

Annex A (normative)

Referencing NVLAP accreditation

A.1 Conditions for referencing the NVLAP term, logo, and symbol

The term *NVLAP* and the NVLAP logo are registered marks of the Federal Government, which retains exclusive rights to control the use thereof. Permission to use the term and symbol (NVLAP logo with approved caption) is granted to NVLAP-accredited laboratories for the limited purpose of announcing their accredited status, and for use on reports that describe only testing or calibration within the scope of accreditation. NVLAP reserves the right to control the quality of the use of the NVLAP term, logo, and symbol.

In order to become and remain accredited, laboratories shall comply with the following conditions pertaining to the use of the term *NVLAP*, the NVLAP logo, and NVLAP symbol. Failure to comply with these conditions may result in suspension or revocation of a laboratory's accreditation.

- a) An applicant laboratory that has not yet achieved accreditation may make reference to its applicant status. If the NVLAP Lab Code is used, it shall be accompanied by a statement accurately reflecting the laboratory's status. An applicant laboratory shall not use the NVLAP term, logo or symbol in a manner that implies accreditation.
- b) The laboratory shall have a policy and procedure for controlling the use of the term *NVLAP* and the NVLAP symbol.
- c) The term and/or symbol shall not be used in a manner that brings NVLAP into disrepute or misrepresents a laboratory's scope of accreditation or accredited status.
- d) When the term *NVLAP* is used to reference a laboratory's accredited status, it shall be accompanied by the NVLAP Lab Code.
- e) When the NVLAP symbol is used to reference a laboratory's accredited status, it shall be comprised of the NVLAP logo and the NVLAP Lab Code in an approved caption. The caption shall appear below and in close proximity to the logo. The following captions have been approved by NVLAP:
 - “For the scope of accreditation under NVLAP Lab Code 000000-0” (Fig. 1);
 - “NVLAP Lab Code 000000-0” (Fig. 2).
- f) When the NVLAP symbol is used, the form of the NVLAP logo must conform to the following guidelines:
 - The logo shall stand by itself and shall not be combined with any other logo, symbol, or graphic.
 - The aspect ratio (width to height) shall be 2.25 to 1 (Fig. 3).

- The logo and caption shall be of a size that allows the caption to be easily read. The size of the caption shall not exceed the size of the logo itself.
 - The logo shall appear in black, blue, or other color approved by NVLAP, and may be filled or unfilled. In the case of a filled logo, the same color shall be used for the outline and the fill.
- g) The name of at least one Approved Signatory shall appear on a test or calibration report that displays the NVLAP symbol or references NVLAP accreditation. A computer-generated report may have the Approved Signatory's name printed along with the test or calibration results, as long as there is evidence that there is a system in place to ensure that the report cannot be generated without the review and consent of the Approved Signatory. There may be legal or contractual requirements for original signatures to appear on the report.
- h) When the term and/or symbol are used on test or calibration reports, such use shall be limited to reports in which some or all of the data are from tests or calibrations performed by the laboratory under its scope of accreditation.

A test or calibration report that contains both data covered by the accreditation and data not covered by the accreditation shall clearly identify the data that are not covered by the accreditation. The report must prominently display the following statement at the beginning of the report: "This report contains data that are not covered by the NVLAP accreditation."

- i) When the term and/or symbol are used on test or calibration reports that also include work done by subcontracted laboratories, such use shall be limited to reports in which some or all of the data are from tests or calibrations performed by the laboratory under its scope of accreditation.

A test or calibration report that contains both data covered by the accreditation and data provided by a subcontractor shall clearly identify the data that were provided by the subcontracted laboratory. The report must prominently display the following statement at the beginning of the report: "This report contains data that were produced under subcontract by Laboratory X." If the subcontracted laboratory is accredited by NVLAP, then its Lab Code should also be stated. If the subcontracted laboratory is accredited by a body other than NVLAP, then the name of the accreditation body and the laboratory's number or other unique identifier should also be stated. If the subcontracted laboratory is not accredited, then this must be stated.

- j) Each test or calibration report bearing the term and/or symbol shall include a statement that the report must not be used by the client to claim product certification, approval, or endorsement by NVLAP, NIST, or any agency of the Federal Government.
- k) When used in a contract or proposal, the term and/or symbol shall be accompanied by a description of the laboratory's scope of accreditation and current accreditation status.
- l) Laboratories shall not use the terms *certified* or *registered* when referencing their NVLAP accreditation or conformance to ISO/IEC 17025 requirements. The correct term is *accredited*.

A.2 Joint ISO-ILAC-IAF Communiqué

On June 18, 2005, a Joint ISO-ILAC-IAF Communiqué on the Management Systems Requirements of ISO/IEC 17025:2005 was issued. The text of this communiqué reads as follows:

“A laboratory’s fulfillment of the requirements of ISO/IEC 17025:2005 means the laboratory meets both the technical competence requirements and management system requirements that are necessary for it to consistently deliver technically valid test results and calibrations. The management system requirements in ISO/IEC 17025 (Section 4) are written in language relevant to laboratory operations and meet the principles of ISO 9001:2000 *Quality Management Systems–Requirements* and are aligned with its pertinent requirements.”

Laboratories may find this language useful when discussing the issue of ISO 9001 certification versus ISO/IEC 17025 accreditation with its customers. A copy of the Communiqué may be found on the NVLAP web site.

A.3 Approved symbols



FOR THE SCOPE OF ACCREDITATION UNDER NVLAP LAB CODE 000000-0

Figure 1. NVLAP logo and caption 1.



NVLAP LAB CODE 000000-0

Figure 2. NVLAP logo and caption 2.



Height = 1

Width = 2.25 (does not include registration mark)

Aspect ratio of 2.25:1

Figure 3. Aspect ratio of the NVLAP logo (width to height).