

Annex A

(normative)

Referencing NVLAP accreditation

A.1 General

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 (see 1.5.19) 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.

The NVLAP symbol clearly indicates the activity to which the accreditation is related through incorporation of the unique NVLAP Lab Code and the word “testing” or “calibration.”

The procedures for the use of the Combined ILAC MRA Mark by accredited laboratories within the scope of the ILAC MRA are set out in Annex E.

A.2 Conditions for referencing NVLAP accreditation

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 accredited laboratory shall have a policy and procedure for controlling the use of the term *NVLAP* and the NVLAP symbol. The procedure shall be unique and include actions to be taken specific to the laboratory.
- b) 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 logo or 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) The use of the NVLAP term and/or symbol on a laboratory’s test or calibration reports shall be limited to the specific location(s), site(s), or field activity(ies) as identified on the scope of the accreditation.
- f) A 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 U.S. Government.
- g) A laboratory shall not use the terms *certified* or *registered* when referencing its NVLAP accreditation or its conformance to ISO/IEC 17025. The correct term is *accredited*.

- h) When an accredited laboratory uses the term and/or symbol in a contract or proposal, the laboratory shall reference its current accreditation status and provide a copy of, or link to its scope of accreditation.

A.3 Reproduction of NVLAP symbol

A.3.1 The following rules shall apply when a laboratory uses the NVLAP symbol to reference its accredited status.

- a) The type of activity (testing or calibration) and the NVLAP Lab Code shall appear below and in close proximity to the logo (Fig. 1). The width of the caption shall not exceed the width of the logo itself.
- b) The symbol shall stand by itself and shall not be combined with any other logo, symbol, or graphic. As an exception to this rule, the NVLAP symbol may be used in combination with the ILAC MRA Mark by accredited laboratories under the provisions set forth in Annex E.
- c) The aspect ratio (width to height) of the NVLAP logo shall be 2.25 to 1.
- d) The symbol shall be of a size that allows the caption (type of activity and NVLAP Lab Code) to be easily read.
- e) The symbol may be filled or unfilled. In the case of a filled symbol, the same color shall be used for the outline and the fill.

NOTE Electronic copies of the NVLAP logo are available from NVLAP upon request.

A.4 Approved signatories

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.

NOTE: NVLAP defines the person(s) who authorizes the test report or calibration certificate as the Approved Signatory (see 1.5.2).

A.5 Reporting results not covered by the scope of accreditation

A.5.1 The laboratory may use the term and/or symbol on test or calibration reports when some or all of the data are from tests or calibrations performed by the laboratory under its scope of accreditation. The laboratory shall not use the term and/or symbol on a report that contains no accredited data.

A.5.2 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."

A.5.3 If a customer requests an accredited laboratory to generate a test or calibration report based on data obtained by another laboratory, the accredited laboratory shall ensure that it is not misrepresenting the data as being covered under its accreditation. The test or calibration report shall meet the requirements of ISO/IEC 17025:2005, 5.10.2 b), as well as the conditions for referencing NVLAP accreditation found in this annex.

A.5.4 The laboratory shall not: issue a test or calibration report that:

- a) contains data not generated specifically for the product identified in that report without an indication of the original source of the data; or
- b) uses the NVLAP term and/or symbol for data from tests not performed by the laboratory.

When NVLAP obtains any such reports, the laboratory shall be required to apply its procedures for control of nonconforming work and take corrective action. Depending on the circumstances, a laboratory's accreditation status may be affected.

A.5.5 The NVLAP symbol shall not be included on correspondence that covers a test or calibration report in which none of the results are within the scope of accreditation, or that covers work proposals or quotes if none of the work is within the scope of accreditation.

A.6 Calibration labels on equipment

A.6.1 A laboratory may attach a calibration label containing the NVLAP symbol to an item of equipment that it has calibrated provided that the equipment has been calibrated using calibration methods covered by the laboratory's scope of accreditation.

A.6.2 Calibration labels containing the NVLAP symbol shall not give the impression that NVLAP has approved or calibrated the equipment.

A.6.3 In addition, the calibration label usually includes the following information:

- a) the name of the accredited calibration laboratory;
- b) equipment identification;
- c) date of calibration;
- d) cross reference to the calibration certificate issued in respect of the calibration.

A.7 Subcontracted tests and calibrations

A.7.1 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 contracted laboratory under its scope of accreditation.

A.7.2 A test or calibration report that contains both data covered by the accreditation of the contracted laboratory 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 shall also be stated. If the subcontracted laboratory is not accredited, then this must be stated.

A.8 Opinions and interpretations

A.8.1 When opinions and interpretations are covered by the NVLAP scope of accreditation, they may be included on a report endorsed with the NVLAP symbol only when the requirements of ISO/IEC 17025:2005, 5.10.5 are met; i.e., opinions and interpretations shall be clearly marked.

A.8.2 Where such statements of opinion and interpretation are outside the scope of accreditation, the report shall display the following disclaimer close to the NVLAP symbol or to the expression of opinion: "The opinions/interpretations expressed in this report are outside the scope of this laboratory's accreditation."

A.9 Advertising and promotional materials

A.9.1 An accredited laboratory may use the NVLAP symbol in advertising or promotional materials concerning the laboratory's accreditation, provided that the laboratory fully conforms to the requirements for claiming accreditation status and ensures there is no misrepresentation of the status and the scope of accreditation.

A.9.2 Permitted uses of the NVLAP symbol in advertising and promotional materials include:

- a) letterheads;
- b) brochures and publications;
- c) business cards (as long as the symbol is not used in a way that could imply personnel certification);
- d) websites;
- e) other communication media.

A.9.3 When a laboratory uses the NVLAP symbol in advertising and promotional materials, such as a webpage banner or product catalog, such use shall not imply NVLAP endorsement or approval of the advertised products or items. Further, the accredited laboratory shall ensure that these requirements for referencing NVLAP accreditation are incorporated into contracts to perform work for distributors or resellers of a product that has been tested or calibrated by the accredited laboratory; i.e., a product distributor or reseller shall not reference NVLAP accreditation in a manner that implies that the distributor or reseller is accredited or can produce accredited test or calibration results. The accredited laboratory shall also ensure that each distributor or reseller includes a disclaimer when referencing the accredited laboratory's accreditation stating the distributor or reseller is not accredited by NVLAP.

A.9.4 When using the NVLAP symbol for advertising and promotional materials, an organization with multiple laboratory accreditations may list all of its NVLAP Lab Codes beneath the logo to form the symbol (see example in Fig. 2) or use another means of conveying the same information that is approved by NVLAP. However, this form of the symbol shall not be used on laboratory reports and certificates. Organizations that have both accredited and unaccredited sites shall ensure that when the NVLAP symbol is used in corporate advertising and promotional materials, such use does not imply that accreditation is

held for sites that are not accredited and does not misrepresent the scope of accreditation at accredited sites.

NOTE: Other variations for the symbol for use in advertising by laboratories with multiple accreditations may be approved on a case-by-case basis by NVLAP.

A.10 Misuse of NVLAP term, logo, or symbol

A.10.1 NVLAP investigates any evidence of misuse of the NVLAP symbol or claim of accreditation status. The actions taken by NVLAP to address violations of its policy and procedures for referencing NVLAP accreditation may include requests for corrective action, suspension of accreditation, and/or legal action, as necessary.

A.10.2 NVLAP has procedures to ensure that an accredited laboratory discontinues the use of the NVLAP symbol or any reference to NVLAP accreditation status for testing or calibration immediately on suspension, revocation, or voluntary termination of the accreditation (see 3.10, 3.11, and 3.12). This includes any reference to NVLAP accreditation in test and calibration reports, correspondence, promotional materials, and advertising, including laboratory websites.

A.11 Examples of the NVLAP symbol



Figure 1. NVLAP symbol.



NVLAP LAB CODE 000000-0
NVLAP LAB CODE 000001-0
NVLAP LAB CODE 000002-0
NVLAP LAB CODE 000003-0

Figure 2. Example of NVLAP symbol for a laboratory with multiple accreditations
(used for advertising and promotional purposes only)