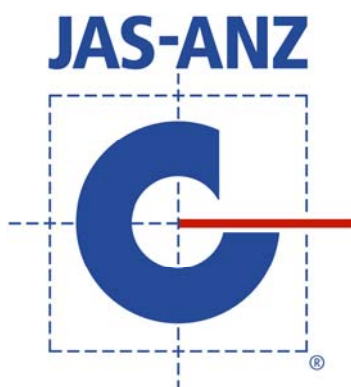


*Joint Accreditation System of Australia and New Zealand*

**PROCEDURE NUMBER 3**

**ISSUE NO 6 DATED 6 November 2008**



**RULES OF PROCEDURE GOVERNING**

**THE USE OF THE ACCREDITATION SYMBOL**

Authority To Issue

A handwritten signature in black ink that reads 'James Galloway'. The signature is written in a cursive style.

Dr James Galloway  
Chief Executive Officer  
With Authority Of The Governing Board

Procedure No 3	<i>Joint Accreditation System of Australia and New Zealand</i>	Copy No.
	RULES OF PROCEDURE GOVERNING THE USE OF THE ACCREDITATION SYMBOL	

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## **0. INTRODUCTION**

0.1 A distinctive symbol shall be awarded by the Governing Board of the Joint Accreditation System of Australia and New Zealand (JAS-ANZ) to accredited organisations and their clients.

0.2 The Symbol thus provides industry with a clear and public demonstration that those products, processes or services awarded an accredited certificate have been provided by a body accredited by the Governing Board.

## **1. OBJECT AND FIELD OF APPLICATION**

1.1 This document outlines the conditions covering the use of the accreditation symbol by accredited bodies and their clients.

## **2. REFERENCES**

2.1 ISO/IEC 17000 – Conformity Assessment – Vocabulary and general principles.

2.2 ISO/IEC 17011 – General requirements for accreditation bodies accrediting conformity assessment bodies, Clause 8.3.

## **3. DEFINITIONS**

3.1 As a general rule, definitions of ISO/IEC 17000 apply. The following definitions either vary or supplement those definitions to cater for the JAS-ANZ environment:

**Governing Board:** A governmental or non-governmental body which conducts and administers an accreditation system (Joint Accreditation System of Australia and New Zealand (JAS-ANZ)).

**Accreditation Criteria:** Includes the accreditation standard, and all Governing Board approved policies and procedures applicable to the accreditation program under which accreditation is sought.

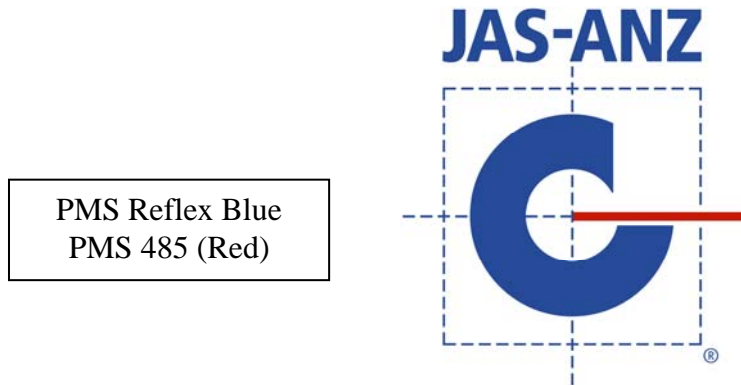
## **4. WHO CAN USE THE ACCREDITATION SYMBOL**

4.1 The Governing Board and Secretariat have the right to use the accreditation symbol on all its certificates, stationery and literature.

4.2 Accredited bodies may use the accreditation symbol on all stationery, documents and/or publicity material which is used within the scope of accreditation and subject to the applicable conditions as specified in Clause 6 of this document or otherwise specified in, as applicable, JAS-ANZ accreditation criteria.

4.3 Accredited body's clients may also use the accreditation symbol subject to the applicable conditions set out in Clause 6 of this document.

## **5. FORM OF THE ACCREDITATION SYMBOL**



**Figure 1**

5.1 Where practicable, the accreditation symbol shall be reproduced as detailed in Figure 1 or in a single colour to conform with existing pre-printed stationery or newspaper and magazine articles.

5.2 Under no circumstances is the accreditation symbol to be reproduced in a colour combination at variance with that detailed in Figure 1.

5.3 The accreditation symbol may be uniformly enlarged or reduced but shall be sufficiently large for the wording to be clearly legible.

5.4 When the accreditation symbol is used on products (accredited bodies and their clients can not use accreditation symbol on product if the right to use the accreditation symbol was obtained through the accreditation of a management system certification system), it may be stamped, moulded or otherwise incorporated in the product and when used on paper, it may be embossed or stamped.

5.5 To obtain electronic copies of the JAS-ANZ symbol, or further guidance, contact JAS-ANZ.

## **6. CONDITIONS OF USE**

### **6.1 General**

6.1.1 The accreditation symbol shall not be used by an accredited body or their client on any stationery, document and/or publicity material unless it relates in whole or in part to the

scope of the scheme(s) under which the right to use the symbol was obtained. Where the accreditation symbol only relates in part, the user of the symbol shall clearly identify in the same document the part to which the symbol applies.

6.1.2 Neither an accredited body nor their client has the right to use the accreditation symbol in isolation of the symbol of the accredited body.

6.1.3 The accreditation symbol shall not be used in such a way as to suggest that the Governing Board, Governments of Australia and New Zealand, or any Government Minister, have certified or approved the activities of the accredited body's client, or in any other misleading manner.

6.1.4 If necessary, JAS-ANZ will develop other requirements with regard to the use of the JAS-ANZ symbol in consultation with interested parties. Such requirements shall be formally documented.

## 6.2 Accredited Bodies

6.2.1 Where an accredited body uses the accreditation symbol on stationery, documents and/or promotional material, it shall include on the same sheet of paper:

- (a) its own mark not disproportionately represented with reference to the actual accreditation symbol, and positioned in a manner that ensures the relationship between the accreditation symbol and the mark of the accredited body is obvious;
- (b) the URL for the JAS-ANZ register ([www.jas-anz.org/register](http://www.jas-anz.org/register)) where interested parties might go to verify the validity of the information contained in the document. If the accreditation symbol is used more than once in the same document the phrase need only appear once when the accreditation symbol is first used.

6.2.2 An accredited body shall avoid use of the same mark to indicate different accredited programmes and shall avoid confusion between the meaning of its own marks if there are more than one.

## 6.3 Accredited body's clients

6.3.1 There is no need for an accredited body's client to use supplementary text in association with the accreditation symbol as stated in Para 6.2.1 (b) above.

6.3.2 Where an accredited body's client uses the accreditation symbol, the client shall include:

- (a) its own name and/or logo;
- (b) the mark of the accredited body not disproportionately represented with reference to the actual accreditation symbol, and positioned in a manner that

ensures the relationship between the accreditation symbol and the mark of the accredited body is obvious.

## **7. TERMINATION**

7.1 If accreditation, in respect of all of its accredited activities, is withdrawn from an accredited body it shall immediately cease use and distribution of any certificates, stationery and literature bearing the accreditation symbol.

7.2 If accreditation, in respect of some of its accredited activities, is withdrawn from an accredited body the accredited body shall immediately cease the use and distribution of any stationery and literature bearing the accreditation symbol, saving those which relate in whole or in part to activities which remain accredited.

7.3 If accreditation is withdrawn, the accredited body shall take all reasonable steps to ensure that its clients understand the consequences of the withdrawal and require their clients to immediately cease use of the accreditation symbol, including any that are affixed to product.