



**AMERICAN
ACCREDITATION
ASSOCIATION**

Requirements for Use of Accreditation Symbols



Document No. R-GEN-02

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1.Scope:

This document describes the terms and conditions for the use of accreditation symbol of AAA by all accredited organizations. This document is applicable to all accreditation schemes operated by the AAA.

2.General requirements

- 2.1 AAA Symbol shall not be used by applicants or a body or its franchisee / subcontractor that is not accredited by AAA. The AAA Symbol shall be used by AAA accredited healthcare facilities, laboratories, inspection bodies, certification bodies & training providers, only under the name, legal entity which it holds accreditation, only after accreditation is officially granted.
- 2.2 When promoting or providing proof of accreditation, accredited organizations shall declare the scope(s) of accreditation without ambiguity.
- 2.3 The AAA Symbol shall not be used on reports/certificates/statements that do not contain results of accredited activities or declarations that are not based on accredited activities. It shall not be used in such a way as to imply that AAA accepts responsibility for activities carried out under the scope of accreditation.
- 2.4 AAA accredited Organizations shall not authorize the use of AAA Symbol by their clients, sub- contractors or any other third party for the non-accredited scopes of the organization. It shall be the ethical responsibility of each AAA accredited organization to describe their accredited status in a manner that does not imply accreditation in areas that are outside their actual scope of accreditation not covered under AAA accreditation and to thereby minimize the risk of a client / reader being misled. All concerned are encouraged to inform AAA if a violation of this policy is discovered by actions of accredited Organizations or other parties.



- 2.5 The AAA Symbol shall be used by an accredited organization only under the name or the registered trade name of the legal entity in which it holds accreditation.
- 2.6 In case of test, calibration, inspection reports, other marks or accompanying texts which denote that the management system or process relating to the accredited scope has been certified shall not be used.
- 2.7 There shall be nothing in reports and/or certificates/ statements or in any attachments or other material, which implies or may lead any user of the contents of the reports / certificates/statements or any interested party to believe that the work is accredited when in fact it is not the case.

3 AAA Symbol Reproduction:

- 3.1 The AAA symbol is given below, and the accredited CAB shall reproduce the appropriate logo without changing the format. AAA accredited Organizations are entitled to use AAA Symbol only for the activities that fall within the scope of Accreditation. Along with the accreditation symbol, the accredited organization is assigned with a unique accreditation number prefixed by the two or three letter abbreviation code of the accreditation scheme against which the particular organization has been assessed and the applicable international standard, as shown below. The abbreviation codes of accreditation schemes currently assigned are as follows: HC: Healthcare facility, TP: Training Provider, TL: Testing Laboratories, CL: Calibration Laboratories, ML: Medical/ Clinical Laboratories, SC: Management System Certification Body, CP: Product Certification, GMP: Good Manufacturing Practices, IB: Inspection Bodies, PC: Bodies Certifying Persons & GLP: Good Laboratory Practices.
- 3.2 The AAA Symbol shall be legible and displayed only in the appropriate font and

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size. The organization shall ensure that the design of AAA symbol is not distorted.

- 3.3 The AAA symbol with reference standard and accreditation number e.g. Testing Laboratories may be reproduced in a single color (either black or Pantone blue) or colors indicated below and shall change the size proportionately, if required.

4 Advertising and Publicity

- 4.1 AAA accreditation is location specific. The accreditation claim shall be related only to the specific organization location that is covered under the AAA scope of accreditation, and not with any other non- accredited locations.
- 4.2 The accreditation claim by accredited organization shall be related to or associated only with the activities for which it is accredited by AAA, and not with any other activities in which the organization or its parent organization is involved. The accredited Organizations shall not use the AAA symbol/ any statement with regard to accreditation to denote that all activities are accredited.
- 4.3 In website(s), publicity and advertising material, brochures and organization publications, technical literature, quotations or proposals, tenders or publications in any other communication media, the accredited organization shall distinguish activities that are covered under AAA Scope of Accreditation from those that are not covered.
- 4.4 where AAA symbol is printed on letterhead and/or other corporate paper, such items are not used for work proposals or quotes if none of the activity is within the scope of accreditation, nor for reporting of conformity assessment results if none of them are within the scope of the accreditation, nor for certifying a product or item.



5 Example for the symbol to be used:

<p>Accredited Training & Education Provider</p> 	<p>Accredited Hospital</p> 
<p>Accredited Testing lab</p> 	<p>Accredited System Certification Body</p> 



6 Specific Requirements on Use of AAA Symbol by Training & Education providers:

- 6.1 Where the AAA Symbol is used to endorse programs/ courses certificates, it shall always be accompanied by the AAA Accreditation number.
- 6.2 The AAA symbol shall be used only on the IDs or certificates that have been granted under scope of accreditation.
- 6.3 The AAA accreditation symbol or an accreditation claim shall not be used in any manner which gives the impression that the AAA accepts responsibility for assessment results, or for any opinion or interpretation derived from those results.

7 Specific Requirements on Use of AAA Symbol by Laboratories, Calibration Laboratories and Inspection Bodies:

- 7.1 AAA accredited laboratories, calibration laboratories or inspection bodies shall not authorize the use of AAA Symbol by their clients, sub-contractors or any other third party.
- 7.2 The AAA Symbol may be displayed on all certificates and reports that contain exclusively the results from tests, calibrations, inspections, calibration label or inspection label for which the laboratory, calibration laboratory or inspection body has been accredited by AAA. If so, the AAA Symbol shall be used only on the certificates/ reports for the tests, calibrations or inspections accredited by AAA. Where results of both accredited and non-accredited activities are to be reported, issuing of separate reports is desirable. On practical ground, if the laboratory, calibration laboratory or inspection body is issuing one report for

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accredited and non-accredited tests, calibrations or inspections, non- accredited tests, calibrations or inspections shall be marked with clear indication to prevent ambiguity. When any opinions or interpretations outside the scope of accreditation are given, that shall be indicated with a disclaimer.

- 7.3 The reports or certificates with AAA symbol shall be issued/ issue statements of interpretation or opinion, only with the signatories authorized by the AAA. In the absence of approved signatories, the certificates/reports shall be issued/ issue statements of interpretation or opinion, without the AAA symbol and shall inform such a situation to AAA.
- 7.4 Where the AAA Symbol is used to endorse reports/ certificates, it shall always be accompanied by the AAA Accreditation number, and identity of the relevant standard placed centrally under the AAA Symbol as indicated. The type of inspection should be indicated in case of inspection bodies along with the AAA Symbol and the AAA Accreditation number. If the CAB is accredited for different fields under same accreditation scheme, the AAA Symbol may be used with Scheme and main accreditation number to overcome with practical issues.
- 7.5 The laboratory, calibration laboratory or inspection body accredited by AAA may include the results of subcontracted activities in its endorsed reports /certificates only if the accredited laboratory, calibration laboratory or inspection body has informed the client in writing of the proposed subcontracting and has obtained prior approval from the client. The subcontractor laboratory, calibration laboratory or inspection body shall be an accredited laboratory, calibration laboratory or an inspection body by AAA or any other MRA partner. The accredited laboratories, calibration laboratories or inspection bodies shall take the full responsibility for the subcontracted tests, calibrations or inspections. The accredited laboratories, calibration laboratories or inspection bodies shall obtain



approval from the subcontractor to report excerpts from the subcontractor's report or certificate.

- 7.6 The subcontracted test, calibration or inspection results shall be clearly and unambiguously identified on the certificate or report. If the subcontracted testing laboratory, calibration laboratory or inspection body is accredited for the specific tests, calibrations or inspections concerned, the subcontracted laboratory, calibration laboratory or inspection body shall provide an endorsed report or certificate. If the accreditation body accrediting the subcontractor is different from AAA, the subcontracting laboratory, calibration laboratory or inspection body shall not use the accreditation symbol of the subcontractor on the endorsed reports or certificates.
- 7.7 Where all tests, calibrations or inspections were subcontracted to a laboratory, calibration laboratory or inspection body that was not accredited, none of the accreditation symbols of the accreditation body may be used on any reports or certificates issued by the accredited subcontracting laboratory, calibration laboratory or inspection body and no stationary relating to the report or certificate may include any reference to or implication of its accreditation.
- 7.8 Inspection labels containing the accreditation symbol shall not give the impression that the AAA approved or inspected the equipment. The label shall clearly indicate that the item has been inspected, e.g., "inspected by ..," or inspected on ..." etc. The inspection label attached to specified inspected item may include the following;
- The name of the accredited inspection body or its accreditation number
 - Equipment identification
 - Date of Inspection and cross reference to the inspection report issued in respect of the inspection



- 7.9 The AAA symbol shall be used only on the inspection labels that have been inspected using inspection services covered by its scope of accreditation.
- 7.10 The AAA accreditation symbol or an accreditation claim shall not be used in any manner which gives the impression that the AAA accepts responsibility for conformity assessment results, or for any opinion or interpretation derived from those results, or that the AAA approves a tested, calibrated or inspected product or item.

8 Specific Requirements on Use of AAA Symbol by Certification Bodies:

- 8.1 For management system certification, neither the certification body's nor the accreditation body's symbol shall be used on the packaging of a product, labels, publicity material, written announcements etc.
- 8.2 For product certification the certification body may authorize the use of their mark on the products in accordance with their procedures. The product certification body shall ensure that product conformity mark and any mark / logo / symbol used for management systems are distinct. Use of AAA symbol on products is not permitted. Other accredited certification bodies other than product certification may authorize the use of AAA Symbol by their clients but which should be under the control and supervision of the accredited certification body.
- 8.3 The accredited certification body can use AAA symbol for the premises of the certification body that are specifically included in the accreditation. Any statement regarding its accreditation which AAA may consider misleading or unauthorized shall not be used.
- 8.4 The AAA Symbol may be displayed only on reports with reference to the certifications accredited by AAA. Where reference is to be given to both accredited and non-accredited activities, issuing of separate report is desirable. On practical ground, if the certification



body is issuing one correspondence for accredited and non-accredited certifications, accredited certificate shall be marked with clear indication to prevent ambiguity.

- 8.5 Where the AAA Symbol is used by the certification body to endorse reports, it shall always be accompanied by the AAA Accreditation number [SC xxx –xx or else as the case may be], and identity of the relevant standard placed centrally under the AAA Symbol as indicated.
- 8.6 The accredited Organizations shall not refer to its accreditation in a way so as to imply that a product, process, service, management system or person is approved by AAA.