SINGAPORE ACCREDITATION COUNCIL

SAC 02

Rules for Use of SAC Accreditation Marks and Mutual Recognition Arrangement (MRA) Marks

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1 Scope

1.1 This document is applicable to all accredited organisations of SAC accreditation schemes. All participants shall adhere strictly to the SAC terms and conditions at all times.

2 Conditions for Use of SAC Accreditation Marks

2.1 Layout of SAC Accreditation Marks

2.1.1 When reference to SAC accreditation status is made by an accredited organisation using SAC accreditation marks, the Certificate Number issued to the accredited organisation shall be indicated. Specimens of the SAC accreditation marks are shown in Annex 1, which include the logo, the accredited scheme and the certificate number. The accreditation marks must be reproduced in the official colours, red (Pantone 032C) or dark grey (Pantone 432C). Single colour accreditation marks, subjective to SAC's approval, can be used for limited colour or black and white production, only on light backgrounds. The font used for the certificate number is Univers 65 Bold. When this font is not readily available using software such as Microsoft Office or on platforms such as websites, Arial Bold can be used in its place. When an accredited organisation is accredited for more than 1 programme/field, the accredited organisation can choose to list all certificate numbers under 1 SAC mark, after obtaining approval from SAC in writing.

2.1.2 The SAC accreditation mark may be uniformly enlarged or reduced, but shall not be less than 15mm in height.



15mm

2.1.3 The SAC accreditation mark shall always be used in its original, designed proportions and not to be distorted, compressed or stretched in any way. The certificate number must be readable. It shall be used on a background that will not impede readability and only be used in its normal horizontal orientation and not be rotated.

2.2 Use of Mark or Reference to Accreditation on Publicity and Other Materials

2.2.1 An accredited organisation may use the SAC accreditation mark on publicity and other stationery materials such as brochures, business card, letterhead paper, quotations, websites and vehicles. However, the use of the SAC accreditation mark or any reference to SAC accreditation in advertising and promotional publications shall be vetted and pre-approved by SAC.

2.2.2 The accredited organisation shall:

(a) only claim that it is accredited in respect to those activities which are covered under its scope of accreditation;

(b) only use the SAC accreditation mark for premises covered by accreditation;

(c) not make any statement regarding its accreditation that SAC may consider misleading or unauthorised;

(d) not allow the fact of its accreditation to be used to imply that a product, process, service, management system or person has been certified or approved by SAC; and

(e) not use the SAC accreditation mark on any test items, products or literature, or in a way that may be interpreted as denoting product conformity, or permit its certified organisations to do so.

2.2.3 An accredited organisation shall upon suspension or withdrawal of SAC accreditation immediately cease:

(a) issue of any certificates or reports, quotations, calibration labels and inspection labels displaying the SAC accreditation mark or containing references to SAC accreditation;

(b) distribution of all items on which the SAC accreditation mark or any reference to SAC accreditation are displayed, and shall ensure discontinued use or distribution of these items.

2.3 Reference to Accreditation Status by Accredited Inspection Bodies, Laboratories and Proficiency Testing Providers

2.3.1 <u>Use of SAC Accreditation Mark on Reports</u>

2.3.1.1 An accredited organisation should use SAC endorsement on reports that deal solely with activities covered under the terms of accreditation.

2.3.1.2 The endorsement shall be made by the use of the SAC accreditation mark and it shall include the Certificate Number issued to the accredited organisation and the following statement:

"The results reported herein have been performed in accordance with the terms of accreditation under the Singapore Accreditation Council"

Such reports shall be referred to as SAC accredited reports.

2.3.1.3 All SAC accredited reports shall:

(a) be reviewed and signed by the approved signatory(ies) if applicable to the respective scheme and scope;

(b) bear a statement governing the conditions for reproduction, ie. the reports shall not be reproduced except in full, unless the management representative of the accredited organisation has given approval in writing;

(c) comply with the requirements specified in relevant accreditation standards, eg ISO/IEC 17020, ISO/IEC 17025, ISO 15189, or ISO/IEC 17043; and

(d) NOT apply the mark of a certification body (e.g. ISO 9001, ISO 14001). This requirement is indicated in ISO/IEC 17021-1 Clause 8.3.2.

2.3.1.4 The accredited organisation may issue a SAC accredited report that includes results of activities subcontracted to another accredited organisation provided that:

(a) the terms of accreditation of the subcontractor include the activities subcontracted to it;

(b) a SAC or SAC's MRA partner's accredited report has been issued by the subcontractor; and

(c) the subcontractor's report is identified in the SAC accredited report issued by the accredited organisation.

2.3.1.5 All accredited organisations should issue SAC accredited report. The SAC accredited report shall contain only results covered by its terms of accreditation. However, in particular circumstances, SAC may permit an accredited organisation to include results not covered by its terms of accreditation in a SAC accredited report. For such cases, at least 80% of the results should be accredited and such reports shall have the following disclaimer:

"Item(s) marked ___ is(are) not under the SAC Scope of Accreditation"

The above disclaimer shall be of at least the same font size as the main body text on the front cover or first page of each report or wherever the mark or reference to accreditation occurs.

2.3.1.6 For an accredited laboratory, a SAC accredited report can contain an expression of expert opinion and interpretation provided it is confined to the following:

(a) an opinion on the statement of compliance/non-compliance of the results with requirements; and

(b) a fulfillment of quantitative contractual requirements.

Any expression of expert opinion or interpretation statements outside (a) and (b) shall be provided in a separate document without the SAC mark.

2.3.1.7 When a batch or consignment is sampled in accordance with the laboratory's terms of accreditation, the accredited laboratory may use the SAC endorsement on a report which extends the results on the sample to the batch or consignment from which the sample was taken.

2.3.2 Use of SAC Accreditation Mark on Calibration Labels

2.3.2.1 A calibration laboratory accredited by SAC should, wherever practical, use a label with a SAC accreditation mark, but subject to the following conditions:

(a) The label shall be of a design approved by SAC;

(b) The label shall be used only on an instrument for which a SAC accredited calibration certificate or report has been issued;

(c) The label shall be used only when the laboratory has been accredited for all the calibrations performed on an instrument;

(d) The label shall relate only to the calibration carried out on the date given on the label;

(e) The label shall not imply compliance with a specification, approval of quality or permanence of calibration;

(f) On recalibration of the instrument, the previous label shall be removed and replaced by a new label relating to the latest calibration;

(g) There shall be adequate safeguards for storage, control and use of the labels; and

(h) The accredited organisation name shall be included.

2.3.3 Use of SAC Accreditation Mark on Inspection Labels

2.3.3.1 An inspection body accredited by SAC should use a label with a SAC accreditation mark but subject to the following conditions:

(a) The label design shall be approved by SAC;

(b) The label shall be used only on inspected item/equipment for which a SAC accredited inspection certificate or report has been issued;

(c) The inspected item/equipment shall have met the relevant requirements and accepted to be in compliance before the label can be used;

(d) Wherever practical and possible, the label shall be prominently secured to the inspected item/equipment;

(e) On subsequent inspections of the item/equipment, the older label shall be removed and replaced by a new label pertaining to the latest inspection;

(f) There shall be adequate safeguards for the storage, control and use of the labels;

(g) The mark of a certification body (e.g. ISO 9001, ISO 14001) shall not be used on the labels. This requirement is indicated in ISO/IEC 17021-1 Clause 8.3.2;

(h) The size of the font type used shall be legible;

(i) The label shall be a material that is durable and weather proof such as Aluminum Plate or Weather Resistant Stickers; and

(j) Minimum information to be included in the label:

i. SAC accreditation mark with legible certificate number

ii. Inspection body's mark

iii. Name of inspection body

iv. Type of item/equipment inspected

v. Unique identification of the item/equipment inspected

vi. Date of acceptance

vii. Inspection report number

2.3.3.2 Specimen of Inspection Label



Inspection Body: _____

Item/Equipment inspected: _____

Serial No.: _____

Date of Acceptance: _____

Inspection Report No.: _____

Note:

i. The inspection body's mark must come before the SAC accreditation mark.
ii. The inspection body's mark and SAC accreditation mark should preferably be boxed up together.
iii. The inspection body's mark shall maintain similar proportions to the SAC accreditation mark. The difference in the height of the inspection body's mark and SAC accreditation mark shall not be more than 5%.

2.3.4 Use of Accredited CAB Combined ILAC MRA Mark by Accredited Laboratories, Inspection Bodies and Proficiency Testing Providers

2.3.4.1 An accredited laboratory, inspection body or proficiency testing provider is encouraged to use the Accredited CAB Combined ILAC MRA Mark to demonstrate that it is accredited by a signatory of the International Laboratory Accreditation Cooperation (ILAC) Mutual Recognition Arrangement. The ILAC MRA Mark shall only be used in combination with the SAC accreditation mark which is then known as the "Accredited CAB Combined ILAC MRA Mark". A specimen of the "Accredited CAB Combined ILAC MRA Mark" is shown in Annex 1.

2.3.4.2 The "Accredited CAB Combined ILAC MRA Mark" can be used on reports that deal solely with calibrations, tests/inspections or proficiency testing programmes covered under the terms of accreditation, business cards, communication tools, corporate stationery, event materials and displays and online applications such as websites.

2.3.4.3 Prior to the use of the "Accredited CAB Combined ILAC MRA Mark, a proposed usage must be forwarded to SAC for review. The "Accredited CAB Combined ILAC MRA Mark" cannot be used until written approval has been given by SAC and the accredited CABs have agreed to the rules for use.

2.3.4.4 For details on the Rules for the Use of the ILAC MRA Mark, please refer to ILAC-R7. The Accredited CAB Combined ILAC MRA Mark can only be used by accredited CABs of ILAC MRA signatories who have signed the ILAC R7-F1 *Agreement for the use of the ILAC MRA Mark* in which SAC has signed. The Combined ILAC MRA Mark shall only be used by ILAC MRA signatories in economies which include Singapore where the ILAC MRA Mark is registered.

2.3.4.5 The ILAC MRA Mark is shown below. The ILAC MRA Mark may be reproduced in black and white or in colour provided the approved colours are used. Embossed, relief, or die-stamped versions are allowable. Refer also to Section 6 Reproduction Rules in ILAC-R7.





MONO COLOUR BREAKDOWN

BLACK (100% black)

PROCESS (CMYK) COLOUR BREAKDOWN

C100 M56 Y0 K0

PANTONE (PMS) COLOUR BREAKDOWN

PANTONE 293C (blue)

WEBSITE (RGB) COLOUR BREAKDOWN

R0 G0 B229

2.3.4.6 The ILAC MRA mark shall always be used in its original, designed proportions and not to be distorted, compressed or stretched in any way. It shall not appear in a size that renders the ILAC MRA words unreadable. It shall be used on a background that will not impede readability and only be used in its normal horizontal orientation and not be rotated. It shall maintain similar proportions to the SAC accreditation mark within the Accredited CAB Combined ILAC MRA Mark. The difference in the height of SAC accreditation mark and the ILAC MRA mark shall be within 5%. It shall not have a 'similar' typeface substituted for the letters within the ILAC MRA Mark, as the typeface is custom-designed artwork. The ILAC MRA mark must be based upon the original artwork to ensure high-quality production.

2.4 Reference to Accreditation Status by Accredited Certification Bodies and Validation & Verification Bodies

2.4.1 General

2.4.1.1 The SAC accreditation mark can be used by certification bodies which have successfully achieved accreditation on the certificates issued to the certified companies or personnel for personnel certification body, corporate stationery and communication materials. For personnel certification body, the SAC accreditation mark can be used on badges or cards issued to certified personnel. For validation & verification body, the SAC accreditation mark can be used on statements/reports covered under its scope of accreditation.

2.4.1.2 Where a certification body is accredited in respect of a certification programme whereby it owns or is licensed to use a certification mark, each licensee of the certification mark may use the SAC accreditation mark in conjunction with the certification mark. This use is limited to the licensee's corporate stationery, and communication materials, and is subject to the conditions governing the licence of the certification mark.

2.4.1.3 When the SAC accreditation mark is used by an accredited certification body/ validation & verification body, the appropriate certificate number accorded to the body under the programme/scheme shall be used in conjunction with the SAC accreditation mark. See Annex 1 for specimen.

2.4.1.4 Where an accredited certification body/validation & verification body uses the SAC accreditation mark, it shall include on the same sheet of document its own name or mark, displayed no less prominently than the SAC accreditation mark.

2.4.1.5 The SAC accreditation mark shall not be used by an accredited certification body/ validation & verification body on any document unless the document relates in whole or in part to accredited activities of the certification body/ validation & verification body.

2.4.1.6 The accredited certification body shall ensure its licensees of a certification mark relating to an accredited management systems certification programme shall not use the SAC accreditation mark on its products or associated documentation or certificates.

2.4.1.7 The SAC accreditation mark cannot be used on products certified under the SAC accredited product certification scheme.

2.4.1.8 The SAC accreditation mark shall not be used in such a way as to suggest that SAC has certified or approved any product, process or any service supplied by the accredited certification body or its licensee of a certification mark, or in any other misleading manner.

2.4.2 <u>Use of IAF MLA Mark by Accredited Certification Bodies and Validation & Verification Bodies</u>

2.4.2.1 An accredited certification body/ validation & verification body is encouraged to use the IAF MLA Mark to demonstrate that it is accredited by a signatory of the International Accreditation Forum (IAF) Multilateral Recognition Arrangement. The IAF MLA Mark shall only be used in combination with the SAC Accreditation Mark which is then known as the “Combined Mark”. A specimen of the “Combined Mark” is shown in Annex 1.

2.4.2.2 Accredited certification bodies/ validation & verification bodies must enter into a sublicensing agreement with SAC prior to the use of the “Combined Mark”. The coverage of the sublicense is restricted to the scope of the MLA for which SAC is a signatory of the IAF MLA (for sub-scopes listed in IAF MLA level 5) and also restricted to the certification bodies’/ validation & verification

bodies' scope of accreditation. A copy of the sublicense can be found in Annex 2 of IAF ML 2. The proposed usage must be forwarded to SAC for review and the "Combined Mark" cannot be used until written approval has been given by SAC.

2.4.2.3 The "Combined Mark" in conjunction with the certification body's/ validation & verification body's mark, can be used on letterheads, accredited certificates/statements/reports, quotations for work, advertisements, websites and other documents.

2.4.2.4 The certification body shall not allow its customers to use the combined mark.

2.4.2.5 The IAF MLA Mark shall be printed according to the following specifications:

i. In black and white or in the colours Pantone 2747 (dark blue) Pantone 299 (light blue);
ii. On a clearly contrasting background; and
iii. In a size which makes all the words of the IAF MLA Mark clearly distinguishable, with the width of the IAF MLA Mark no less than 20mm for printed media and 75 pixels for digital media.

2.4.2.6 Please refer to IAF ML-2 *General Principles on the use of the IAF MLA Mark* for more information.

2.5 Reference to Certification Status by Companies Certified by SAC Accredited Certification Bodies

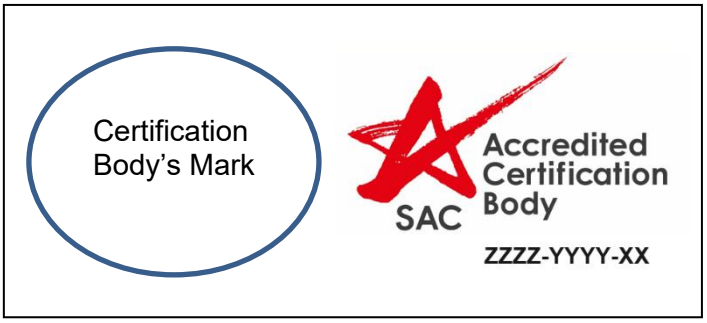
2.5.1 The certified customers of certification bodies are allowed to use the relevant SAC accreditation mark in conjunction with the certification mark of the accredited certification bodies to promote their compliance with certain standards and requirements.

a. Individuals Certified Under the Personnel Certification Scheme
Certified individuals are allowed to use SAC accreditation mark in conjunction with certification mark on their name cards to promote and distinguish themselves on their capabilities.

b. Certified Companies and Learning Service Providers
Certified companies are allowed to use SAC accreditation mark in conjunction with the certification mark of the accredited certification bodies in their promotion materials.

c. Certified Learning Service Providers
For the certificates issued by learning service providers, the same principles in item 2.5.1b apply. The SAC accreditation mark can be used in conjunction with the certification mark on training certificates issued to participants. In the event that a learning service provider wants to include its own mark, it shall be used in conjunction with both the SAC accreditation mark and certification mark. The SAC accreditation mark shall not be used on badges or cards issued to participants.

2.5.2 Specimen of SAC accreditation mark to be used by certified companies:



Note:

i. The certification body's mark must come before the SAC accreditation mark.
ii. The certification body's mark and SAC accreditation mark should preferably be boxed up together.
iii. The certification body's mark shall maintain similar proportions to the SAC accreditation mark. The difference in the height of the certification body's mark and SAC accreditation mark shall not be more than 5%.

2.6 Use of IAF CertSearch Mark by Accredited Certification Bodies and by Companies Certified by SAC Accredited Certification Bodies

2.6.1 The IAF CertSearch Mark is a digital dynamic mark which can only be used as a digital mark that connects digitally to the IAF CertSearch database. The IAF CertSearch Mark may be used on the website of:

a) accredited management system certification bodies; and
b) companies certified by SAC accredited management system certification bodies for management system standards.

2.6.2 Certification Bodies can only use the IAF CertSearch Mark if they have an active accreditation for certification of management system by SAC and have agreed to the Terms and Conditions of IAF CertSearch and the terms of use of the IAF CertSearch Mark. The IAF CertSearch Mark shall only appear on the website domain(s), relevant to the certification body, which has been uploaded into the IAF CertSearch database. If the certification bodies permit their clients to use the IAF CertSearch Mark, then the certification body shall incorporate to the contractual arrangements with their clients' relevant provisions in Clause 3.2 of IAF PL 9 to assure proper use of IAF CertSearch Mark by them. These provisions shall include that the misuse of IAF CertSearch Mark will initiate suspension of certification.

2.6.3 Please refer to IAF PL 9 General Principles on the use of the IAF CertSearch Mark for more information.

Annex 1

SPECIMEN OF SAC ACCREDITATION MARKS

A) SAC Accreditation Mark for Inspection Bodies



B) SAC Accreditation Mark for Laboratories



C) SAC Accreditation Mark for Certification Bodies



Note (ZZZZ) may vary depending on the accreditation scheme/programme
eg. QS = Quality Management System, PD = Product

D) SAC Accreditation Mark for Other Schemes



Note (ZZZZ) may vary depending on the accreditation scheme
eg. PTP = Proficiency Testing Provider, FFT = Functional Food Testing, AO = Auditing Organisation

E) Accredited CAB Combined ILAC MRA Mark

For Accredited Laboratory:



For Accredited Inspection Body:



For Accredited Proficiency Testing Provider:



Note: The ILAC MRA Mark shall appear in close proximity to SAC Accreditation Mark and should preferably be boxed up together.

F) Combined Mark for Certification Bodies



Note: The IAF MLA Mark shall appear in close proximity to SAC Accreditation Mark and should preferably be boxed up together.

G) Combined Mark for Validation & Verification Bodies

