




Policy Circular 18 – December 2010

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Use of the NATA Emblem, NATA Endorsement and References to Accreditation



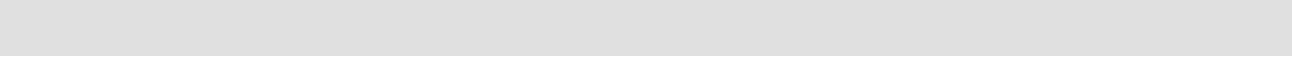
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Use of the NATA Emblem, NATA Endorsement and References to Accreditation

Purpose

This document describes the conditions for the use of the NATA emblems, NATA endorsement and references to accreditation.

Note: The requirements described in this circular apply equally to NATA recognition for compliance with the OECD Principles of Good Laboratory Practice and to NATA recognition for compliance with the Diagnostic Imaging Accreditation Scheme (DIAS). All references to accreditation should therefore be understood as including recognition. All references to emblems should be understood as including the NATA Assessed logo used in DIAS.

Introduction

NATA accredited facilities are strongly encouraged to promote their accreditation by issuing NATA endorsed reports and by using the NATA emblem. It is each facility's responsibility to ensure that it describes its accreditation status in a manner that does not imply that accreditation is held in areas that are outside the scope of accreditation, for other facilities that are not included in the accreditation or for products or services that NATA accreditation does not cover.

Whilst NATA does not mandate the issuing of NATA endorsed reports, only those reports that bear an appropriate NATA endorsement can benefit from the acceptance established through mutual recognition arrangements (and other similar agreements). It is also important to note that only calibration reports bearing the NATA endorsement can be confirmed as meeting NATA's traceability requirements.

Reproduction of the NATA emblem

The emblems shall be as described in Schedule 1 of the *NATA Rules* and Policy Circular 30 (for DIAS only).

The size of the emblem may be altered provided that the dimensions retain the proportions of the drawings in Schedule 1. There is no restriction on the size of the emblem.

The colours of the emblem must be reproduced as described in Schedule 1 and Policy Circular 30 (for DIAS only).

Electronic versions of the NATA emblems are available from the NATA website, www.nata.com.au.

Use of the NATA endorsement

The endorsements shall be as described in Schedule 2 of the *NATA Rules*. Endorsements comprise an emblem (or emblems) as described in Schedule 1 of the *NATA Rules* accompanied by the relevant mandatory statement except in the case of DIAS where the NATA Assessed logo alone is used.

Placement of the endorsement on reports must be as described in Schedule 2.

The endorsement can only be used on reports issued by an accredited facility under the name in which it holds accreditation.

The endorsement can be used on all reports that exclusively contain results of tests or related services within the scope of accreditation.

Note: The definition of related services can be found in Clause 2 of the *NATA Rules*. In summary, a related service can be an activity complementary to testing (eg. sampling), inspection, reference material production, medical imaging, the conduct of non-clinical health and environmental safety studies, proficiency testing programs.

Reports that do not contain any results of tests or related services within the scope of accreditation cannot include the endorsement.

The endorsement can be used on reports that include the results of tests or related services both within and outside the scope of accreditation, provided that the results of tests or related services outside the scope of accreditation are clearly and unambiguously identified as such.

The endorsement can be used on reports that include the results of subcontracted work provided that the report meets the requirements for reports as described in the Field Application Documents.

There must be nothing in reports or in attachments/annexes to reports that implies, or may be inferred as meaning, accreditation is held for a particular test or related service when it is not.

Opinions and interpretations

In those fields and programs for which statements of opinion and/or interpretations are outside the scope of accreditation, it is preferable that they be detailed in a separate document that does not include the endorsement or any reference to NATA accreditation. Where they are included in reports, an appropriate disclaimer must also be included.

Calibration labels

An accredited facility may place a calibration label bearing a NATA endorsement on an item of equipment that it has calibrated provided that the label carries as a minimum, the identification of the accredited facility and a cross-reference to the relevant endorsed report.

Use of NATA emblem (logo) and statements relating to accreditation

The NATA emblem can only be used by facilities accredited by NATA in a NATA accreditation program, an accreditation program jointly run by NATA and another agency or facilities recognised for compliance with the OECD Principles of GLP. Unaccredited facilities/organisations or facilities accredited under the DIAS cannot use the NATA emblem as described in Schedule 1 of the NATA Rules in any circumstances. Facilities recognized under the DIAS can only use the NATA Assessed logo as described in Policy Circular 30. Facilities that are applicants for accreditation cannot use the NATA emblem or make references to accreditation that could be inferred as meaning the facility is accredited or that misrepresent the state of progress toward accreditation.

Accredited facilities may use the NATA emblem and/or incorporate statements concerning their accreditation in publicity and advertising materials, technical literature, business reports, websites, quotes, tenders etc. It is however, the responsibility of accredited facilities to ensure that there is no misrepresentation of the accreditation status and scope of the accreditation and that NATA is not brought into disrepute. In particular, it must be ensured that the NATA emblem and accreditation statements are linked only to testing and related services covered by the scope of accreditation and not to other activities in which the organisation may be involved.

The emblem and/or accreditation statements can only be used by an accredited facility under the name in which it holds accreditation.

Use of the NATA emblem and accreditation statements must be related only to the specific location(s)/site(s) covered by accreditation. Organisations that have both accredited and unaccredited sites must ensure that the emblem and/or accreditation statements used in corporate advertising do not imply accreditation is held for sites that are not accredited or do not misrepresent the scope of accreditation at accredited sites.

In tenders and quotes (or other work proposals), accredited facilities must clearly distinguish tests and related services that are covered by the scope of accreditation from those that are not covered. It must also be ensured that information about a facility's services provided verbally eg. via a telephone enquiry, does not misrepresent the status or scope of the NATA accreditation. It is the facility's responsibility to ensure its clients and potential clients clearly understand what tests and related services are included in the scope of accreditation and for which an endorsed report can be issued.

Stationery bearing the NATA emblem cannot be used for quotes (or other work proposals) or for reporting results of tests and related services that are exclusively outside the scope of accreditation or for which accreditation has been suspended.

The NATA emblem or reference to accreditation must not be affixed to a material, item or product (including packaging and accompanying documentation) or used to imply that an item or product has been certified.

NATA emblems or accreditation statements included in literature or on websites relating to a product must appear directly adjacent to the reference to the NATA accredited facility that has performed the testing or related service.

The NATA emblem or reference to accreditation must not be used on business cards in a way that could imply personal certification.

Suspension, cancellation, withdrawal of accreditation

Facilities that have had their accreditation suspended or discontinued (withdrawn or cancelled) cannot use the endorsement, the NATA emblem or include any reference to accreditation on reports. Where the suspension or discontinuation covers only a part of the scope of accreditation, reports issued that include results of tests or related services affected and not affected by the suspension or discontinuation may include the endorsement provided that the results of tests or related services affected by the suspension or discontinuation are clearly and unambiguously identified as such.

Use of certification body marks and logos

The inclusion of certification body marks on reports of testing and related services (irrespective of whether they also bear the NATA endorsement) is a breach of clause 8.4.2 of AS ISO/IEC 17021 *Conformity assessment – Requirement for bodies providing audit and certification of management systems*.

Misuse of the NATA emblem or NATA endorsement or misrepresentation of NATA accreditation

NATA will take action on proven inappropriate use of the NATA emblem or NATA endorsement or misrepresentation of the scope or status of accreditation by an accredited facility. This may include a request for corrective action, suspension or cancellation of accreditation or legal action.

NATA will also take action on unaccredited organisations that misrepresent themselves as holding NATA accreditation or that use inappropriate references to accreditation. Depending on the nature of the misrepresentation, this may be a request for corrective action such as removal of the inappropriate reference, issuing a correction/clarification or legal action.

Appendix

ILAC Laboratory Combined MRA Mark (Combined Mark)

NATA, as a signatory to the ILAC Mutual Recognition Arrangement (MRA) and having signed the ILAC-MRA Mark License Agreement, may sub-license the use of the ILAC-MRA Mark to its accredited laboratories. This sub-license allows approved laboratories to use the ILAC Laboratory Combined MRA Mark (known as the Laboratory Combined Mark) on test and calibration reports and on stationery, quotes, websites, advertising etc.

The Laboratory Combined Mark can only be used by laboratories holding accreditation within the following fields of testing in NATA's Laboratory Accreditation Program.

- Biological Testing
- Chemical Testing
- Construction Materials Testing
- Forensic Science
- Information and Communications Technology Testing
- Measurement Science and Technology
- Mechanical Testing
- Non-destructive Testing
- Veterinary Testing

The format of the Laboratory Combined Mark is described in Schedule 5 of the *NATA Rules* and the *ILAC Laboratory Combined MRA Mark Sub-license Agreement* (see below).

When used on endorsed report, the Combined Mark can be used in one of two ways:

- the Laboratory Combined Mark can be used instead of the NATA emblem as part of the endorsement; or
- the Laboratory Combined Mark can be used in addition to the traditional NATA endorsement, in which case it must appear on page 1 of multi-page reports.

The requirements for use of the Laboratory Combined Mark on test reports are the same as the requirements for use of the NATA emblem or endorsement as set out in the *NATA Rules* and this document. The requirements for use of the Laboratory Combined Mark on other documents, websites etc are the same as the requirements for use of the NATA emblem as set out in the *NATA Rules* and this document.

To make an application to be a sub-licensee of the Laboratory Combined Mark, the laboratory's authorised representative must complete and sign two copies of the *ILAC Laboratory Combined MRA Mark Sub-license Agreement* (obtained from the NATA website) and forward them with a facsimile of a test report bearing the Laboratory Combined Mark to NATA for approval. (An electronic version of the Laboratory Combined Mark is available from the NATA website.)

The Laboratory Combined Mark cannot be used prior to approval being granted.

NATA will take action on proven inappropriate use of the Laboratory Combined Mark. This may include a request for corrective action, suspension or cancellation of accreditation or legal action.

Amendment Table

The table below provides a summary of changes made to the document with this issue.

Section	Amendment
Reproduction of the NATA emblem	Added reference to Policy Circular 30 – NATA Assessed Logo for the Diagnostic Imaging Accreditation Scheme (DIAS)
Use of the NATA emblem (logo) and statements in relation to accreditation	DIAS and the NATA Assessed logo added