




Work Instructions for Use of Accreditation Certificate & Symbol

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|  <p>NACI National Accreditation Center of Iran مرکز ملی تایید صلاحیت ایران</p> | <p>Work Instructions for Use of Accreditation Certificate & Symbol</p> | <p>Document code: NACI-W01 Revision No: 03 Revision date: April.2019 Page 1 of 13</p> |
|--|---|--|

Changes History

| Clause Numbers | Revision No | Revision Date | Summary of changes |
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| Cover | 01 | July.2013 | Changes in Revision NO & Date |
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Contents

| | |
|---|----|
| 1. Objectives | 3 |
| 2. Scope..... | 3 |
| 3. Responsibilities | 3 |
| 4. References & Regulations..... | 3 |
| 5. Terms & Definitions | 3 |
| 6. Instructions..... | 3 |
| 6.1 The Shape of Accreditation Symbol..... | 3 |
| 6.2 The Use of Accreditation Symbol | 6 |
| 6.3 The Regulations for Use of Accreditation Symbol | 7 |
| 6.4 The Use of Accreditation Symbol during Recall | 7 |
| 6.5 The specific requirements use of accreditation symbol..... | |
| 6.6 The Unauthorized Use of Accreditation Symbol | 7 |
| 6.6 The specific requirements use of accreditation symbol..... | 5 |
| 6.7 Reference to Accreditation Status by Accredited Certification Bodies | |
| 6.8 The Rights for the Use of Accreditation Symbol | 10 |
| 6.8.1 Letterheads..... | 10 |
| 6.8.2 Visit Cards | 11 |
| 6.8.3 Reports & Certificates..... | 11 |
| 6.8.4 Labs & Inspection Bodies | 11 |
| 6.8.5 Other Use..... | 11 |
| 6.9 Reference to Accreditation Status by Accredited Inspection Bodies, Laboratories and Proficiency Testing Providers | |
| 6.10 The Misuse of Accreditation Symbol | 11 |
| 6.11 The Misuse of Accreditation Symbol | |
| 7. Related Documents..... | 11 |
| 8. Forms & Records..... | 12 |
| 9. Recipients..... | 12 |
| 10. Withdrawn Documents | 12 |
| Document Control Page..... | 13 |

| | | |
|---|--|--|
|  | Work Instructions for Use of Accreditation Certificate & Symbol | Document code: NACI-W01 Revision No: 03 Revision date: April.2019 Page 3 of 13 |
|---|--|--|

1. Objectives

The purpose of these instructions is to describe the NACI accreditation symbol, the general regulations & rights of the CAB in relation to using the symbol granted upon a certificate of accreditation, & the obligations during its recall or withdrawal of accreditation, as well as the implications for misuse or unauthorized use of the granted accreditation symbol.

2. Scope

These instructions are for use by all CABs accredited by NACI within national & international schemes.

3. Responsibilities

The CAB has total responsibility for observing these instructions as officially submitted. The VP in charge of each accreditation program will supervise compliance.

4. References & Regulations

- 4.1 ISO/IEC 17000:2004 Conformity assessment -- Vocabulary and general principles
- 4.2 ISO/IEC 17011:2017 Conformity assessment -- requirements for accreditation bodies accrediting conformity assessment bodies
- 4.3 The NACI accreditation Manual NACI-M00.
- 4.4 IAF ML 2:2016 General Principles on Use of the IAF MLA Mark.
- 4.5 ILAC-R4: 10/2016 Use Of the ILAC Logo and Tagline

5. Terms & Definitions


All terms & definitions in these procedures conform to those given in the references cited in Clause 4 above. In addition, the terms & definitions given below are applicable.

- 5.1 **NACI**: means the National Accreditation Center of Iran.
- 5.2 **Accreditation Symbol**: The symbol duly submitted by NACI to an accredited CAB for use under the prescribed rules & regulation to demonstrate the status of their accreditation.
- 5.3 **Accreditation Body Logo**: The logo uniquely used by NACI for its identification.

6. Instructions

6.1 The Shape of Accreditation Symbol


The shape & details of the relevant symbol for each of the NACI accreditation programs are displayed in the Annex 1. Those displayed are for QMS, EMS, FSMS, OH&SMS, WQMS& EnMs CBs, Testing Labs, & Technical Inspection bodies. Those for additional programs have similar shape & only differ in text. The original symbols are shown in 4x5.5 cm in black & white except for the Iranian flag colors green & red. When necessary to reduce or increase the symbol size for a particular use, the proportionate dimensions & shape shall be maintained. When used in a background color other than white, the background color may replace the white background provided that color is not strong or the same color as the flag green & red to dilute those colors or the text of the symbol. To

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|  <p>NACI National Accreditation Center of Iran مرکز ملی تایید صلاحیت ایران</p> | <p align="center">Work Instructions for Use of Accreditation Certificate & Symbol</p> | <p>Document code: NACI-W01 Revision No: 03 Revision date: April.2019 Page 4 of 13</p> |
|--|--|--|

use the symbol in a background color matching the colors in the symbol the white background should be kept.



The certification body's mark and NACI accreditation symbol should preferably be boxed up together

| Certification bodies symbols | | 6.1.1 | |
|---|---------|--|---------|
|  <p>NACI Accredited Certification Body نهاد گواهی کننده تایید صلاحیت شده سیستم مدیریت انرژی EnMs Reg No. 000 شماره گواهینامه</p> | 6.1.1.5 |  <p>NACI Accredited Certification Body نهاد گواهی کننده تایید صلاحیت شده سیستم مدیریت کیفیت QMS Reg No. 000 شماره گواهینامه</p> | 6.1.1.2 |
|  <p>NACI Accredited Certification Body نهاد گواهی کننده تایید صلاحیت شده سیستم مدیریت ایمنی و بهداشت شغلی OH&SMS Reg No. 000 شماره گواهینامه</p> | 6.1.1.6 |  <p>NACI Accredited Certification Body نهاد گواهی کننده تایید صلاحیت شده سیستم مدیریت زیست محیطی EMS Reg No. 000 شماره گواهینامه</p> | 6.1.1.3 |
|  <p>NACI Accredited Certification Body نهاد گواهی کننده تایید صلاحیت شده سیستم مدیریت کیفیت جوش WQMS Reg No. 000 شماره گواهینامه</p> | 6.1.1.7 |  <p>NACI Accredited Certification Body نهاد گواهی کننده تایید صلاحیت شده سیستم مدیریت ایمنی مواد غذایی FSMS Reg No. 000 شماره گواهینامه</p> | 6.1.1.4 |

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|--|--|--|
|  <p>NACI National Accreditation Center of Iran مرکز ملی تایید صلاحیت ایران</p> | <p align="center">Work Instructions for Use of Accreditation Certificate & Symbol</p> | <p>Document code: NACI-W01 Revision No: 03 Revision date: April.2019 Page 5 of 13</p> |
|--|--|--|

Combined Mark for Certification Bodies

Note: The IAF MLA Mark shall appear in close proximity to NACI Accreditation symbol and should preferably be boxed up together, (IAF MLA are used in QMS, EMS, FSMS scope)


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|  |  <p>Accredited Certification Body نهاد گواهی کننده تایید صلاحیت شده سیستم مدیریت کیفیت Reg No. 000 شماره گواهینامه</p> | <p>For example... IAF MLA Mark & NACI symbol for QMS</p> | <p>6.1.1.8</p> |
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Inspection bodies symbols

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|  <p>Accredited Inspection Body نهاد بازرسی کننده تایید صلاحیت شده Reg No. 000 شماره گواهینامه</p> | <p>6.1.2</p> |
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Laboratories symbols

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|  <p>Accredited Laboratory آزمایشگاه تایید صلاحیت شده Testing آزمون Reg No. 000 شماره گواهینامه</p> | <p>6.1.3.1</p> |
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|--|--|--|
|  <p>NACI National Accreditation Center of Iran مرکز ملی تایید صلاحیت ایران</p> | <p align="center">Work Instructions for Use of Accreditation Certificate & Symbol</p> | <p>Document code: NACI-W01 Revision No: 03 Revision date: April.2019 Page 6 of 13</p> |
|--|--|--|

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|  <p align="center">NACI Accredited Laboratory آزمایشگاه تایید صلاحیت شده کالیبراسیون Reg No. 000 شماره گواهینامه</p> | <p align="right">6.1.3.2</p> |
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6.2 The Use of Accreditation Symbol

6.2.1 An accredited CAB is authorized to use the relevant symbol with its NACI registration number duly printed in the grey 000 area for the followings:

- a) Certificates & reports issued,
- b) Letterheads & internal or external communications,
- c) Brochures & other printed material,
- d) Internet sites & electronic communications,
- e) On vehicles,
- f) On company name boards,
- g) On billboards & other advertisement,
- h) On visit cards, and
- i) On invitation cards or letters.

Note 1: When a CAB has to use the NACI symbol in black & white, the “Grayscale” on printing device must be selected.

Note 2: If a CAB decides to use the symbol in a relief stamp, an original should be printed on the “Grayscale”, and such stamp may only be used as authorized above.

Note 3: The NACI accreditation symbol may not be used along with a signature.

Note 4: NACI has an accreditation symbol, NACI has the legal right to use it and the accreditation symbol shall be legally protected.


6.2.2 An accredited CAB may only use the NACI symbol relevant to its scope of accreditation with the registration number as instructed.

6.2.3 Any CAB accredited for multiple scopes will be given the relevant symbol combining all its accreditation programs in one.

6.2.4 The accredited CAB may design the authorized NACI symbol along with its own certification mark as shown in Annex 2 for use by its certified clients. The combined mark for that purpose shall be a rectangle box containing the two symbols side by side in equivalent size. The CAB shall duly notify its certified clients about the rules for use of such certification mark.

6.2.5 The accredited organization shall:

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

| | | |
|--|---|--|
|  <p>NACI National Accreditation Center of Iran مرکز ملی تایید صلاحیت ایران</p> | <p>Work Instructions for Use of Accreditation Certificate & Symbol</p> | <p>Document code: NACI-W01 Revision No: 03 Revision date: April.2019 Page 7 of 13</p> |
|--|---|--|

- b) only use the NACI accreditation mark for premises covered by accreditation;
- c) not make any statement regarding its accreditation that NACI may consider misleading or unauthorized;
- 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 NACI; and
- e) not use the NACI accreditation symbol on any test items, products or literature, or in a way that may be interpreted as denoting product conformity, or permit its certified organizations to do so

6.3 The Regulations for Use of Accreditation Symbol

6.3.1 A CAB needs to satisfy the following conditions for reference to NACI accreditation & use of its symbol:

- a) Hold a valid certificate for the scheme specified on the symbol.
- b) Have been authorized by NACI along with the certificate about how to use it.
- c) Be committed to the standard requirements & NACI communicated regulations.
- d) An accredited CAB have to sign agreement NACI-F166 for used the IAF MLA Mark together with their accreditation body symbol

6.4 The Use of Accreditation Symbol during Recall

6.4.1 The NACI shall recall a certificate & may suspend the related accreditation in case of a breach of these instructions & relevant regulations.

6.4.2 The CAB having received a recall notice shall stop any breach related to the scope of its accreditation in order to prevent suspension & further action.

6.4.3 All reference to accreditation shall be stopped upon termination of an accreditation, including any advertisements of any sort containing a reference to accreditation, certificate or symbol.

6.4.4 Recalling an accreditation symbol may be due to reasons other than inappropriate use of the symbol.

6.5 The specific requirements use of accreditation symbol

In case of quality Management system, the accreditation symbol and certification mark should not be used on product packaging, labels.

To certify the product, the product CB can refer the mark in accordance with their procedure.


6.5.1 Product CB mark are different from the MS CB mark

6.5.2 The use of NACI symbol on product is not permitted

6.5.3 The NACI symbol is to be used only for audit reports related to the scope of the accreditation. Hence, the CAB is required to act transparently.

6.6 The Unauthorized Use of Accreditation Symbol

6.6.1 A CAB having been accredited for at least part of its activities may only use the NACI symbol in relation to that scope without any possibility of misinterpretation & lack of transparency.

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|--|---|--|
|  <p>NACI National Accreditation Center of Iran مرکز ملی تایید صلاحیت ایران</p> | <p>Work Instructions for Use of Accreditation Certificate & Symbol</p> | <p>Document code: NACI-W01 Revision No: 03 Revision date: April.2019 Page 8 of 13</p> |
|--|---|--|

6.6.2 When a CAB operates from several locations & obtained accreditation only for one of those locations, the use of NACI symbol will be restricted to that accredited location only. In such case, when a document needs to be issued on any medium having the NACI symbol in non-accredited locations shall clearly marked with a statement similar to the following:

“The scope, locations & complete schedule of accredited areas subject of this symbol may be obtained from ...”

6.6.3 When a CAB affiliated to principal company is accredited, all transparency about the relevance of the accreditation to the accredited CAB shall be maintained. The relationship shall not be construed as accreditation of the related companies. Especially, when common documents are in use, the list of accreditations shall be clearly identified.

6.7 Reference to Accreditation Status by Accredited Certification Bodies

6.7.1 The NACI accreditation symbol 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.

6.7.2 For personnel certification body, the NACI accreditation symbol can be used on badges or cards issued to certified personnel.

6.7.3 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 NACI accreditation symbol 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 license of the certification mark.


6.7.4 Where an accredited certification body uses the NACI accreditation mark, it shall include on the same sheet of document its own name or mark, displayed no less prominently than the NACI accreditation mark.

6.7.5 The NACI accreditation mark shall not be used by an accredited certification body on any document unless the document relates in whole or in part to accredited activities of the certification body.

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

6.7.7 The NACI accreditation symbol may be used on products certified under the NACI accredited product certification scheme.

6.7.8 The NACI accreditation symbol shall not be used in such a way as to suggest that NACI 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.

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|--|---|--|
|  <p>NACI National Accreditation Center of Iran مرکز ملی تایید صلاحیت ایران</p> | <p>Work Instructions for Use of Accreditation Certificate & Symbol</p> | <p>Document code: NACI-W01 Revision No: 03 Revision date: April.2019 Page 9 of 13</p> |
|--|---|--|

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

6.8 Use of IAF MLA Mark by Accredited Certification Bodies

6.8.1 An accredited certification 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 NACI Accreditation symbol which is then known as the “Combined Mark”. A specimen of the “Combined Mark” is shown in clause 6.1.1.8.

6.8.2 Accredited certification bodies must enter into a sublicensing agreement with NACI prior to the use of the “Combined Mark”. The coverage of the sublicense is restricted to the scope of the MLA for which NACI is a signatory of the IAF MLA and also restricted to the certification bodies’ scope of accreditation. A copy of the sublicense can be found in table 2 of IAF ML2.

6.8.3 The “Combined Mark” in conjunction with the certification body’s mark, can be used on letterheads, accredited certificates, quotations for work, advertisements, websites and other documents.

6.8.4 The accredited CB shall monitor and take suitable action to control its use of the IAF MLA Mark and to prevent any incorrect references or misleading use by itself or its certified organizations;

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

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


6.8.7 In black and white or in the colours Pantone 2747 (dark blue) Pantone 299 (light blue);
On a clearly contrasting background; and 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.

6.8.9 Please refer to IAF ML2 *General Principles on the use of the IAF MLA Mark* for more information.

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

6.9.1 Use of NACI Accreditation symbol on Reports

- An accredited organization should use NACI endorsement on reports that deal solely with activities covered under the terms of accreditation.

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|---|--|---|
|  | Work Instructions for Use of Accreditation Certificate & Symbol | Document code: NACI-W01 Revision No: 03 Revision date: April.2019 Page 10 of 13 |
|---|--|---|

- The endorsement shall be made by the use of the NACI accreditation symbol and it shall include the Certificate Number issued to the accredited organization and the following statement: "The results reported herein have been performed in accordance with the terms of accreditation under the National accreditation center of Iran" Such reports shall be referred to as NACI accredited reports.
- comply with the requirements specified in relevant accreditation standards, e.g. ISO/IEC17020, ISO/IEC 17025, ISO 15189, or ISO/IEC17043; and
- 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.

6.9.2 Use of NACI Accreditation symbol on Calibration Labels

- The label shall be used only on an instrument for which a NACI accredited calibration certificate or report has been issued;
- The label shall be used only when the laboratory has been accredited for all the calibrations performed on an instrument;
- The label shall relate only to the calibration carried out on the date given on the label;
- The label shall not imply compliance with a specification, approval of quality or permanence of calibration;
- On recalibration of the instrument, the previous label shall be removed and replaced by a new label relating to the latest calibration;
- There shall be adequate safeguards for storage, control and use of the labels; and
- The accredited organization name shall be included

6.10 The Rights for the Use of Accreditation Symbol


6.10.1 Letterheads

The use of NACI symbol on business communications including contract proposals, price lists, & other correspondence is only permitted based on conditions for use of symbol on letterheads. When a proposal letter includes the NACI symbol but wholly or partially related to services outside of the accredited scope, as statement similar to the following shall be made on that document:

"This proposal includes services outside of the accredited scope."

Also, any other communications on letterhead using the NACI symbol made in relation to any reports or certificates outside the accredited scope shall clearly include the following statement:

"The reported results are not covered by accreditation."

| | | |
|--|---|---|
|  <p>NACI National Accreditation Center of Iran مرکز ملی تایید صلاحیت ایران</p> | <p>Work Instructions for Use of Accreditation Certificate & Symbol</p> | <p>Document code: NACI-W01 Revision No: 03 Revision date: April.2019 Page 11 of 13</p> |
|--|---|---|

6.10.2 Visit Cards

Use of NACI symbol or any reference to accreditation on visit cards is only permitted within the accredited scope for related employees, but no possibility of misunderstanding as to their competencies shall be present.

6.10.3 Reports & Certificates

Use of NACI accreditation symbol on issued reports or certificates within the scope of accreditation shall not be misinterpreted as accreditation of their content by NACI. The conditions for use of the symbol shall not be construed or proposing any involvement of NACI in the subject matter of those reports or certificates. Notwithstanding those conditions, the use of NACI symbol is restricted to the content related to the scope of accreditation.

6.10.4 Labs & Inspection Bodies

The use of NACI symbol on reports issued by the accredited Labs or IBs containing subject outside of the accredited scope is not permitted.

6.10.5 Other Use

Any items related to the conditions for use of the NACI accreditation symbol not specified in these instructions or regulation thereof are subject to authorization of NACI prior to use. An accredited CAB is invited to contact the NACI office & obtain clarification when in doubt.

6.11 The Misuse of Accreditation Symbol

6.11.1 Any breach of these instructions is considered misuse of these regulations. Any misrepresentation or unclear statements are considered misuse of accreditation.

6.11.2 NACI may react to a misuse of its accreditation, its certification or its symbol by taking any of the following actions:

- a) Written notice of recall with statement of the case of misuse, or
- b) Observation during an assessment & reporting the case for corrective action.

6.11.3 Any notice of recall or reporting of misuse not corrected at the earliest may result in immediate suspension of accreditation with right to appeal.

6.11.4 When a case of misuse is judged as compromising the NACI reputation, a contingency decision may result in withdrawal of accreditation.

6.12 suspension or withdrawal of NACI accreditation

An accredited organization shall upon suspension or withdrawal of NACI accreditation immediately cease:


- (a) Issue of any certificates or reports, quotations, calibration labels and inspection labels displaying the NACI accreditation symbol or containing references to NACI accreditation;
- (b) Distribution of all items on which the NACI accreditation symbol or any reference to NACI accreditation are displayed, and shall ensure discontinued use or distribution of these items.

7. Related Documents

7.1 NACI-P01

7.2 NACI-P02

7.3 NACI-P10

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|---|---|---|
|  | <p style="text-align: center;">Work Instructions for Use of Accreditation Certificate & Symbol</p> | <p>Document code: NACI-W01 Revision No: 03 Revision date: April.2019 Page 12 of 13</p> |
|---|---|---|

7.4 NACI-P11

8. Forms & Records

8.1 NACI-f141

8.2 NACI-f105

8.3 NACI f166

9. Recipients


As per distribution list form **NACI –F104**

10. Annexes

None

11. Withdrawn Documents

Use of Accreditation Certificate & Symbol Work Instructions revised in Nov.2015

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|--|--|---|
|  <p>NACI National Accreditation Center of Iran مرکز ملی تایید صلاحیت ایران</p> | <p align="center">Work Instructions for Use of Accreditation Certificate & Symbol</p> | <p>Document code: NACI-W01 Revision No: 03 Revision date: April.2019 Page 13 of 13</p> |
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