

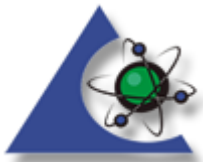
Use of Accreditation Symbols and References to Accreditation



**PERRY JOHNSON LABORATORY
ACCREDITATION, INC. (PJLA)**



Presented by:
Michael Kramer
Calibration/Inspection Program Manager
Perry Johnson Laboratory Accreditation, Inc.
mkramer@pjlabs.com
18-May-2023



Use of Accreditation Symbols and References to Accreditation

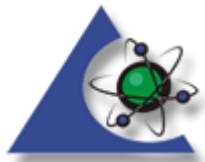
This webinar is being recorded and will be available in it's entirely on the Perry Johnson Laboratory Accreditation Website.

www.pjlabs.com

Go to the link for recorded webinars.

Duration of webinar is set for one hour.

You can type any questions directly into your webinar box; We will review them at the conclusion of today's session;



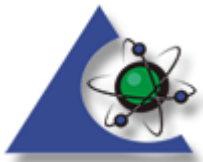
Use of Accreditation Symbols and References to Accreditation



PJLA is a MRA Signatory of the International Laboratory Accreditation Cooperation ([ILAC](#)) and of the Asia Pacific Accreditation Cooperation ([APAC](#))

APAC is a recognized regional cooperation by the the International Laboratory Accreditation Cooperation (ILAC),

As a signatory, PJLA is required to adhere to the rules of ILAC & APAC. Due to this requirement organizations accredited or in the process of becoming accredited shall adhere to the policies of PJLA including our accreditation symbol procedure “SOP 3”.



Use of Accreditation Symbols and References to Accreditation

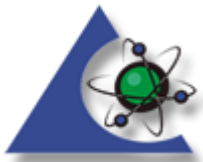
ILAC is the global association for the accreditation of laboratories, inspection bodies, proficiency testing providers and reference material producers, with a membership consisting of accreditation bodies and stakeholder organizations throughout the world.

It is a representative organization that is involved with:

- the development of accreditation practices and procedures,
- the promotion of accreditation as a trade facilitation tool,
- supporting the provision of local and national services,
- the assistance of developing accreditation systems,
- the recognition of competent testing (including medical) and calibration laboratories, inspection bodies, proficiency testing providers and reference material producers around the world

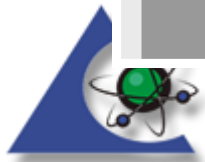
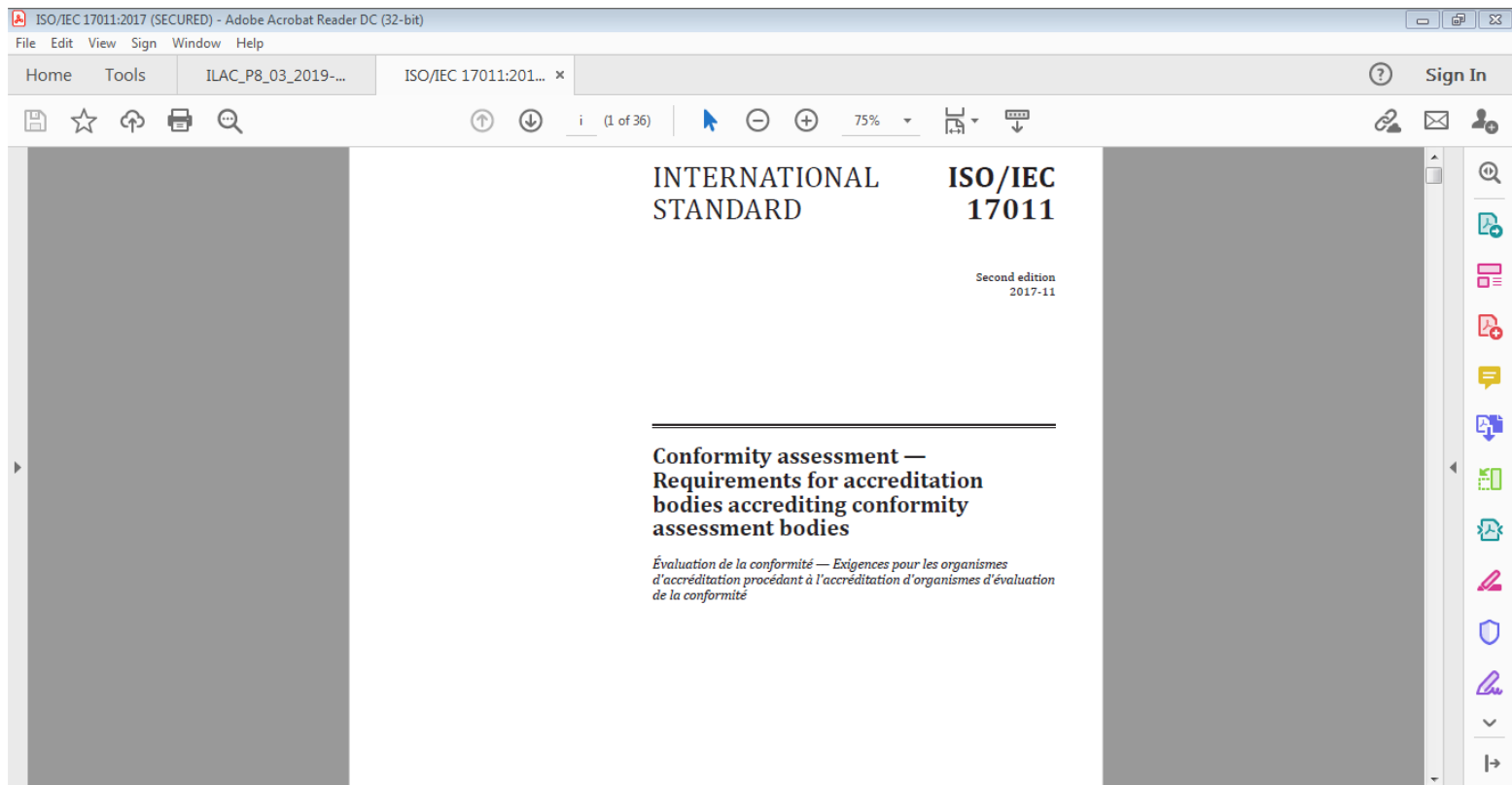


ILAC facilitates trade and supports regulators by operating a worldwide mutual recognition arrangement –the ILAC Arrangement - among Accreditation Bodies (ABs).



Use of Accreditation Symbols and References to Accreditation

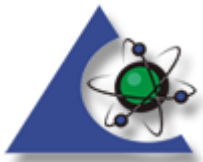
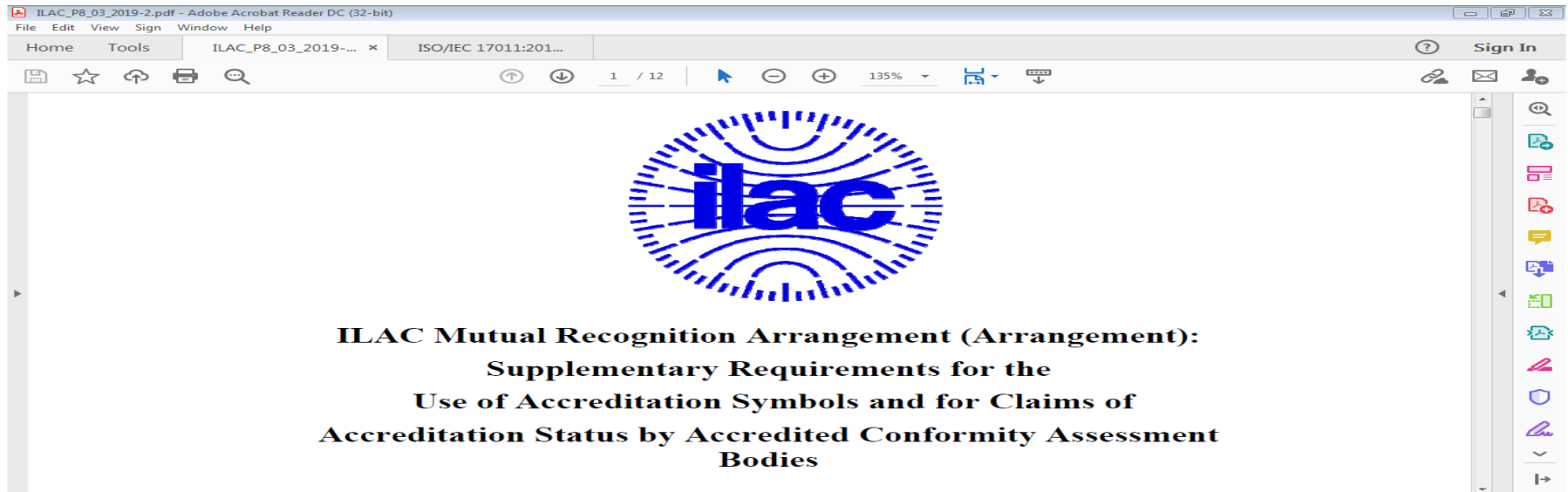
Accreditation Bodies recognized under the ILAC MRA operates to ISO/IEC 17011:2017 and are accessed to this Standard by ILAC.



Use of Accreditation Symbols and References to Accreditation

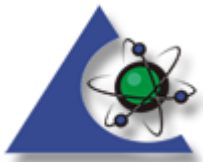
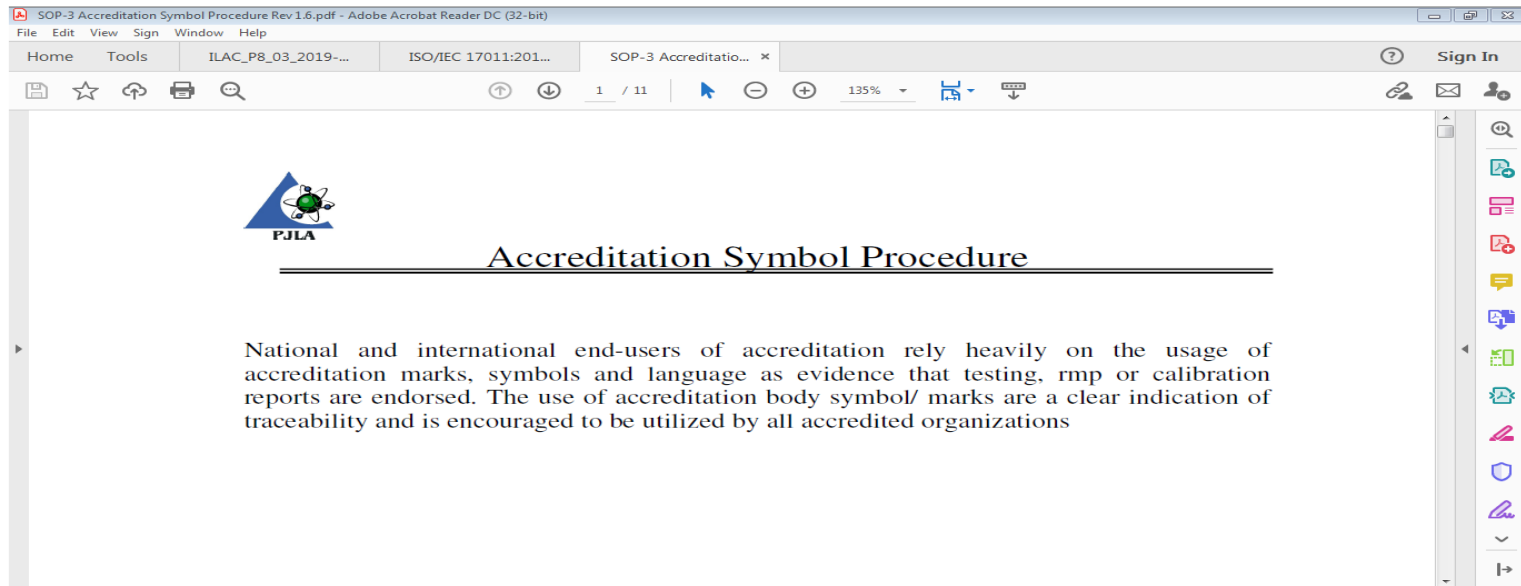
ISO/IEC 17011:2017, clause 4.3 requires an accreditation body to have a policy governing the use of its accreditation symbols and claims of accreditation status by its accredited organizations.

ILAC P 8 provides supplementary requirements for the use of accreditation symbols and for claims of accreditation status by accredited CABs in the context of the ILAC MRA



Use of Accreditation Symbols and References to Accreditation

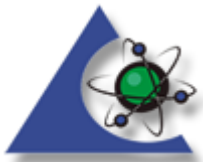
Hence PJLA has SOP 3 which is written in harmony with those requirements specified in ISO/IEC 17011 & ILAC P8



Use of Accreditation Symbols and References to Accreditation

The President/Operations Manager or designee is responsible for ensuring that accredited (CABs) receive the appropriate accreditation symbol, including this procedure. The President/Operations Manager is responsible for enforcing the appropriate contractual restrictions governing its use.

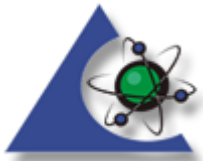
PJLA assessors examine the use of the accreditation symbol and accreditation language as part of all assessments. This includes the (CAB's) procedure or the use of the PJLA accreditation symbol and accreditation claims.



Use of Accreditation Symbols and References to Accreditation

ILAC P 8 aims to ensure a uniform approach to the use of accreditation symbols and for the manner in which an accredited organization may refer to its accreditation status and make claims to the ILAC MRA.

SOP 3 also incorporates *ILAC R7:05/2015 - Rules for the Use of the ILAC MRA Mark*;

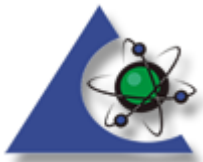


Use of Accreditation Symbols and References to Accreditation

In accordance with the requirements of ISO/IEC 17011: 2017, PJLA provides accreditation symbols to make others aware of their accreditation by means of various forms of publicity.

The use of accreditation symbol(s) or references to accreditation is voluntary. However, when accredited organizations intend to issue an accredited/endorsed report to their customers they shall include the appropriate references to their accreditation and/or using the PJLA accreditation symbol or language as described SOP 3.

Any misuse of the PJLA accreditation symbol, ILAC MRA Mark or any other governed mark as mentioned in SOP 3 are treated very seriously and handled through PJLA's corrective action process.



Use of Accreditation Symbols and References to Accreditation

PJLA assessors examine the use of the accreditation symbol and accreditation language as part of all assessments

The accreditation symbol or reference to accreditation shall be included on all reports where an accredited/endorsed report is requested by the customer of the accredited organization. Symbols or references to accreditation **shall only be associated with the services covered in the scope of accreditation, and not with any other activities in which the accredited organization may be involved.**

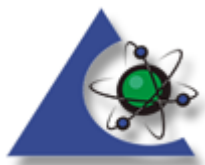
128-181-01 The Pipette Solution.pdf - Adobe Acrobat Reader DC (22-00)

Home Tools L19-181-01 The Pi... Sign In

Accreditation is granted to the facility to perform the following calibrations:

MEASURED INSTRUMENT, QUANTITY OR GAUGE	RANGE OR NOMINAL DEVICE SIZE AS APPROPRIATE	CALIBRATION AND MEASUREMENT CAPABILITY EXPRESSED AS AN UNCERTAINTY (u)	CALIBRATION EQUIPMENT AND REFERENCE STANDARDS USED
Single and Multi-Channel Pipettes, & Diluters ¹⁰	0.5 µL to 2 µL	0.011 µL	Mettler Balances XS105 or XA105 Method TPS ISO/IEC 17025:2017
	3 µL to 10 µL	0.031 µL	
	11 µL to 50 µL	0.11 µL	
	51 µL to 100 µL	0.18 µL	
Single and Multi-Channel Pipettes, Bottle Toppers & Diluters ¹⁰	101 µL to 200 µL	0.54 µL	
	201 µL to ≤1 000 µL	5.6 µL	
	>1 000 µL to ≤5 000 µL	9.3 µL	
	>5 000 µL to ≤10 000 µL	14 µL	
	>10 000 µL to ≤50 000 µL	31 µL	

1. The CMC (Calibration and Measurement Capability) stated for calibrations included on this scope of accreditation represents the smallest measurement uncertainty attainable by the laboratory when performing a more or less routine calibration of a nearly ideal device under nearly ideal conditions. It is typically expressed at a confidence level of 95 % using a coverage factor k (usually equal to 2). The actual measurement uncertainty associated with a specific calibration performed by the laboratory will typically



Use of Accreditation Symbols and References to Accreditation

Accreditation symbols or language may be used on the following: “Do’s”

- ✓ Letterhead
- ✓ Business Cards
- ✓ Fax Cover Sheets
- ✓ Envelopes
- ✓ Brochures
- ✓ Pop-up banners
- ✓ Posters
- ✓ PowerPoint Presentations
- ✓ Press Releases
- ✓ Advertisements
- ✓ Websites
- ✓ Reports and Certificates
- ✓ Emails (template signatures)
- ✓ Compliment Slips



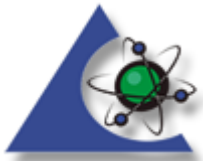
Use of Accreditation Symbols and References to Accreditation

Accreditation symbols or statements of accreditation may **not** be used for the following:
“Don’ts”



- ❖ Legal documents (e.g., contracts, checks)
- ❖ Any documentation of sites not accredited by PJLA
- ❖ Subcontractor certificates or documentation
- ❖ Any applicants of PJLA that are not yet accredited
- ❖ On the products or items which a (CAB) has tested, calibrated, inspected (except on calibration labels)
- ❖ **On reports, certificates or enclosed letters of results for which the organization’s scope is not accredited by PJLA**

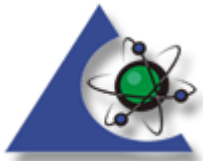
Tests (including medical), calibrations, reference material production, inspections, proficiency testing services or field sampling and measurements outside of the scope of accreditation included on any form of authorized material, shall be clearly identified as: i.e.-**“This laboratory is not accredited for the tests and/or calibrations marked”**



Use of Accreditation Symbols and References to Accreditation

From SOP 3

In the case that an accredited organization utilizes external services for work for **which they are accredited**, to another organization, the organization may include the results on its accredited/endorsed report or certificate with the appropriate accreditation symbol or accreditation reference. However, it needs to be ensured that all requirements of the ISO accredited standard are met for this service and that the external services provider is accredited for the activities performed.



Use of Accreditation Symbols and References to Accreditation Calibration Labels

Accredited calibration organization may produce calibration labels with the PJLA accreditation symbol. The calibration label **shall** include the following information:

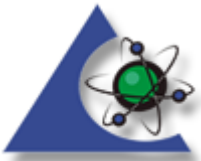
- The name of the accredited calibration organization or its accreditation number
- Equipment identification
- Date of current calibration
- Cross reference to the calibration certificate issued in respect of the calibration

Accreditation symbols shall only be used on calibration labels that belong to equipment that has been calibrated using calibration methods covered by the scope of accreditation.

Similar requirements also apply to inspection and reference material Labels

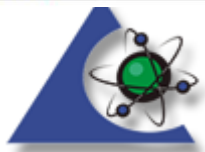
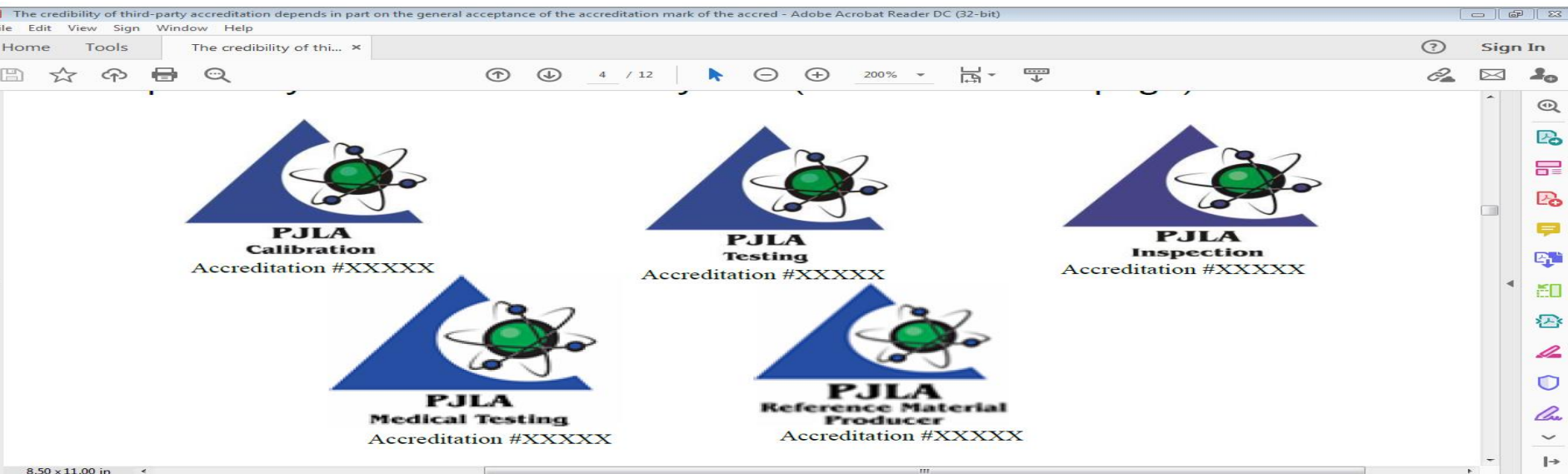


CALIBRATED	
BY _____	DATE _____
DUE _____	



Use of Accreditation Symbols and References to Accreditation

The authorized symbol or reference to accreditation shall be clearly identified with the unique accreditation number assigned by PJLA to the accredited organization. PJLA prefers accredited organizations to include the accreditation number as shown below. If and organizations desires to include the accreditation number in a different area, then they shall ensure that it is placed within close proximity of the accreditation symbol (i.e. on the same page).



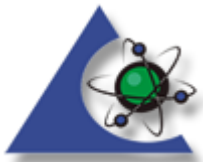
Use of Accreditation Symbols and References to Accreditation

At no such time does PJLA have the authority to grant permission for the utilization of other organizations (i.e. ISO, IEC, APAC) logos to be displayed on certificates, test reports, calibration labels or any other documentation, with the exception of those outlined in this SOP 3.



A laboratory accredited to ISO/IEC 17025 may mention that it operates a quality management system on its reports and certificates using the following statement:

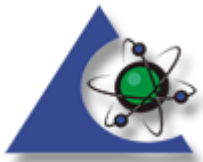
“This laboratory is accredited in accordance with the recognized International Standard ISO/IEC 17025. This accreditation demonstrates technical competence for a defined scope and the operation of a laboratory quality management system (refer to joint ISO/ILAC-IAF Communiqué dated April 2017)”



References to Accreditation

In the case the (CAB) decides **not** to utilize the accreditation symbol and chooses to only reference their accreditation on calibration, test (including medical), RMP, inspection, Proficiency Testing reports, then they shall ensure the following information is included:

- 1) The Standard Accredited to: i.e. (ISO/IEC 17025:2017, ISO/IEC 17020: 2012, ISO 17034:2016, ISO 15189:2012 , ISO/IEC 17043:2010 Accredited
- 2) PJLA
- 3) Accreditation #XXXXXX
- 4) Accreditation field i.e. Calibration/Testing/Medical/Reference Material Producer, Inspection Body, Proficiency Testing Provider, Field Sampling and Measurement Organization (FSMO)



References to Accreditation

Acceptable

- ABC Laboratory is accredited to the ISO/IEC 17025:2017 standard
- ISO/IEC 17025:2017 Accredited
- Accredited to ISO/IEC 17025:2017
- Accredited to ISO 17034:2016
- Accredited to ISO/IEC 17020:2012
- Accredited to ISO 15189:2012

Unacceptable

- ISO 17025 Accredited
- 17025/9001
- ISO/IEC 17025:2017 Registered



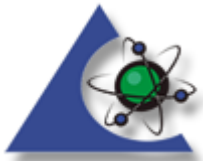
COMBINED PJLA SYMBOL AND ILAC MRA MARK



PJLA allows the use of the ILAC MRA Mark in combination with the PJLA accreditation symbol to promote international recognition of the ILAC MRA and the accredited services covered under the international agreement.

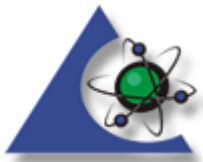
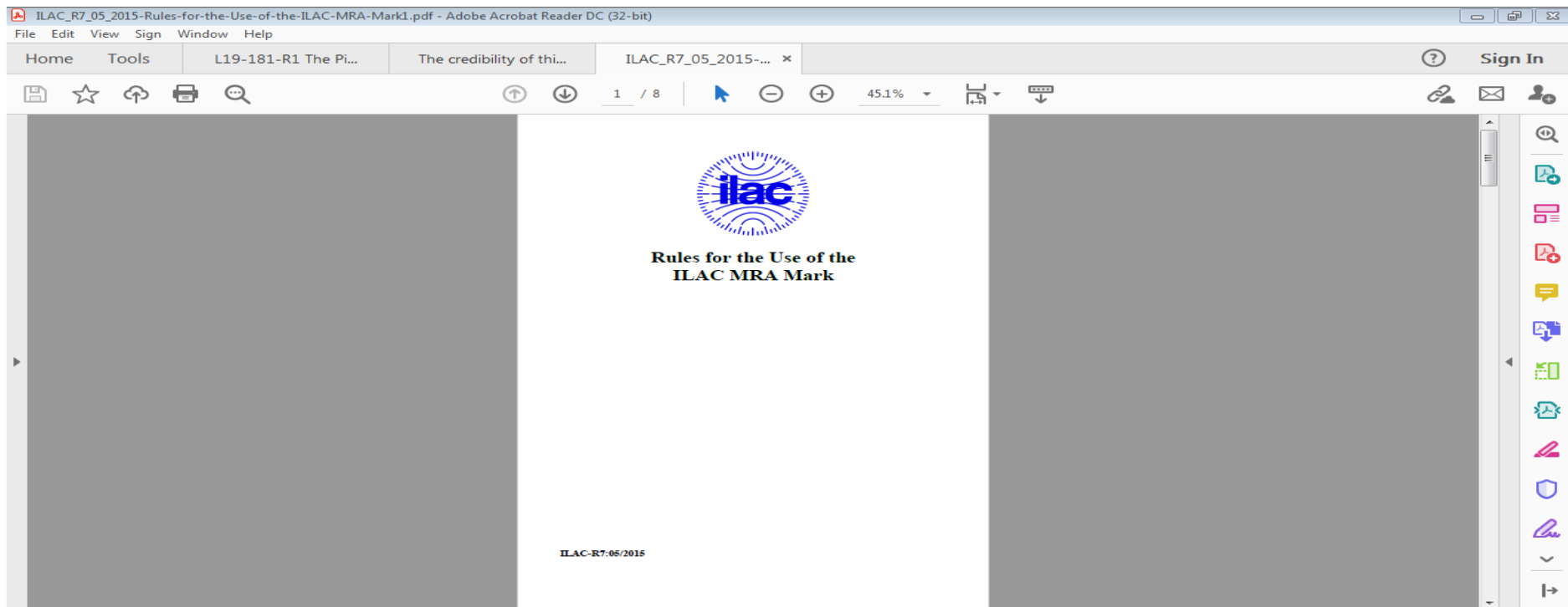
The joint ILAC MRA Mark may only be used under the following conditions:

- 1) The ILAC Combined MRA Mark Agreement has been signed between PJLA and the accredited CAB.
- 2) A draft of the use of this combined mark has been approved by PJLA.



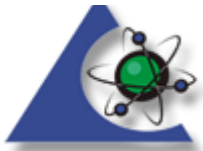
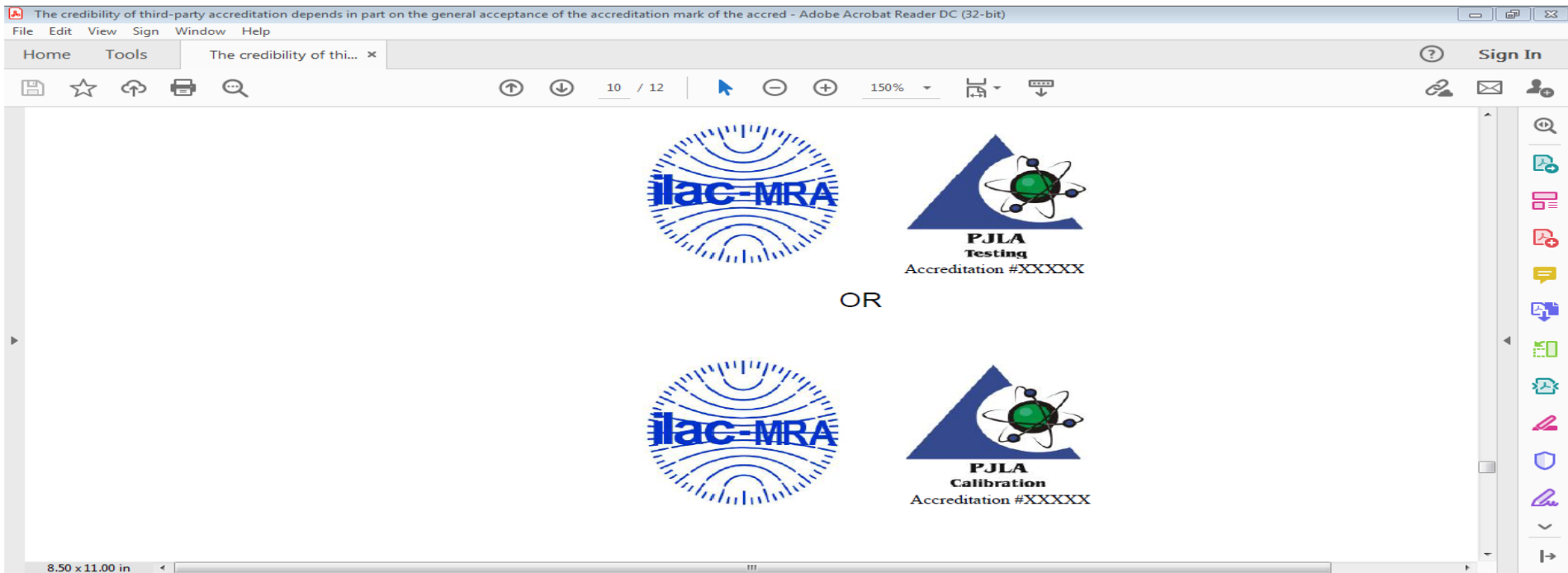
COMBINED PJLA SYMBOL AND ILAC MRA MARK

PJLA SOP 3 incorporates requirements specified in ILAC R7 “Rules for the Use of the ILAC MRA Mark”
By signing the ILAC R7-F1 Agreement for the use of the ILAC MRA Mark, ILAC MRA signatories agree to the terms of use set out within ILAC R7.



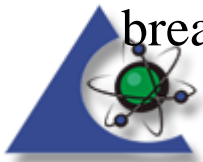
COMBINED PJLA SYMBOL AND ILAC MRA MARK

The combined mark should be displayed as indicated in the examples below. Note these are only examples and additional programs may be available for the use of the PJLA Combined ILAC Mark. PJLA will offer the utilization of any additional marks to accredited organizations as applicable.



COMBINED PJLA SYMBOL AND ILAC MRA MARK “ILAC R7 and PJLA SOP 3” General Requirements for Use

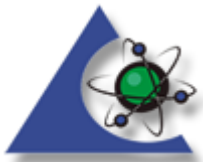
- The symbol should be legible and non-distorted
- The size of the combined mark/symbols should be no smaller than 20 mm and maintain similar proportions as the PJLA symbol (+ or – approximately 5% of the size of the ILAC MRA Mark).
- The combined mark should be placed horizontally.
- The combined mark should display the words “ILAC MRA” as they are part of the actual mark.
- The PJLA symbol and the PJLA mark should be placed as noted in previous example. However, in some cases PJLA may allow a different format as long as the PJLA symbol and the ILAC MRA Mark are within close proximity.
- The ILAC MRA Mark can be in either black and white or blue
- (**Black**-Mono color breakdown 100% black **Blue**-process (CMYK) color breakdown or Pantone (PMS) color breakdown or Website (RGB color breakdown R0 G0 B229)



SOP 3 APPENDIX C

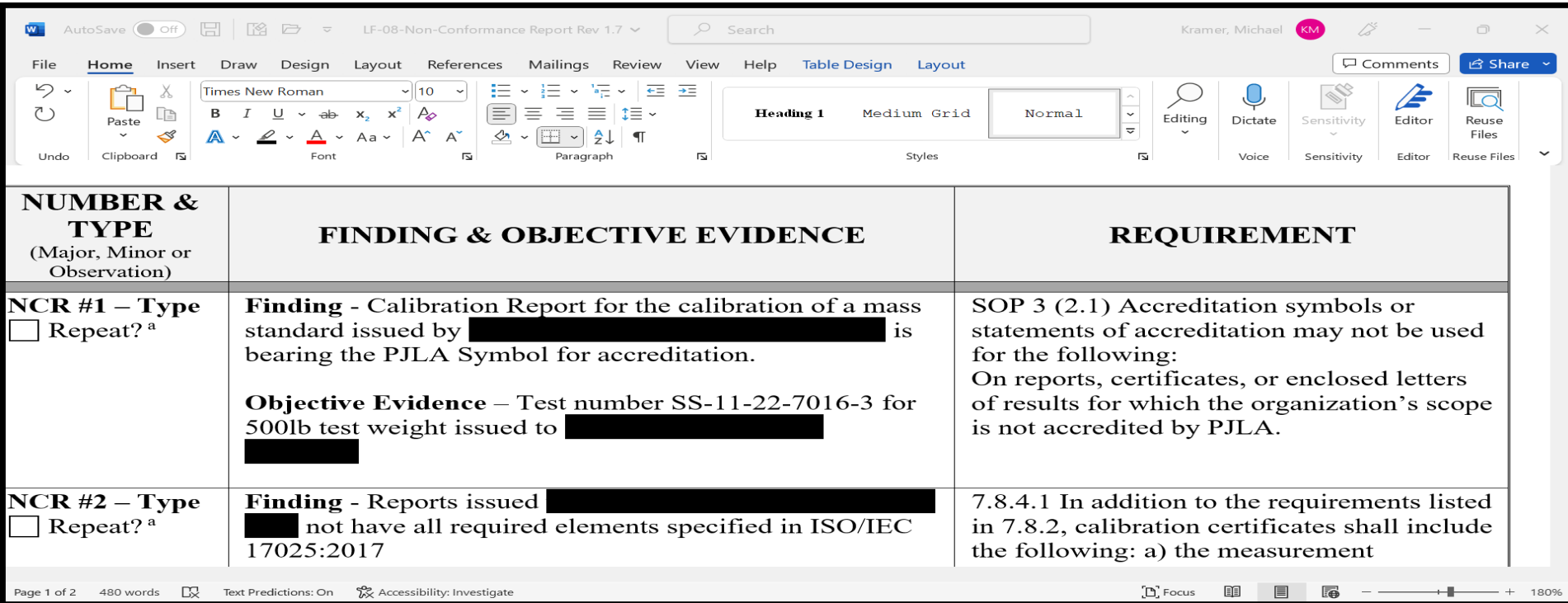
REGULATIONS FOR USE OF THE PJLA COMBINED SYMBOL AND TNI NELAP (NGAB) AND TNI NEFAP MARK

The TNI-NEFAP Field Sampling and Measurement Organization (FSMO) Accreditation includes the oversight of field sampling and measurement organizations to perform the analysis of air, solids, water, soil, chemical wastes and biological samples. These FSMO(s) will be assessed in accordance with the TNI-NEFAP Standards (Volume 1 and Volume 2).

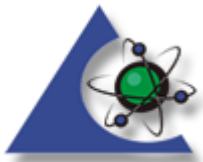


Use of Accreditation Symbols and References to Accreditation

SOP 6 (6.3) Any failure to meet the requirements of this procedure will result in a nonconformity and appropriate corrective action will be required. In the case, PJLA comes upon a misuse of this procedure outside of an assessment, then the (CAB) will be notified to take immediate action to resolve the issue.



NUMBER & TYPE (Major, Minor or Observation)	FINDING & OBJECTIVE EVIDENCE	REQUIREMENT
NCR #1 – Type <input type="checkbox"/> Repeat? ^a	<p>Finding - Calibration Report for the calibration of a mass standard issued by [REDACTED] is bearing the PJLA Symbol for accreditation.</p> <p>Objective Evidence – Test number SS-11-22-7016-3 for 500lb test weight issued to [REDACTED]</p>	<p>SOP 3 (2.1) Accreditation symbols or statements of accreditation may not be used for the following: On reports, certificates, or enclosed letters of results for which the organization’s scope is not accredited by PJLA.</p>
NCR #2 – Type <input type="checkbox"/> Repeat? ^a	<p>Finding - Reports issued [REDACTED] [REDACTED] not have all required elements specified in ISO/IEC 17025:2017</p>	<p>7.8.4.1 In addition to the requirements listed in 7.8.2, calibration certificates shall include the following: a) the measurement</p>



Use of Accreditation Symbols and References to Accreditation

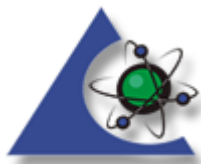
AutoSave Off | LF-08-Non-Conformance Report Rev 1.7 | Search | Kramer, Michael KM

File Home Insert Draw Design Layout References Mailings Review View Help Table Design Layout

Undo Clipboard Font Paragraph Styles Editing Voice Sensitivity Editor Reuse Files

NUMBER & TYPE (Major, Minor or Observation)	FINDING & OBJECTIVE EVIDENCE	REQUIREMENT
<p>NCR #1 – Type minor</p> <p><input type="checkbox"/> Repeat? ^a</p>	<p>Finding - ILAC Mark on organizations website is not being utilized in conjunction with the PJLA symbol as specified in SOP 3</p> <p>Objective Evidence – https://www.██████████/</p>	<p>SOP 3 (1.1) PJLA allows the use of the ILAC MRA Mark in combination with the PJLA accreditation symbol to promote international recognition of the ILAC MRA and the accredited services covered under the international agreement. .</p> <p>(2.7) The PJLA symbol and the PJLA mark should be placed as noted above. However, in some cases PJLA may allow a different format <u>as long as</u> the PJLA symbol and the ILAC MRA Mark are within close proximity.</p>

Page 1 of 2 | 665 words | Text Predictions: On | Accessibility: Investigate | Focus | 180%



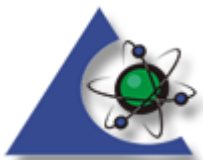
Use of Accreditation Symbols and References to Accreditation

Microsoft Word interface showing a document titled "LF-08-Non-Conformance Report Rev 1.7". The ribbon includes Home, Insert, Draw, Design, Layout, References, Mailings, Review, View, Help, Table Design, and Layout. The document content is as follows:

TOTALS			
Repeat	Major	Minor	Observation(s)
0	0	1	2

NUMBER & TYPE (Major, Minor or Observation)	FINDING & OBJECTIVE EVIDENCE	REQUIREMENT
NCR #1 – Type minor <input type="checkbox"/> Repeat? ^a	Finding - Symbol is being utilized without reference to the organization type “Calibration” or the unique accreditation number. Objective Evidence – website. https://www.s[REDACTED]	SOP 3 (1.2) The authorized symbol or reference to accreditation shall be clearly identified with the unique accreditation number assigned by PJLA to the accredited (CAB).

Page 1 of 2 319 words Text Predictions: On Accessibility: Investigate Focus 180%




Use of Accreditation Symbols and References to Accreditation

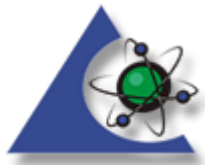
W AutoSave Off LF-08-Non-Conformance Report Rev 1.7 Search Kramer, Michael KM

File Home Insert Draw Design Layout References Mailings Review View Help Table Design Layout

Undo Clipboard Font Paragraph Styles Editing Dictate Sensitivity Editor Reuse Files

<p>NCR #3 – Type minor <input type="checkbox"/> Repeat? *</p>	<p>Finding - Website is referencing accreditation to the 2005 Standard.</p> <p>Objective Evidence – [REDACTED]</p>	<p>b) is effectively implemented and maintained</p> <p>SOP 3 (10.1) When making a direct claim of accreditation or implying a claim of accreditation by the use of particular words and phrases the CAB must identify the standard to which it is claiming accreditation and ensure that it is not associating accreditation status to a particular standard with registration or certification to another standard. The following words or phrases are intended to be examples of acceptable and unacceptable claims of accreditation (both direct and implied):</p> <p>Acceptable:</p> <ul style="list-style-type: none"> • ABC Laboratory is accredited to the ISO/IEC 17025:2017 standard <p>Continued see SOP3</p>
<p>NCR #4 – Type minor <input type="checkbox"/> Repeat? *</p>	<p>Finding - Symbol utilized or calibration report does not list the field of accreditation “calibration: It also refers to 17025 as Guide 17025</p> <p>Objective Evidence – Sample report produced for truck scale calibration [REDACTED]</p>	<p>SOP 3(1.2) The authorized symbol or reference to accreditation shall be clearly identified with the unique accreditation number assigned by PJLA to the accredited (CAB). PJLA prefers (CABs) to include the accreditation number as shown below.</p>  <p>PJLA Calibration Accreditation number XXXX</p>

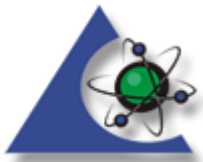
Page 2 of 3 810 words Text Predictions: On Accessibility: Investigate Focus 90%



Use of Accreditation Symbols and References to Accreditation

ESCALATION

The President/Operations Manager is notified when a (CAB) fails to take appropriate corrective action for the misuse of the accreditation symbol or language. When such cases occur, the (CAB) will receive a warning letter to immediately resolve the issue within specific timelines. Failure to meet specified timelines will result in the suspension or possible withdrawal of accreditation in accordance with PJLA's (SOP-11) Suspension, Withdrawal or Reduction of Accreditation Procedure.

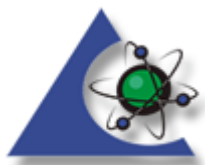


Use of Accreditation Symbols and References to Accreditation

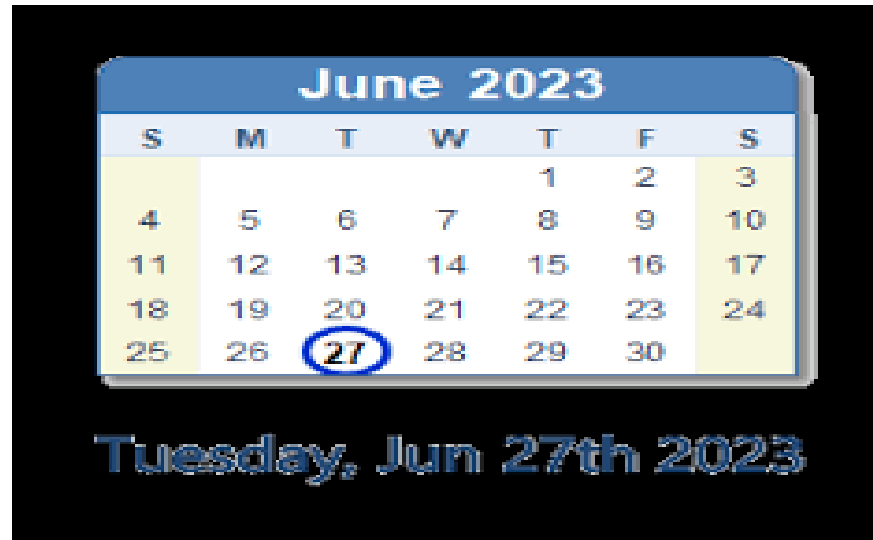


This time is allocated for answering questions. You should have a space provided for submitting questions.

Please keep questions related to the topic covered in this webinar;



Save the Date



1:00pm US Eastern Time

An overview of the Revised PJLA Policy PL-4 which now includes scopes of accreditation for testing, inspection, proficiency testing providers, reference material producers, and medical.

