

Language: English
Preparing Authority:
IPIAB Quality Unit



Document Code: IPIAB-WI-01
Issue Date: 2023.02.18
Rev. Date: 2024.02.20
Rev. No. 01

Working Instruction to Use the Mark

Working Instruction to Use, Protect and, Refer to the IPIAB Accreditation Mark in accordance with ISO/IEC 17011

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1. Objective

This document contains the procedures and conditions governing the use and protection of the IPIAB Accreditation Mark or any reference to IPIAB accreditation by an accredited conformity assessment body (CAB).

2. Introduction and Scope

This document describes the rules for the use of IPIAB's accreditation marks and logos.

Note 1: The IPIAB logo is for use only by IPIAB to identify itself. The IPIAB logo shall not be used by any other entity.



IPIAB employs the basic principle for the use of its marks, that an accreditation mark provides the market the confidence that the users of the marks fulfill the relevant accreditation requirements. This basic principle and the rules illustrated in this document are also applicable to references to the IPIAB accreditation status other than through the use of the accreditation marks described. The referral to an accreditation status in the text is equated with the use of an accreditation mark.

This document applies to all areas of accreditation covered by IPIAB, i.e.:

- Laboratories (According to ISO/IEC 17025)
- Inspection Bodies (According to ISO/IEC 17020)

3. Responsibilities

3.1 The responsibility of executing this instruction lies with all bodies holding IPIAB's accreditation certificate.

3.2. The responsibility of supervising the execution of this instruction lies with IPIAB's assessment teams, and the responsibility of supervising the proper execution of this instruction lies with the director of IPIAB.



4. Definition

For the purpose of this document, the terms and definitions are provided in ISO/IEC 17000, ISO/IEC 17025, ISO/IEC 17020, and ISO/IEC 17011.

5. IPIAB Activities Description as to use of accreditation symbols and other claims of accreditation in accordance with ISO/IEC 17011

The accredited bodies that have succeeded in receiving the accreditation certificate and mark of IPIAB, should undertake to use the accreditation mark only according to the provisions in this document, regulation, and accreditation certificate by signing the agreement. This instruction contains the conditions and requirements for the use of the mark. The instruction is provided to the accredited body on the IPIAB website.

Note 2: This document shall come into force once the accreditation marks are delivered to the accredited body.

5.1. General Rules for use of the marks

The use of accreditation marks is bound by the rules of this regulation. To use of the mentioned mark is subject to the following general rules:

- 1) On each page of a document on which the accreditation mark is used, the mark, logo, or name of the accredited CAB shall be used;
- 2) The accreditation mark shall not be used in combination with the mark, logo, and/or name of another CAB;
- 3) The rules in this regulation also apply to the use of the accreditation mark on digital expressions (for example, on websites and other digital media);
- 4) IPIAB has the right to verify the use of the accreditation mark at any time. The CAB shall assist with such verifications;
- 5) The marks should be used with the clear identification of CAB type (laboratory or inspection body);
- 6) The mark can be used as long as the granted accreditation is valid;



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- 7) The mark should be used to attribute the correct meaning to the accreditation which the marks attest to;
- 8) The mark should be used to comply with the specific indications for each type of accreditation;
- 9) The mark can be used on the official website of the accredited body (by creating a link to the page of the certificates issued by IPIAB on the website of IPIAB);

5.2. Rules for reports, certificates and declarations

Note 3: Where in this section, reports, certificates, or declarations are mentioned, the media (physical or digital) with which or in which the CAB presents the results of the conformity assessment activities, are meant.

5.2.1. When a CAB's client requires an activity, that is covered by the CAB's scope of accreditation, it is an implicit expectation of the client that the activities will be performed under accreditation, which will be confirmed by the use of the accreditation mark on the reports, certificates or declarations. So, for conformity assessment activities that are covered by the CAB's scope of accreditation, the CAB shall issue an accredited report, certificate, or declaration.

5.2.2. The obligation mentioned in 5.2.1 shall be ignored if explicitly agreed in a legal or documented arrangement between the CAB and its customer. In these cases, the CAB shall inform its customer that such reports, certificates, or declarations are not accredited reports, certificates, or declarations and are consequently not covered by ILAC-MRA.

5.2.3. When a CAB's customer needs an activity for which accreditation is forcible by law or under contractual conditions, the obligation under paragraph 5.2.1 of this section shall only not apply if legal or regulatory requirements prohibit it. The exception of paragraph 5.2.2 of this section shall not apply in this case. The mandatory use under this paragraph (5.2.3) shall also apply in cases in which accreditation is used for the purposes of activities for which registration, designation, and/or recognition have been made mandatory.

5.2.4. If a CAB holds several accreditations from a signatory of the ILAC-MRA for the relevant activities, then the CAB shall determine in advance under which accreditation the



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activities will be carried out and use the applicable mark, or use an equivalent reference to the accredited status.

5.2.5. In no way may an accredited CAB express that IPIAB accepts any liability for the accuracy or correctness of the results reported or decisions taken by the CAB.

5.2.6. In no way may an accredited CAB express that an object of the conformity assessment has been approved by the IPIAB.

5.2.7. The accreditation mark may not be applied to reports, certificates, or declarations that do not include results of activities that are covered by the CAB's scope of accreditation.

5.2.8. The following rules apply to accredited testing laboratories and inspection bodies:

1. All results of activities not conducted under accreditation shall be identified as such;
2. The results of subcontracting by body A to body B shall be reported in one of the following ways:
 - a. Body A may provide the report from body B directly to its client, as an apart document, or as an attachment to its report;
 - b. Body A may provide in its report the result reported by body B if body A notes in its report that the results are obtained from subcontracted activities. In that situation, the following four options may be applicable:
 - ✓ Body A is accredited by IPIAB for the desired activity and body B is accredited for this activity by IPIAB or by an accreditation body that is a signatory to the ILAC-MRA for the activity concerned: In the body A report the result of B will be marked as accredited;
 - ✓ Body A is accredited by IPIAB for the desired activity but body B is not accredited for this activity by the IPIAB or by an accreditation body that is a signatory to the ILAC-MRA for the desired activities, or is accredited by an accreditation body that is not a signatory to the ILAC-MRA for the activity concerned: In body A's report the result of B shall not be denoted as accredited;
 - ✓ Body A is not accredited by IPIAB for the desired activity but body B is accredited for the activity by IPIAB or by an accreditation body that is a signatory to the ILAC-MRA for the activity concerned: In body A's report, the result shall not be marked as accredited but in the report of body A the result reference may be included in the



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accreditation of body B; this reference shall unambiguously include the registration number of the accreditation of body B. If body A publishes a report in this way with only the results of activities that have not been conducted under its accreditation, the rule in section 5.2.8 applies that the accreditation mark shall not be used;

- ✓ Body A nor body B is accredited by IPIAB or by another accreditation body that is a signatory to the ILAC-MRA for the activity concerned: In its report, body A shall not denote the result as accredited. If body A issues a report in this way with only the results of activities that have not been conducted under its accreditation, the rule in section 5.2.8 applies that the accreditation mark shall not be used.

Accredited testing laboratories shall mark opinions or interpretations of test results as accredited if carried out under accreditation if these are based on the results of accredited activities.

5.2.9. If opinions are specified and explanations are made by a testing laboratory that has no explicit accreditation for opinions and interpretations, the report shall include a disclaimer, immediately alongside the accreditation mark or immediately alongside the opinions and interpretations concerned, with the following or a similar text: “The opinions given/interpretations made in this report fall outside the scope of the accreditation”.

5.2.10. Accredited inspection bodies may use labels or stickers containing the accreditation mark, attached to the specified inspected item if the label or sticker includes the below-mentioned information:

- ✓ The name or logo of the inspection body and the indication the object has been inspected by this body;
- ✓ Unambiguous identification of the object;
- ✓ The date of the inspection;
- ✓ A cross-reference to the inspection report was issued.

5.2.11. Accredited organizers of proficiency tests shall mark all results of proficiency tests conducted outside the scope of accreditation as such.



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5.3. Details of the use of the accreditation mark

5.3.1. A conformity assessment body is not permitted to apply the accreditation mark for activities performed before the date of granting the accreditation. Unless in exceptional cases,

IPIAB explicitly expresses in writing that the use of the mark is permitted. The following situations apply for granting mentioned permission:

- ✓ IPIAB has entirely observed the activity concerned for the specific client of the body in the framework of obtaining the accreditation for this activity and did not find any finding during this witness or observation which, in the view of IPIAB, makes uncertainties about the dependability of the activities;
- ✓ IPIAB did not observe any finding when auditing the system procedures and files related to the concerned activity, which, in the view of IPIAB, raises uncertainties about the dependability of the activities;
- ✓ The document (report, certificate, declaration) is issued after granting accreditation based on a review and/or decision made after the granting of accreditation;
- ✓ Documents with respect to activities performed before the date of granting accreditation, that are not witnessed by IPIAB, can only be issued with an accreditation mark, under the conditions offered by the accredited body and with the written permission of IPIAB, these conditions will at least contain the repeated conducting of the operation and will express that the document will only be issued under accreditation after the repeated carrying out the activity.

5.3.2. If the accreditation of the body is suspended for all scopes of accreditation, the body shall instantly stop the use of the accreditation mark.

5.3.3. If the accreditation is suspended for a section of the scope of accreditation, the conformity assessment body shall instantly stop marking the results of operations for which the accreditation is suspended as being accredited and immediately stop offering these activities under accreditation. If a document only contains the results of activities that are suspended no accreditation mark should be used on the document.

5.3.4. Once the accreditation is terminated, the conformity assessment body shall instantly:



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- ✓ cease making any claim that it is accredited;
- ✓ cease the spreading of any document bearing the accreditation symbol or a context reference to accreditation;

5.3.5. Accredited CABs shall not claim or express any accreditation for non-accredited operations, in particular:

- ✓ A body that is accredited for certain activities may use the accreditation mark provided that no confusion gets up about which part of the activities has been accredited;
- ✓ A body with different sites can apply the accreditation mark if all the activities related to the results for which the mark is used were executed at sites mentioned in the scope of accreditation;
- ✓ The documents with the IPIAB accreditation mark, granted under the multisite accreditation, should contain the name and address of the head office of the accredited legal entity without the logo of the local site. Meanwhile, these documents may refer to the contact details of the local site.
- ✓ If the IPIAB accreditation is referred to in a general document and not all sites of the body are part of the multisite accreditation, the document shall clearly state which sites are part of the multisite accreditation.

5.3.5. If part of a group of organizations is accredited, only that part of the group mentioned in the accreditation documents may use the accreditation mark. It should be clear which part of the organization is accredited. It shall be stated the accredited part clearly if a joint document is published while referring to the IPIAB accreditation.

5.4.8. The CABs accredited by IPIAB can jointly use the respective logos or names together with an accreditation mark in the framework of mutual partnerships based on the following conditions:

- ✓ The bodies are accredited for the type of activity;
- ✓ The bodies have mutually held an agreement in which the rules for the use of each other's logos and the accreditation mark(s) are described;



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- ✓ The liability for the activities whose results are released upon accreditation with the combined logos and/or names shall be explicitly apparent from the documents on which these logos, names, and accreditation mark(s) are used.

5.4. Misuse of the reference to accreditation

5.4.1. To apply an accreditation mark or in other ways, state to be accredited by IPIAB by bodies that do not have reliable accreditation from IPIAB, with the exception of the provisions illustrated in section 5.3, will be considered as a misuse. The wrong or misleading mention of an IPIAB accreditation by bodies with a credible accreditation, or by organizations as referred to in section 5.3, will also be regarded as misuse. This latter form of misuse will also be considered against the accredited body and may cause action against it.

5.4.2. In the happening of misuse, IPIAB will take the necessary actions to cease the misuse and to hold the responsible party answerable for the outcomes.

5.5. Reference to the ILAC MRA

5.5.1. IPIAB is allowed by ILAC to use their respective marks and to authorize its accredited CABs to use the respective marks in combination with the IPIAB Accreditation Symbol (“combined mark”) in accordance with the ILAC license agreement, ILAC principles for use of the mark, and this document.

5.6.2. Accredited CABs are persuaded to refer to the multilateral agreements (MRA), where applicable. This shall occur by expressing one of the following phrases (or a combination of phrases) right away below or beside the accreditation mark:

- ✓ "IPIAB is a signatory to the APAC-MRA";
- ✓ "IPIAB is a signatory to the ILAC-MRA";

5.7. Reproduction of accreditation symbols

This section shows the accreditation marks to be used. As shown in the first row of the below table, the “Certificate No.” indicates the issued certificate number. The IPIAB Customer can only use the “IPIAB” mark:


- with the name of the accredited organization;





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- with the certificate identification number;
- with reference to the edition of the standard (optional) to affix preferably under the IPIAB mark;
- in relation to the accredited operative unit/s of the Organization;
- in the case of accreditation obtained for several standards, the accredited CAB can decide whether to reproduce each individual trademark with the relative standard or reproduce the IPIAB mark once and show the list of the standards according to which it has been accredited;
- **Size:** The original size of the IPIAB mark is 4*4 cm, but the size can change depending on the case and place of use by maintaining the ratio of the original dimensions. minimum width used shall be such that all components and writings in the mark are readable.
- **Color:** The color of the mark can vary depending on the background color of the screen, provided that all components and writings in the mark can be readable.

Accreditation mark	Explanation
	The accreditation mark for ISO/IEC 17025 accredited testing/calibration laboratories.
Under preparation	The accreditation mark for ISO/IEC 17020 accredited Inspection bodies.
Under preparation	For more than one standard

Note 4: Upon any modifications to an IPIAB Accreditation mark, IPIAB will inform accredited CABs of the changes and proper use, and CABs shall conform to all modifications in a timely manner.



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6. Documents and Documentations

No.	Document Code	Document Title
1.		
2.		
3.		
4.		

7. Revision History

Version	Change Description	Date
1.00	Overall review	2024.02.20
2.00		
3.00		