 on the use of phrase as reference to accreditation. • Delete sec. 4.2, use of PAB accreditation symbol for in-house testing and calibration laboratories. • Delete sec. 4.3, use of PAB symbol is referred to as PAB endorsed reports. • Delete 4.7, use as a manner of expression • Change statement on the, use of PAB symbol on partial or interim reports. • Delete 4.10 • Delete sec. 5, on calibration labels • Delete 6.2, redundant with sec. 6.1 • Addition of Figure 7.2b • Changed Blue to dark blue • Deletion of percentage