



Jordanian Accreditation System
نظام الاعتماد الأردني
Accreditation Unit

CONDITIONS FOR THE USE OF JAS-AU ACCREDITATION SYMBOL and
COMBINED ACCREDITATION SYMBOL FOR ILAC MRA/IAF MLA MARK

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PURPOSE

This document sets out JAS-AU Policy for the use of the Jordan Accreditation System (JAS-AU) symbol and combined accreditation symbol and ILAC MRA/IAF MLA mark by JAS-AU and CABs accredited by JAS-AU.

Scope

The requirements set herein shall be met by JAS-AU and all CABs using or applying for the use of (JAS-AU) symbol and combined accreditation symbol and ILAC MRA/IAF MLA mark

Authorship

This publication has been written by JAS-AU and approved by the Accreditation Director.

Official language

The text may be translated into other languages as required. The English language version remains the definitive version.

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Further information

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1. DEFINITIONS

1.1 Accredited CAB

CABs [testing/ medical testing/ calibration / certification bodies (management systems/ product/ personnel) and inspection bodies etc.] accredited by JAS-AU.

1.2 JAS-AU Logo

The unique logo used by JAS-AU to identify itself.

Accreditation Symbol

The unique symbol used by CAB to identify its accreditation status (i.e A combination of the JAS-AU logo and accreditation identification number.)

1.3 Accreditation Scheme

The following wording shall be used on the accreditation symbol to depict the accreditation scheme as detailed in section 3:

- **CALIBRATION:** CAL
- **TESTING:** TEST
- **MEDICAL:** MED
- **INSPECTION:** INSP
- **PRODUCT CERTIFICATION:** Product Cert.
- **PROFICIENCY TESTING:** PT

2. PROCEDURE FOR OBTAINING JAS-AU APPROVAL

The procedure for obtaining approval for use of the accreditation symbol, combined accreditation symbol and ILAC MRA/IAF MLA Mark is defined as follows:

2.1 The accredited CAB shall seek written permission from JAS-AU to use the accreditation symbol, combined accreditation symbol and ILAC MRA/IAF MLA Mark by submitting the relevant application made for this purpose.

2.2 The CAB agrees to the conditions for the use of JAS-AU accreditation symbol and combined accreditation symbol and ILAC MRA/IAF MLA by signing (qf071-131 - Application for the use

of the Accreditation symbol , qf071-132 - AGREEMENT for USE of The IAF MLA MARK English , Qf071-85- Agreement for the Use of the combined Mark for the JAS Symbol and the ILAC MRA Mark) and shall submit the relevant signed form to the accreditation section head.

2.3 After submitting the application form by the CAB, the assigned accreditation officer sends JAS-AU logo, combined accreditation symbol and ILAC MRA/IAF MLA Mark to be used by the CAB.

2.4 The CAB shall prepare an example of the intended use of the combined accreditation symbol and ILAC MRA/IAF MLA Mark on a report /letterhead and send it by email.

2.5 The assigned accreditation officer evaluates whether the use of the accreditation symbol, the combined accreditation symbol and ILAC MRA/IAF MLA Mark complies with the effective “Instructions for the Use of JAS-AU Symbol and Logo for the year 2024” and applicable ILAC / IAF requirements for the use of combined marks. If it does not comply, the assigned accreditation officer informs the CAB of any deviation from the applicable requirements and the CAB shall submit the corrected version for approval.

2.6 Upon the completion of the review process and the recommendation of the assigned accreditation officer the related agreement is signed, and the applicant is notified formally for approval for the use of accreditation symbol, combined accreditation symbol and ILAC MRA/IAF MLA Mark.

2.7 Use of accreditation symbol, combined accreditation symbol and ILAC MRA/IAF MLA Mark shall be assessed at each assessment to ensure that conditions of use are being maintained.

3. GENERAL FORMAT AND DISPLAY OF JAS-AU ACCREDITATION SYMBOLS

3.1 The registered JAS-AU logo as displayed below is only for JAS-AU use and may not be used by any other CAB.



3.2 JAS-AU logo and accreditation identification number constitutes the JAS-AU accreditation symbol. Refer to Figure 1.

Figure 1 – Examples of JAS-AU Accreditation Symbols

<p>The symbol consists of the JAS logo followed by 'Accreditation Unit' and 'Test - 00X'.</p>	<p>The symbol consists of the JAS logo followed by 'Accreditation Unit' and 'Cal- 00X'.</p>
<p>The symbol consists of the JAS logo followed by 'Accreditation Unit' and 'Med- 00X'.</p>	<p>The symbol consists of the JAS logo followed by 'Accreditation Unit' and 'Insp- 00X'.</p>
<p>The symbol consists of the JAS logo followed by 'Accreditation Unit' and 'PT- 00X'.</p>	<p>The symbol consists of the JAS logo followed by 'Accreditation Unit' and 'Product Cert. - 00X'.</p>

3.3 The accreditation symbol shall be displayed only in the appropriate form, size and color as required in “Conditions for the Use of JAS-AU Symbol and Logo”.

3.4 The accreditation number shall be printed centrally under the JAS-AU logo as indicated in Figure 1. The accreditation number shall be in three (3) digits.

3.5 JAS-AU accreditation symbol or reference to accreditation may only be used once accreditation has been granted.

3.6 The JAS-AU accreditation symbol and/or reference to accreditation may only be used by a JAS-AU accredited CAB, on reports and documents containing activities covered by the scopes of accreditation.

3.7 When the symbol is used on a report containing both accredited and non-accredited results,

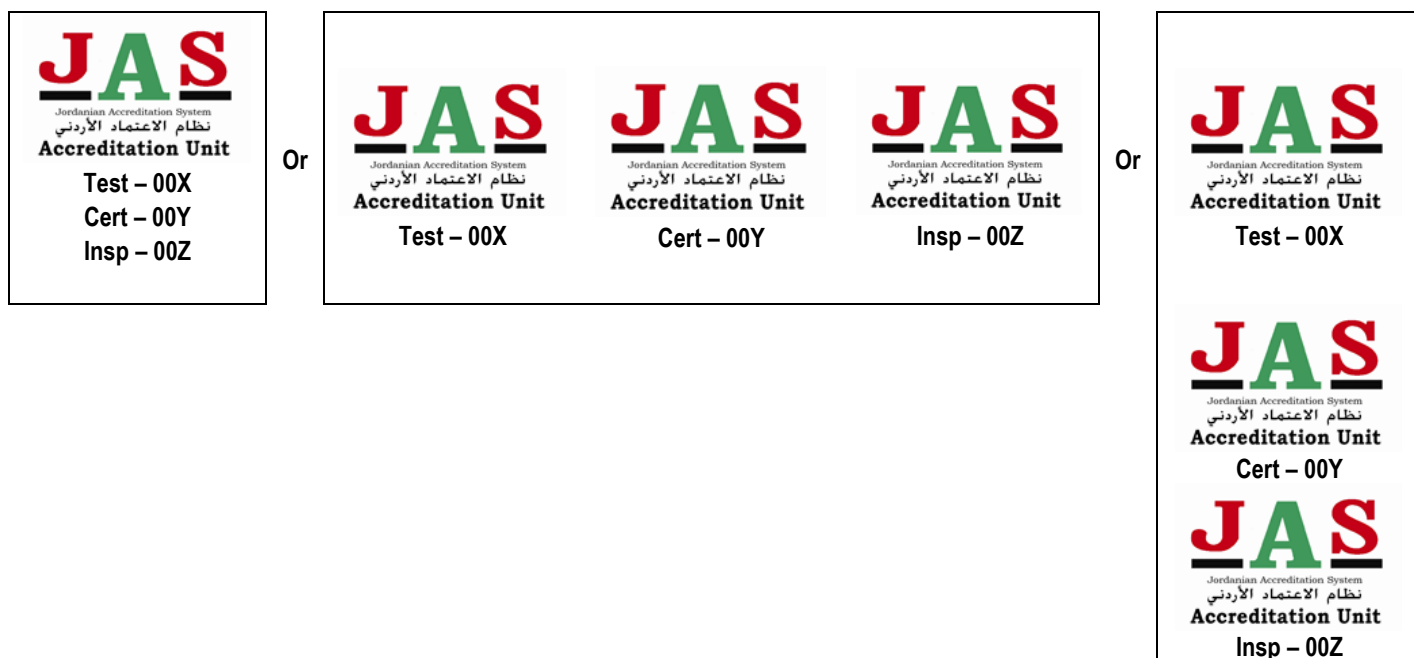
the non- accredited results shall be identified and clearly marked.

3.8 JAS-AU accreditation symbol shall always be used in combination with the accredited CAB's symbol and/or name and shall not be more prominent than the accredited CAB's symbol and/or name.

3.9 An CAB 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).

3.10 Only reports or certificates bearing the accreditation symbol or a text reference to the accreditation of the CAB can benefit fully from the recognition that the ILAC MRA and its regional counterparts bring.

Figure 2 – Examples of Display of Different Accreditation Symbols together



3.11 The accreditation symbol shall not be used by a CAB's external service providers that are not accredited by JAS-AU.

3.12 JAS-AU accreditation symbol shall not be used by applicants for accreditation.

3.13 JAS-AU accreditation symbol shall be used by an accredited CAB only under the name

or the registered trade name of the legal entity in which it holds accreditation.

- 3.14 JAS-AU accreditation symbols shall not be placed on the products or items which have been subjected to conformity assessment (except on calibration/inspection/reference material/biobanking labels, see Clause 7)
- 3.15 JAS-AU 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 JAS-AU accreditation symbol on an item of equipment that it has calibrated. The label containing the accreditation symbol should however not give the impression that JAS-AU approved or calibrated the equipment.
- 3.16 An accredited inspection body may use inspection labels containing JAS-AU accreditation symbol and which may be attached to the specified inspected item. The label containing the accreditation symbol should however not give the impression that JAS-AU approved or inspected the item.
- 3.17 JAS-AU accreditation symbol shall not be used in such a way as to imply that JAS-AU accepts responsibility for activities carried out under the scope of accreditation.
- 3.18 Upon suspension/reduction of JAS-AU accreditation, accredited CAB(s) shall immediately cease to issue certificates, and any other material displaying the JAS-AU symbol. The accredited CAB shall also without undue delay inform its affected clients of the suspension/reduction of accreditation.
- 3.19 Upon withdrawal/suspension of JAS-AU accreditation, accredited CAB(s) shall immediately cease to distribute all items on which the accreditation symbol is displayed. The accredited CAB shall also without undue delay inform its affected clients of the withdrawal/suspension of accreditation.
- 3.20 JAS-AU shall take appropriate action to deal with incorrect or unauthorized claims of accreditation status, or misleading or unauthorized use of the JAS-AU accreditation symbols and/or JAS-AU trademark.

3.21 Action may include requests for corrective action, suspension; publication of transgression; and, if necessary, withdrawal of accreditation status and or legal action.

3.22 JAS-AU accreditation symbol shall not be used in such a way to imply that a product, process, service, management system or person is approved by JAS-AU.

4. USE OF JAS-AU ACCREDITATION SYMBOLS IN PUBLICITY MATERIAL AND STATIONERY

4.1 JAS-AU accredited CABs are entitled to display the JAS-AU 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.

4.2 JAS-AU accreditation symbol(s) shall not be used on envelopes and business cards.

4.3 The accreditation symbol(s) shall always be used in conjunction with the symbol of the accredited CAB.

4.4 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.

4.5 Quotations/Tenders that display JAS-AU accreditation symbol may only be issued for work covered by the accreditation scope and conducted in compliance with JAS-AU accreditation requirements except when this work is subcontracted to another accredited laboratory which has to be clearly indicated on the quotation.

5. ACCESS TO JAS-AU ACCREDITATION SYMBOLS

JAS-AU accreditation symbol is available in electronic version for use by accredited CABs upon request.

6. REFERENCE TO ACCREDITATION

6.1 Where an accredited CAB wishes to refer to its accreditation instead of using the accreditation

symbol as determined in “Instructions for the Use of JAS-AU Symbol and Logo for the year 2024”.

6.2 The accredited CAB is responsible for ensuring that this wording is used correctly by any client when referring to the use of an accredited CAB.

7. ADDITIONAL REQUIREMENTS FOR THE USE OF JAS-AU ACCREDITATION SYMBOL OR REFERENCE TO JAS-AU ACCREDITATION

7.1 Calibration Laboratories

7.1.1 JAS-AU accreditation symbol or reference to JAS-AU accreditation shall not be incorporated into a calibration certificate or calibration label not containing or relating wholly to the results from accredited calibrations.

7.1.2 The calibration label shall be of an approved design.

7.1.3 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.

7.1.4 The calibration label shall contain the following legible information:

7.1.4.1 JAS-AU Accreditation symbol (JAS-AU logo, accreditation scheme and number);

7.1.4.2 Instrument identification.

7.1.4.3 Date of calibration.

7.1.4.4 Laboratory name and symbol (optional); and

7.1.4.5 Certificate number.

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

7.1.6 The use of JAS-AU accreditation symbol on calibration labels is restricted to equipment that has been calibrated using calibration methods covered by the calibration laboratory's scope of accreditation.

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

7.2 Certification Bodies

7.2.1 JAS-AU accreditation symbol or reference to accreditation shall be displayed on all certificates issued by a JAS-AU accredited certification body.

7.2.2 A certificate issued by an accredited certification body shall:

7.2.2.1 Identify the accreditation body

7.2.2.2 Identify the certification body issuing the certificate

7.2.2.3 Identify the number and title of certification standard, or other means of clearly identifying the scope of certification.

7.3 Test Laboratories and Inspection Bodies

7.3.1 Where accreditation symbols are used in test/inspection reports which also include results of tests/inspections not covered by accreditation, then the CAB 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.

7.3.2 The inspection body label shall contain the following legible information:

7.3.2.1 JAS-AU accreditation symbol (JAS-AU logo, accreditation scheme and number).

7.3.2.2 Equipment identification.

7.3.2.3 Date of the inspection.

7.3.2.4 Reference to the inspection report issued in respect of the inspection.

7.3.3 The use of JAS-AU accreditation symbol on inspection labels is restricted to the items inspected using the inspection services covered by the inspection body's scope of accreditation.

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

- 8.1 Accredited CABs can only use the said combined accreditation symbol and ILAC MRA/IAF MLA Mark when permission to do so has been granted by JAS-AU and have signed an agreement with JAS-AU to do so.
- 8.2 Accredited testing and calibration laboratories to ISO/IEC 17025, medical testing to ISO 15189 inspection bodies to ISO/IEC 17020 are entitled to use the combined ILAC MRA mark and JAS-AU accreditation symbol.
- 8.3 An accredited Conformity Assessment Body wishing to use the combined accreditation symbol and ILAC MRA/IAF MLA Mark is required to sign the relevant sub-license agreement:
- Agreement for the use of JAS-AU accreditation symbol and IAF MLA Mark; or
 - Agreement for the use of JAS-AU accreditation symbol and the ILAC MRA Mark.
- 8.4 In using the combined accreditation symbol and ILAC MRA/IAF MLA Mark accredited CABs shall comply with:
- Instructions for the Use of JAS-AU Symbol and Logo for the year 2024.
 - This document (JAS-P028) and the relevant Sub-license agreements (qf071-132 - AGREEMENT for USE of The IAF MLA MARK English , Qf071-85 - Agreement for the Use of the combined Mark for the JAS Symbol and the ILAC MRA Mark);
 - ILAC P 8 – Supplementary requirements for the use of accreditation symbols and for claims of accreditation status by accredited conformity assessment bodies; and
 - IAF ML 2 - General principles on the use of the IAF MLA Mark; or
 - ILAC R 7 – Rules for the use of the ILAC MRA Mark.
- 8.5 accredited CABs are not permitted to use the ILAC/IAF Mark without JAS-AU accreditation symbol.

8.6 JAS-AU reserves the right to immediately suspend or withdraw the CAB's accreditation status in accordance with Instructions for the Use of JAS-AU Symbol and Logo for the year 2024 and the relevant Sub-license agreements if the Conformity Assessment Body misuses the combined accreditation symbol and ILAC MRA/IAF MLA Mark.

9. REFERENCES

- Instructions for the Use of JAS-AU Symbol and Logo for the year 2024.
- 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
- IAF ML 2 - General principles on the use of the IAF MLA Mark