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A003



Guidelines for the use of the OLAS logo

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1. Purpose

The purpose of this Appendix is to set out the guidelines for use of the OLAS logo in conformity with document EA 3/01 "EA Conditions For the Use of Accreditation Marks"

2. General principles and terms and conditions of use of the logo by accredited conformity assessment bodies (CAB)

2.1 The OLAS logo shall be used by the CAB in order to demonstrate the acknowledgement of their capabilities by OLAS.

2.2 Where a suspension occurs, an exception to the above rule enters into play. OLAS may authorize a CAB to continue to use letterheads or any promotional material bearing the logo or referring to accreditation in a manner and for a period officially determined by OLAS. The logo may under no circumstances continue to appear on certificates or reports.

2.3 The logo shall appear on the following:

- Certificates or reports issued by the CAB concerning activities under accreditation. The logo must also be applied on every certificates or reports combining calibration, inspection or certification results of domains under accreditation, to results that are not under accreditation. In this instance, the CAB must clearly identify results covered or not by accreditation.

When a CAB is accredited for different standards, it must show as a minimum the logo that refers to the accreditation relating to a report or certificate. This logo must appear in the first position if all logos are to be displayed on a certificate.

2.4 The logo should appear on the following:

- Informational, commercial or advertising documents that at least partially relate to the area covered by an accreditation. Areas covered by the accreditation must be clearly identified.
- Letterheads used by an accredited CAB.

If a company letterhead appears alongside the OLAS logo, for example, for an invoice detailing only services not covered by an accreditation, this should be clearly indicated in text. The same rule applies for letters that accompany reports or certificates for which trials, inspections or certifications are not covered by an accreditation. A sample text line would appear as follows; "The tests cited in the attached report are not covered by an accreditation."

- Where a multi-site accreditation is in effect or where all sites are not accredited, documents containing both the OLAS logo and company letterheads must list sites or areas included in an accreditation alongside or beneath the OLAS logo.
- Where several subsidiaries are not accredited, documents containing both the OLAS logo and company letterheads must list subsidiaries alongside or beneath the OLAS logo.



2.5 The logo may only be used by an accredited CAB if:

- The CAB logo and/or its designation appear on the document.
- The accreditation number of the CAB appears below or to the side of the OLAS logo, followed by a reference to the appropriate standards.

Use of the OLAS logo 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.

2.6 The logo may not appear on the following:

- General documents with the letterhead of an institution, laboratory or organization to whose organization an accredited laboratory or organization belongs
- Documents issued as a result of activities not compatible with those covered by the certificate of accreditation

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- A report or certificate that does not mention any activity covered by a technical appendix (no reference to the accreditation may appear on these reports or certificates).
- Business cards of staff members of accredited entities
- Products, calibrated instruments or other objects.

3. Appearance of the logo

3.1 The OLAS logo has been officially registered with the BENELUX *Bureau des Marques* (class 42).

3.2 The OLAS logo is represented as follows.



The personalized logos which can be used for reproduction or impression purposes are furnished by OLAS to the CAB which have granted an accreditation.

In the case of the laboratories accredited following standard ISO/IEC 17025, the mention testing or calibration is indicated on the logo to enable to differentiate these two areas.

3.3 The specific color of the logo, barring exceptions, is PANTONE 287 (cmyk values: c = 100% / m = 70% / y = 0% / k = 10%). It may, however, also appear in black.

3.4 Standard dimensions for the logo when printed on A4 format paper are as shown in the figure above.

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
- They must remain smaller, to the greatest extent possible, than the dimensions of the laboratory or organization's logo.



4. Sanctions against accredited laboratories or organizations for not meeting the conditions for OLAS logo use

4.1 OLAS notifies the laboratory or organization improperly using the logo of the problem and requests that it conform to the guidelines outlined in this document.

4.2 The head of OLAS department or his deputy ~~ILNAS director~~, ~~in compliance with~~ after having asked the opinion of the Accreditation Committee decide to:

- Impose supplementary measures on the CAB or to retract permission to use the logo for a set period
- Withdraw accreditation (P 003).

4.3 Notwithstanding the actions stated in 4.1 and 4.2, OLAS may undertake legal action for any misuse of logos in contradiction to the principles outlined in this document or that could bring about confusion.

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5. Termination of accreditation

Where either a voluntary cancellation or withdrawal of accreditation occurs, the entity concerned must ensure that the OLAS logo and all textual references to accreditation are removed from all its media within one month.

The CAB should set rules for its customers regarding the use of logos in the event of termination of accreditation.

6. Specific guidelines for calibration laboratories

The OLAS logo may be used solely on calibration certificates for with the majority of calibrations are covered by the accreditation.

The calibration certificate which doesn't specify the measurement uncertainty, because of the requirements of the customer, shall be issued with the OLAS logo (see Appendix 16 – Traceability of measurement results compared to national and international measurement standards – p 2/9).

The OLAS logo should be used on the calibration stickers. The stickers shall only be affixed to the equipment for which calibration is covered by accreditation. The accreditation number and the standard have to be readable.

7. Specific guidelines for testing laboratories and inspection organizations

If opinions or interpretations are not covered by an accreditation, this should 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 the accreditation".

8. Specific guidelines for systems certification organizations

Certification organizations should place the OLAS logo together with its own logo. The accreditation logo should be used in such a manner as to unambiguously identify the certifying or accrediting body.

9. Specific guidelines for product certification organizations

Use of the OLAS logo on certified products is optional. If the logo is used, certification organizations apply it on the product itself or its packaging, in combination with the certification organization's logo. The OLAS logo should be used in such a manner as to unambiguously identify the certifying or accrediting body.

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

Accredited organizations and laboratories should set rules pertaining to the use of their logos, names and references to their accreditation status for their customers in accordance with the document "EA Conditions for the use of accreditation marks" in the chapter entitled "Users of accredited services".

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

11.1 All general principles and conditions of use of the logo as mentioned in chapter 2 also apply in case of using a text reference to accreditation instead.

11.2 If the logo is replaced by a text reference, it must be composed without exemption as follows: "(XXX) is accredited by OLAS under the accreditation number (0/000) for ISO/IEC (0000)" or in case of laboratories accredited by OLAS to ISO/IEC 17025 "(XXX) is accredited under the accreditation number (0/000) for ISO/IEC 17025 – *testing* (or) *calibration*".