
 OFFICE LUXEMBOURGEOIS D'ACCREDITATION ET DE SURVEILLANCE	A003 – Guidelines for the use of the OLAS logo and accreditation symbol			
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A003 **Guidelines for the use of the OLAS logo and accreditation symbol**

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1. Purpose

The purpose of this document is to set out the guidelines for use of the OLAS logo and accreditation symbol in conformity with the documents *EA 3/01 – EA conditions for the use of accreditation symbols, text reference to accreditation and reference to EA MLA signatory status* and *ILAC P8 – ILAC Mutual Recognition Arrangement (Arrangement): Supplementary Requirements for the Use of Accreditation Symbols and for Claims of Accreditation Status by Accredited Conformity Assessment Bodies*.

2. Presentation of the OLAS logo and accreditation symbol

2.1. OLAS logo

The OLAS logo is its visual identity that only OLAS can use in its communication. The logo has been registered with the Benelux Office for Intellectual Property (BOIP) (class 42) and it looks as follows:



2.2. OLAS accreditation symbol

The OLAS accreditation symbol is partly based on the OLAS logo. It may only be used by conformity assessment bodies (CABs) accredited by OLAS, in accordance with the requirements of this annex. The OLAS accreditation symbol looks as follows, depending on the type of body:

a) testing laboratories:



c) biomedical laboratories:



b) calibration laboratories:



d) all other CABs:



The personalised OLAS accreditation symbols, which can be used for reproduction or impression purposes are provided by OLAS to accredited CABs.

The specific color of the accreditation symbol is, unless otherwise agreed, PANTONE 287 (values: (C,M,Y,K) = (100,70,0,10); RGB = (0,69,230); HEX = #0045e6). It may however also be used in black and white.

Standard dimensions of the accreditation symbol when printed on A4 format paper are:

- for laboratories: 24,5 mm * 83 mm and
- for other organisations: 25,4 mm * 77,9 mm.

These dimensions may be modified providing the following conditions are met:

- They must be symmetrical with respect to the initial logo
- They must be readable on the concerned support
- They must remain smaller, as far as possible, than the dimensions of the laboratory or organisation's logo (cf. §4.7).

3. General principles and terms and conditions of use of the OLAS logo by OLAS staff

The OLAS logo may only be used by its staff, in accordance with the requirements of this annex. It can be used on business cards and email signatures, as well as on the organisation's letterhead.

The use of the OLAS logo by accredited CABs and their clients, assessors and experts, as well as members of the accreditation and impartiality (or other) committees is not allowed.

4. General principles and terms and conditions of use of the accreditation symbol by accredited conformity assessment bodies (CAB)

- 4.1. The OLAS accreditation symbol shall be used by accredited CABs in order to demonstrate the recognition of their competences by OLAS.
- 4.2. The OLAS accreditation symbol shall not be used by applicants for accreditation.
- 4.3. The accreditation symbol shall appear on the following:
 - Certificates or reports issued by the accredited CAB concerning activities under accreditation;
 - All certificates or reports combining testing, calibration, inspection or certification results of domains under accreditation, to results that are not under accreditation. In this case, the CAB must clearly identify results covered or not by accreditation.
- 4.4. Where a suspension occurs, or by derogation from the above provisions, OLAS may authorise a CAB to continue to use letterheads or any promotional material bearing the accreditation symbol or referring to accreditation in a manner and for a period officially determined by OLAS. The accreditation symbol shall under no circumstances continue to appear on certificates or reports of a CAB whose accreditation is suspended.
- 4.5. When a CAB is accredited for several standards, it shall only place as a minimum the accreditation symbol that refers to the accreditation relating on a report or certificate.
- 4.6. The OLAS accreditation symbol may appear on the following:
 - Informational, commercial, advertising documents or web pages that at least partially relate to the area covered by accreditation. Areas covered by accreditation must be clearly identified;
 - Letterheads used by an accredited CAB;

If a company letterhead appears alongside the OLAS accreditation symbol, for example, for an invoice detailing only services that are not covered by an accreditation, this shall be clearly indicated in the text. The same rule applies for letters that accompany reports or certificates for which tests, inspections or certifications are not covered by an accreditation.

Example of a text: “The tests cited in the attached report are not covered by accreditation.”

- In case of a multi-site accreditation where all sites are not accredited, common documents with letterhead shall display the list of sites or areas covered by accreditation alongside or beneath the OLAS accreditation symbol.
- Where several subsidiaries are not accredited, common documents with letterhead shall display the list of subsidiaries covered by accreditation alongside or beneath the OLAS accreditation symbol.

4.7. The accreditation symbol may only be used by an accredited CAB if the CABs logo and/or its designation appear on the document. Use of the OLAS accreditation symbol does not imply that OLAS is responsible for the accuracy of tests, calibrations or decisions related to inspections or certifications that have been carried out.

4.8. The accreditation symbol shall not appear on the following:

- General documents with the letterhead of the institution, laboratory or organisation on which the accredited laboratory or organisation depends (if applicable);
- Documents issued as a result of activities not compatible with those covered by the certificate of accreditation;
- A report or certificate that does not mention any activity covered by the accreditation scope (no reference at all to the accreditation shall appear on these reports or certificates).
- Business cards of staff members of accredited organisations;
- Products, inspected equipment, calibrated instruments or other objects (exception for calibration laboratories, see clause 7).

4.9. When the management system of a CAB is also certified by a certification body, the certification body logo shall not be used on reports or certificates covered by accreditation.

5. Sanctions in the event of non-compliance with the terms and conditions of use of the OLAS accreditation symbol by an accredited laboratory or organisation

5.1. OLAS notifies the accredited laboratory or organisation of the obligation to comply with the provisions of this document as soon as possible.

5.2. The head of OLAS department or his deputy may, in compliance with the opinion of the Accreditation Committee decide to:

- Impose supplementary measures on the CAB or to retract permission to use the logo for a defined period,
- Withdraw accreditation (procedure P003).

- 5.3. Notwithstanding the actions stated in 5.1 and 5.2, OLAS may undertake legal actions for any misuse of its accreditation symbol.

6. Termination of accreditation

Where either a voluntary cancellation or withdrawal of accreditation occurs, the concerned entity shall ensure that the OLAS accreditation symbol and all textual references to accreditation are removed from all its media within one month after notification (cf. clause 11).

7. Specific guidelines for calibration laboratories

Calibration laboratories may make reference to their accreditation on calibration labels of calibrated equipment. These labels shall only be placed on equipment whose calibration was covered by the accreditation scope.

The laboratories may make reference to their accreditation in the following ways:

1. Using the customised OLAS accreditation mark. The accreditation number as well as the standard need to be readable. All dispositions of the present document fully apply.
2. Using the mark hereafter. The accreditation number needs to be readable and the minimal size is 10 mm * 10 mm. The laboratory shall ask for authorisation to use this mark.



3. Using the sentence under 11.2. Alternatively, the following text may be used:
"Accredited by OLAS N°2/000"

8. Specific guidelines for testing laboratories and inspection bodies

If opinions or interpretations are not covered by accreditation, this shall be clearly expressed by means of a statement of the following type: "The opinions or interpretations included in the attached report are not covered by accreditation".

Use of the OLAS accreditation symbol on inspected items is not allowed.

9. Specific guidelines for system certification bodies

Certification bodies shall place the OLAS accreditation symbol in combination with their own logo. The accreditation symbol shall be used in such a manner as to unambiguously identify the certifying and accrediting body.

10. Specific guidelines for product certification bodies

Use of the OLAS logo on certified products is not allowed.

11. General rules for text reference to accreditation instead of using the OLAS accreditation symbol

11.1. All general principles and conditions of use of the accreditation symbol as mentioned in chapter 4 also apply in case of using a text reference to accreditation.

11.2. If the logo is replaced by a text reference, it must be composed as follows:

“(XXX) is accredited by OLAS under the accreditation number (0/000) to ISO/IEC (0000).”

or in case of laboratories accredited by OLAS to ISO/IEC 17025

“(XXX) is accredited by OLAS under the accreditation number (0/000) to ISO/IEC 17025 – (testing or calibration).”

or in case of medical laboratories

“(XXX) is accredited by OLAS under the accreditation number (0/000) to ISO 15189.”

12. Alternative solution when it is technically impossible to distinguish between accredited and non-accredited activities

12.1. An exception to point 4.3 of the present document is only permitted under the following conditions:

- In case of technological constraints (e.g. dynamic or interactive reporting where physicians can filter information/ see results over the years); real-time transmission of results);

and

- that activities are performed for an internal use (inside an organization) or for a clearly defined national market.

12.2. The alternative solution consists in adding to the report (together with the OLAS accreditation symbol or a text reference to accreditation):



- A disclaimer mentioning that not all the results are covered by accreditation;

and

- A reference to a publicly available list (meaning accessible without request) of accredited activities valid at the time the report was issued (e.g. on CAB's website). If appropriate, the recipient of the report shall be informed that previous versions of the list of accredited activities are available upon request.

13. Guidelines relating to users of services covered by an accreditation

The use of the OLAS accreditation symbol and/or a reference text for accreditation by users of services covered by an accreditation (e.g. customers of laboratories or inspection bodies, certified companies, manufacturers of certified products) is not allowed. CABs are required to communicate this rule to all their customers (see F001D).

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14. Reference to the international recognition of accreditation by OLAS

OLAS is a signatory to the European co-operation for Accreditation Multilateral Agreement (EA MLA) for the following areas:

- Testing laboratories ;
- Calibration laboratories ;
- Medical laboratories ;
- Inspection bodies ;
- Product certification bodies ;
- System certification bodies.

According to document *EA-1/06 EA Multilateral Agreement / Criteria for signing / Policy and procedures for development*, only those reports or certificates which make reference to the relevant accreditation are considered to be covered by accreditation and recognised under the EA multilateral agreement.

Where applicable, accreditation certificates issued by OLAS refer to its status as a signatory to the EA Multilateral Agreement as follows:

"OLAS is a signatory of the European co-operation for Accreditation (EA) Multilateral Agreement for accreditation in this field."

Reference to the EA MLA by OLAS accredited organisations is only permitted on reports and certificates in the form of the statement *"EA MLA Signatory"* associated with the OLAS accreditation symbol or text reference to accreditation.

Reference to the OLAS MLA signatory status by users of services covered by accreditation is not allowed.

Through mutual recognition agreements between regions and international organizations, OLAS is also a signatory to ILAC and IAF mutual recognition agreements for the same areas.

If necessary, OLAS is authorized to use the IAF and ILAC marks for accreditation activities covered by the scope of its ILAC or IAF MRA signatory status.