

## CONDITIONS FOR THE USE OF SADCAS ACCREDITATION SYMBOL

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| <b>Prepared by:</b> SADCAS | <b>Approved by:</b> Chief Executive Officer | <b>Approval Date:</b> 2023-05-01<br><b>Effective Date:</b> 2023-05-01 |
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## 1. PURPOSE AND SCOPE

This document sets out the conditions for the use of the Southern African Development Community Accreditation Service (SADCAS) symbol(s) by SADCAS and organizations accredited by SADCAS.

## 2. RESPONSIBILITY

Where applicable, the conditions set herein shall be met by SADCAS and all organizations accredited by SADCAS.

## 3. DEFINITIONS

### 3.1 Accredited Organization

Organizations [testing/ medical testing/ calibration / verification laboratories, certification bodies (management systems/ product/ personnel) and inspection bodies etc.] accredited by SADCAS.

### 3.2 SADCAS Logo

The unique logo used by SADCAS to identify itself.

### 3.3 Trademark

Logo and name established and registered for use as representing SADCAS.

### 3.4 Accreditation Symbol

A combination of the SADCAS trademark (name and logo), accreditation scheme and accreditation identification number.

### 3.5 Accreditation Scheme

The following wording shall be used on the accreditation symbol to depict the accreditation scheme:

- **CALIBRATION:** CAL
- **TESTING:** TEST
- **MEDICAL:** MED
- **INSPECTION:** INSP
- **PERSONNEL CERTIFICATION:** PERS-CERT
- **PRODUCT CERTIFICATION:** PRO-CERT
- **QMS CERTIFICATION:** QMS-CERT
- **EMS CERTIFICATION:** EMS-CERT
- **OHSMS CERTIFICATION:** OHS-CERT
- **FSMS CERTIFICATION:** FSMS-CERT

- **PROFICIENCY TESTING: PT**
- **VERIFICATION: VER**
- **VETERINARY: VET**
- **PHARMACEUTICAL: PHA**
- **BLOOD TRANSFUSION SERVICES: BTS**
- **FORENSIC: FOR**

**4. GENERAL FORMAT AND DISPLAY OF SADCAS ACCREDITATION SYMBOLS**







4.1 The registered SADCAS trademark as displayed below is only for SADCAS use and may not be used by any other organization.



4.2 The SADCAS trademark together with the accreditation scheme name and accreditation identification number constitutes the SADCAS accreditation symbol. Refer to Figure 1.

**Figure 1 – Examples of SADCAS Accreditation Symbols**

|  |   |
|--|---|
|  <p><b>TEST-1 0001</b></p>  |  <p><b>CAL-1 001</b></p>    |
|  <p><b>INSP-1 001</b></p>   |  <p><b>MED 001</b></p>      |
|  <p><b>PRO-CERT 001</b></p> |  <p><b>QMS-CERT 001</b></p> |

|  |   |
|--|---|
| <br><p><b>EMS-CERT 001</b></p>  | <br><p><b>PERS-CERT 001</b></p> |
| <br><p><b>PT-1 001</b></p>      | <br><p><b>FSMS-CERT 001</b></p> |
| <br><p><b>OHS-CERT 001</b></p> | <br><p><b>VER-1 001</b></p>    |
| <br><p><b>VET 001</b></p>     |   |

4.3 The accreditation symbol shall be displayed only in the appropriate form, size and colour as detailed below.

4.3.1 The SADCAS accreditation symbol shall normally have a minimum height (excluding the accreditation scheme and number of 13mm and a width of 50mm. Any enlargements shall retain the same proportions as those of the master symbol printed under section 4.1. The wording for the accreditation scheme and the accreditation number underneath the SADCAS trademarks shall be legible.

4.3.2 The colour specification of the SADCAS accreditation symbol shall be as follows:



**BLUE**  
Pantone 300C

c: 70  
m: 30  
y: 30  
k: 50



**BROWN**  
Pantone 4705 C

c: 0  
m: 50  
y: 60  
k: 50



**GREY**  
Pantone Cool Grey 11 C

c : 0  
m: 0  
y: 0  
k: 70

The SADCAS accreditation symbol can be used in colour as specified above or single colour.

The symbol shall not be applied with a drop shadow, stretched vertically or horizontally or applied on an image background. The typeface for the SADCAS shall be:

Gill Sans Light

ABCDEFGHIJKLMNOPQRSTUVWXYZ  
abcdefghijklmnopqrstuvwxyz  
1234567890()+!@#\$%^&\*

Gill Sans Regular

ABCDEFGHIJKLMNOPQRSTUVWXYZ  
abcdefghijklmnopqrstuvwxyz  
1234567890()+!@#\$%^&\*

**Gill Sans Regular**

**ABCDEFGHIJKLMNOPQRSTUVWXYZ**  
**abcdefghijklmnopqrstuvwxyz**  
**1234567890()+!@#\$%^&\***

4.4 The accreditation scheme and accreditation number shall be printed centrally under the SADCAS trademark as indicated in Figure 1. The accreditation number shall be in three (3) digits except for

accredited testing laboratories which shall be in four (4) digits. The accreditation scheme name shall be font type 10 whilst the accreditation number shall be font type 11.

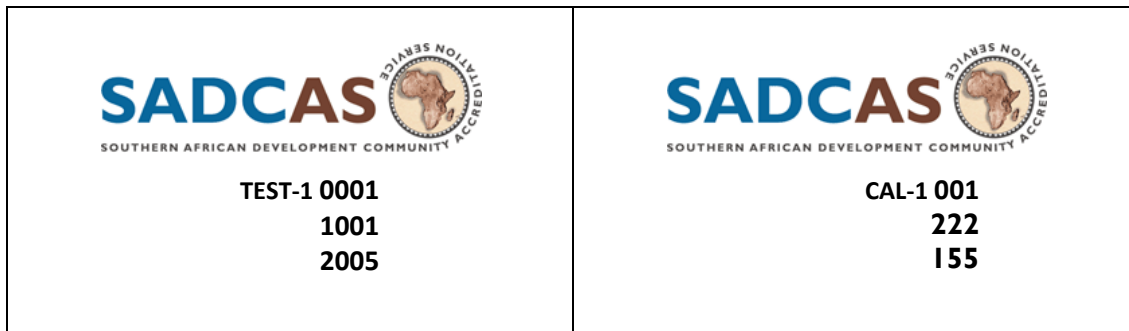
- 4.5 The SADCAS accreditation symbol or reference to accreditation may only be used once accreditation has been granted.
- 4.6 The SADCAS accreditation symbol and/or reference to accreditation may only be used by a SADCAS accredited organization, on reports and documents containing activities covered by the scopes of accreditation.

When the symbol is used on a report containing both accredited and non-accredited results, the non-accredited results shall be identified and clearly marked.

- 4.7 The SADCAS accreditation symbol shall always be used in combination with the accredited organization's symbol and/or name and shall not be more prominent than the accredited organization's symbol and/or name.

An organization accredited on more than one accreditation scheme (e.g. Testing and Calibration) may display the different accreditation symbols together or may display only the accreditation symbol to the targeted audience accompanied by one or more of the accreditation numbers (see Figure 2)

**Figure 2 – Examples of Display of Different Accreditation Symbols together**



- 4.8 The SADCAS accreditation symbol shall not be placed on the products or items which an accredited conformity assessment body has tested/certified. An accredited calibration laboratory may attach a calibration label with the SADCAS accreditation symbol on an item of equipment that it has calibrated. The label containing the accreditation symbol should however not give the impression that SADCAS approved or calibrated the equipment.

An accredited inspection body may use inspection labels containing the SADCAS accreditation symbol and which may be attached to the specified inspected item. Here again inspection labels containing the SADCAS accreditation symbol should not give the impression that SADCAS approved or inspected the item.

- 4.9 The SADCAS accreditation symbol shall not be used in such a way as to imply that SADCAS accepts responsibility for activities carried out under the scope of accreditation.

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- 4.10 Upon suspension/reduction of SADCAS accreditation, accredited organization(s) shall, immediately cease to issue certificates, and any other material displaying the SADCAS symbol. The accredited organization shall also without undue delay inform its affected clients of the suspension/reduction of accreditation.
- 4.11 Upon withdrawal of SADCAS accreditation, accredited organization(s) shall immediately cease to distribute all items on which the accreditation symbol is displayed. The accredited organization shall also without undue delay inform its affected clients of the withdrawal of accreditation.
- 4.12 Any use of the SADCAS accreditation symbol that might contravene the conditions laid down in this document shall be referred to SADCAS.
- 4.13 SADCAS shall take appropriate action to deal with incorrect or unauthorized claims of accreditation status, or misleading or unauthorized use of the SADCAS accreditation symbols and/or SADCAS trademark.
- 4.14 Action may include: request for corrective action, suspension; publication of transgression; and, if necessary, withdrawal of accreditation status and or legal action.
- 4.15 The SADCAS accreditation symbol shall not be used in such a way to imply that a product, process, service, management system or person is approved by SADCAS.
- 5. USE OF SADCAS ACCREDITATION SYMBOLS IN PUBLICITY MATERIAL AND STATIONERY**
- 5.1 SADCAS accredited organizations are entitled to display the SADCAS accreditation symbol on stationery (e.g. letterheads and quotations/tenders and in publicity material that refers to accredited services provided that the conditions outlined herein are met.
- 5.2 The SADCAS accreditation symbol(s) shall not be used on envelopes and business cards.
- 5.3 The accreditation symbol(s) shall always be used in conjunction with the symbol of the accredited organization.
- 5.4 The term publicity material shall not include notices, labels, or written announcements affixed to or otherwise appearing on goods unless the goods have been manufactured under the accredited product conformity assessment scheme. This restriction also applies to packaging and promotional products.
- 5.5 Quotations/Tenders that display the SADCAS accreditation symbol may only be issued for work covered by the accreditation schedule and conducted in compliance with SADCAS accreditation requirements except when this work is subcontracted to another accredited laboratory which has to be clearly indicated on the quotation.
- 6. ACCESS TO SADCAS ACCREDITATION SYMBOLS**



The SADCAS accreditation symbol is available in electronic version for use by accredited organizations upon request.

## 7. REFERENCE TO ACCREDITATION

Where an accredited organization wishes to make reference to its SADCAS accreditation instead of using the accreditation symbol, it shall without variation use the wording:

**“A SADCAS accredited [testing laboratory]/[calibration laboratory]/[certification body]/[inspection body] No. 0000/ 000” etc.**

Four (4) digits apply to testing laboratories whilst three (3) digits apply to calibration laboratories/ certification/ inspection bodies etc. The accredited organization is responsible for ensuring that this wording is used correctly by any client when referring to the use of an accredited organization.

## 8. ADDITIONAL REQUIREMENTS FOR THE USE OF SADCAS ACCREDITATION SYMBOL OR REFERENCE TO SADCAS ACCREDITATION

### 8.1 Calibration Laboratories

8.1.1 The SADCAS accreditation symbol or reference to SADCAS accreditation shall not be incorporated into a calibration certificate or calibration label not containing or relating wholly to the results from accredited calibrations.

8.1.2 Any instrument or equipment calibrated within the scope of accredited procedures shall bear a calibration label which shall be replaced by a new label upon recalibration.

8.1.3 The calibration label shall be of an approved design.

8.1.4 The label design, material and method of fixing shall be such that it does not affect the performance of the instrument/ equipment and can be replaced by a new label when instrument/ equipment is recalibrated.

8.1.5 The calibration label shall contain the following legible information:

- a) SADCAS Accreditation symbol (trademark, accreditation scheme and number);
- b) Instrument identification;
- c) Date of calibration;
- d) Laboratory name and symbol (optional); and
- e) Certificate number.

8.1.6 Calibration labels should be placed in a conspicuous position when the instrument is in use.

8.1.7 The accredited laboratory is responsible for controlled storage and issuance of labels.

## 8.2 Certification Bodies

- 8.2.1 The SADCAS accreditation symbol or reference to accreditation shall be displayed on all certificates issued by a SADCAS accredited certification body.
- 8.2.2 A certificate issued by an accredited certification body shall:
- Identify the accreditation body
  - Identify the certification body issuing the certificate
  - Identify the number and title of certification standard, or other means of clearly identifying the scope of certification.

## 8.3 Test Laboratories and Inspection Bodies

- 8.3.1 Where accreditation symbols are used in test/inspection reports which also include results of tests/inspections not covered by accreditation, then the organization shall clearly indicate which tests or inspections in the report are not covered by the scope of accreditation or those that are covered by the scope of accreditation.
- 8.3.2 The inspection body label shall contain the following legible information:
- SADCAS accreditation symbol (SADCAS trademark, accreditation scheme and accreditation number).
  - Equipment identification.
  - Date of the inspection.
  - Cross reference to the inspection report issued in respect of the inspection.

## 9. USE OF COMBINED ACCREDITATION SYMBOL AND ILAC MRA/IAF MLA MARK

The use of ILAC or IAF Mutual Recognition Arrangements (MRA)/ Multilateral Arrangements (MLA) or any other accreditation combined Symbols or reference to mutual recognitions on Reports, Certificates and Publicity material are contained in SADCAS TR 01: Part 2.

## 10. REFERENCES

- SADCAS PM 01: SADCAS Policy Manual
- SADCAS TR 01: Part 2: Use of Combined Accreditation Symbol and ILAC MRA/IAF MLA Mark
- ILAC P 8: ILAC Mutual Recognition Arrangement (Arrangement): Supplementary Requirements for the Use of Accreditation Symbols and for Claims of Accreditation Status by Accredited Conformity Assessment Bodies
- ILAC R 7: Rules for the use of the ILAC MRA Mark
- SADCAS TG 03: Area of Accreditation

**APPENDIX - AMENDMENT RECORD**

| Revision Status | Change |                    |  | Approved by | Effective Date |
|-----------------|--------|--------------------|--|-------------|----------------|
|                 | Page   | Clause/ Sub-clause | Description of Change  |             |                |
| Issue 8         | 4      | 4.2                | Figure 1 - Added an example of SADCAS accreditation mark for the Medical laboratories Accreditation Programme  | CEO         | 2017-06-14     |
| Issue 9         |        |                    | In whole document: <ul style="list-style-type: none"> <li>“mark” deleted and substituted with “symbol”</li> <li>“accreditation programme” deleted and substituted with “accreditation scheme”</li> </ul>   | CEO         | 2018-11-15     |
|                 | 6      | 4.6                | <ul style="list-style-type: none"> <li>Paragraph 1, Line 1: Added “and/or reference to accreditation” between “symbol” and “may”</li> <li>Paragraph 1, Line 2: Added “containing activities covered by the scopes of accreditation”</li> <li>Paragraph 2, Line 2: Added “non – accredited” before “results”</li> </ul> | CEO         | 2018-11-15     |
|                 | 6      | 4.13               | Paragraph 1, Line 1: Added at the end of sentence “or unauthorized claims of accreditation status, or misleading or unauthorized use of the SADCAS accreditation symbols and/or SADCAS logo.”  | CEO         | 2018-11-15     |
|                 |        | 4.14               | Line 1: added “suspension” between “corrective action” and “publication”   | CEO         | 2018-11-15     |
|                 | 10     | 10                 | <ul style="list-style-type: none"> <li>Title changed to” Use of combined accreditation symbol and ILAC MRA/IAF MLA Mark”</li> <li>Line 1: Added “Arrangements” between “Recognition” and “(MRA)”</li> </ul>  | CEO         | 2018-11-15     |
| Issue 10        | 7      | 4.10               | <ul style="list-style-type: none"> <li>Line 1 – Inserted “/reduction” between “suspension” and “of SADCAS”</li> <li>Line 2 – Added “The accredited organization shall also without undue delay inform its affected clients of the suspension/reduction of accreditation”.</li> </ul>                                   | CEO         | 2019-03-04     |

| Revision Status | Change |                    |  | Approved by | Effective Date |
|-----------------|--------|--------------------|--|-------------|----------------|
|                 | Page   | Clause/ Sub-clause | Description of Change  |             |                |
| Issue 10        |        | 4.11               | <ul style="list-style-type: none"> <li>Line 1 – Deleted “termination” between “Upon” and “of SADCAS” and substitute with “withdrawal”</li> <li>Line 2 – Added “The accredited organization shall also without undue delay inform its affected clients of the withdrawal of accreditation”</li> </ul> | CEO         | 2019-03-04     |
| Issue 11        | 3      | 3.1                | <ul style="list-style-type: none"> <li>Line 1 – inserted “medical testing” between “testing” and “calibration”</li> <li>Line 1 – inserted “verification” between “calibration” and “laboratories”</li> </ul>   | CEO         | 2019-11-21     |
|                 | 6      | 4.7                | <ul style="list-style-type: none"> <li>Paragraph 2, Line 3 and 4: Deleted “the targeted audience accompanied by one or more of the accreditation numbers”.</li> </ul>  |             |                |
|                 | 7      | 4.13               | <ul style="list-style-type: none"> <li>Line 3- “logo” deleted and substituted with “trademark”.</li> </ul>   |             |                |
|                 | 8      | 8                  | <ul style="list-style-type: none"> <li>Deleted whole clause and renumbered subsequent clauses.</li> </ul>  |             |                |
| Issue 12        | 5      | 4.2                | <ul style="list-style-type: none"> <li>Added examples of accreditation symbols for Veterinary, FSMS, Verification and OHS.</li> </ul>  | CEO         | 2023-05-01     |
|                 | 11     | 10                 | <ul style="list-style-type: none"> <li>Referenced TG 03: Area of Accreditation</li> </ul>  |             |                |