



المجلس العالمي للاعتماد  
Global Accreditation Bureau

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# Procedure

## Use of GAB Accreditation Symbol by IBs

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Issue 01 – Apr 2021



## 1. OBJECTIVE

To define conditions for use of GAB Accreditation Symbol and other claims of accreditation and permitted symbol / mark / logos of other regional / international bodies like Asia Pacific Accreditation Cooperation (APAC) and International Laboratories Accreditation Cooperation (ILAC) as applicable.

## 2. SCOPE

This procedure is applicable to the use of GAB accreditation symbol and other claims of accreditation by accredited Inspection Bodies (IBs).

## 3. RESPONSIBILITY

Director GAB shall be responsible for establishing, implementing, and amending this procedure. Accredited IBs are responsible for complying with this procedure.

## 4. DEFINITIONS

- 4.1 **GAB Logo** – GAB Logo is used by GAB to identify itself and communicate its name and brand to public and stakeholders. GAB logo is sole property of GAB and no other body or organization has the right to use it. The GAB Logo is legally protected. (Legal action shall be initiated in case of use of GAB logo by any other body or organization is observed)
- 4.2 **GAB Accreditation Symbol** – GAB Accreditation Symbol is combination of part of GAB Logo with unique accreditation number given to the accredited CABs. It is the symbol issued by GAB to its accredited IBs to indicate their accreditation by GAB.

## 5. PROCEDURE

- 5.1 GAB Accreditation Symbol is a combination of part of GAB Logo with unique accreditation number, as granted to an accredited CAB, written below the GAB graphics. Design of GAB logo is enclosed at Appendix-A. Design of GAB accreditation symbol that specifies the proportions of GAB accreditation symbol and colour combinations in which it can be reproduced is given in Appendix-B.

### 5.2 Reproduction of GAB Accreditation Symbol

5.2.1 The accredited IB can reproduce the GAB Accreditation Symbol only in conjunction with its own logo/mark, as shown in the Appendix 'B', on its inspection reports, stationery and literature associated with its accredited activities and scopes subject to the conditions specified below.

- a. GAB Accreditation Symbol cannot be printed on visiting cards of IB personnel.
- b. Limiting size of the GAB Accreditation Symbol, produced in Black and mustard colour, shall not be less than 15 mm height, the letters of accreditation number shall be legible and are used in the shown orientation without any rotation.
- c. GAB Accreditation symbol shall always be used in its original, designed proportions and not to be distorted, compressed, or stretched in any way. It shall be used on a background that will not adversely affect its legibility.

### 5.3 Use of GAB Accreditation Symbol

The use of GAB Accreditation Symbol by GAB accredited IBs, will be under the control of the accredited IBs. Accredited IB shall take reasonable actions to ensure that the use of GAB accreditation symbol by itself is within the conditions specified below.

#### 5.3.1 Content, Size and Reproduction

- a. The GAB Accreditation Symbol shall be reproduced using GAB logo in proportions and colours indicated in Appendix-B. The symbol shall be reproduced based on the soft copy of the image provided by GAB to its accredited CABs.
- b. The accredited CABs shall reproduce the symbol with correct reference to the accreditation number below the GAB logo as shown in Appendix-B.
- c. The GAB Accreditation Symbol shall not be reproduced by a client organization in isolation of the accredited CABs mark/logo.
- d. The mark shall only be printed in the colour combination or in the grey-black combination.

#### 5.3.2 Conditions for Use of GAB Accreditation Symbol

Accredited IB can only use GAB Accreditation Symbol as relevant, for specific inspection services for which it is accredited by GAB and office(s) of IB that are included in accreditation granted by GAB. Accredited body shall not make any statement regarding its accreditation that GAB may consider misleading or unauthorized, specifically:

- a. GAB Accreditation Symbol shall be used to refer accredited status of IB, and where applicable in conjunction with mark of the IB to refer to the inspection reports based on accredited scopes.
- b. GAB Accreditation symbol shall not be used in any way that misleads reader about accredited status of IB.

- c. GAB Accreditation Symbol shall not be displayed on vehicles except part of publicity material like part of a large advertisement.
- d. GAB Accreditation Symbol shall not be displayed on buildings and flags.
- e. All quotations and contracts by accredited IB having GAB Accreditation Symbol shall clearly indicate the portion of activities that are not accredited by GAB.
- f. GAB Accreditation Symbol shall not be used on visiting cards of IB staff.
- g. Accredited IB, upon suspension or withdrawal of its accreditation (however determined), shall discontinue use of GAB Accreditation Symbol and all advertising matter that contains any reference to its accredited status.
- h. The accredited IB shall not allow the fact of its accreditation to be used to imply that a product, process, system or person is approved by GAB.

#### 5.4 **Conditions for other claims of GAB Accreditation by accredited CAB**

- a. Accredited IB fully conforms to the requirements of GAB for claiming accreditation status, when making reference to its accreditation in communication media.
- b. Does not make any misleading or unauthorized statement regarding its accreditation.
- c. Upon withdrawal of its accreditation, discontinues its use of any reference to the withdrawn accreditation.
- d. Does not refer to its accreditation in a way so as to imply that a product, process, service, or person is approved by GAB.
- e. Informs its affected clients of the suspension, reduction or withdrawal of its accreditation and the associated consequences without undue delay.

#### 5.5 **Contravention of the conditions**

In case GAB Accreditation symbol is being used contrary to the conditions by accredited IB, GAB shall take reasonable action and advise the concerned IB for corrective action. These conditions shall include, but not limited to incorrect or unauthorized claims of accreditation status, or misleading or unauthorized use of GAB accreditation symbol. Suitable actions may include, based on severity of contraventions, actions such as requests for corrective action, suspension, withdrawal of accreditation, publication of transgression and, if necessary, legal action. In situations of repeated contraventions by the accredited CAB, GAB may withdraw accreditation of defaulting IB.

#### 5.6 **Action on Suspension and Termination**

- a. Upon suspension of accreditation by GAB, accredited IB shall immediately cease to use its stationery, certificates and other publicity material that has GAB Accreditation Symbol on it. Use of such material can be restarted only after suspension of IB is revoked by GAB.
- b. Upon termination of accreditation of CAB on account of non-renewal / withdrawal of accreditation, IB shall immediately cease to use its stationery, certificates and other publicity material that has GAB Accreditation Symbol on it.

ANNEX A

GAB Logo



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This Logo is only for information and not to be used by CAB or any of its certified client.

ANNEX B

GAB Accreditation Symbol



Safe Area



Colour combination is Dark Gray and Mustard.

**Colours defined below**

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Coated paper  
PANTONE® 432 C

Process  
C78 • M61 • Y49 • K50

RGB  
R51 • G62 • B71

HEX  
#333e47

Coated paper  
PANTONE® 130 C

Process  
C1 • M39 • Y96 • K0

RGB  
R246 • G168 • B3

HEX  
#f6a803

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The alpha-numeric number below the logo defines the unique Serial number with XXX and accredited system with YYY (refer table below) and denotes unique identification of accredited IB.

Inspection Body	IB
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