

# Procedure for use of GAB Accreditation Symbol

© 2020 Global Accreditation Bureau – All rights reserved

Procedure No.	PRO-AS-01	Rev No. 0.2
Prepared by		Month/year: 01/25
Approved by	Director, Technical	Page 1 of 8

### 1.0 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 Accreditation Forum (IAF) as applicable.

### 2.0 SCOPE

This procedure is applicable to the use of GAB accreditation symbol and other claims of accreditation by accredited Conformity Assessment Bodies (CABs) and where, permitted by their clients who have received conformity assessment attestation from accredited CABs.

### 3.0 RESPONSIBILITY

Director GAB shall be responsible for establishing, implementing, and amending this procedure. Accredited CABs and their clients who choose to use GAB accreditation symbol are responsible for complying with this procedure.

### 4.0 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 CABs to indicate their accreditation by GAB.

### 5.0 PROCEDURE

Procedure No.	PRO-AS-01	Rev No. 0.2
Prepared by		Month/year: 01/25
Approved by	Director, Technical	Page 2 of 8

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 CAB can reproduce the GAB Accreditation Symbol only in conjunction with its own logo/mark, as shown in the Appendix 'B', on its certificates, 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 CAB 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 CABs, and by their client organizations having GAB accreditation and as permitted by GAB, will be under the control and supervision of the accredited CABs. Accredited CAB shall take reasonable actions to ensure that the use of GAB accreditation symbol by itself or by client organizations of the accredited CAB is within the conditions specified below.

#### 5.3.1 Content, Size and Reproduction

Procedure No.	PRO-AS-01	Rev No. 0.2
Prepared by		Month/year: 01/25
Approved by	Director, Technical	Page 3 of 8

- 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 of 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 CAB can only use GAB Accreditation Symbol as relevant, for specific conformity assessment services for which it is accredited by GAB and office(s) of CAB 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 CAB, and where applicable in conjunction with mark of the CAB to refer to the accredited certificates or Opinion (for GHG VVBs) issued.
- b) The GAB Accreditation symbol shall not be used in any way that misleads reader about accredited status of CAB or its client organization.
- c) For management systems certification, neither certification body's nor accreditation body's symbol shall be used on packaging of a product, labels, publicity material, written announcements etc. that in any way suggests that the CAB or GAB has certified or approved any product, process or service of any certified body or in any other misleading manner. Use of GAB accreditation symbol on products is not permitted.
- d) GAB Accreditation Symbol shall not be displayed on vehicles except part of publicity material like part of a large advertisement.
- e) GAB Accreditation Symbol shall not be displayed on buildings and flags.
- f) All quotations and contracts by accredited CAB having GAB Accreditation Symbol shall clearly indicate the portion of activities that are not accredited by GAB.
- g) GAB Accreditation Symbol shall not be used on visiting cards of CAB or its clients.

Procedure No.	PRO-AS-01	Rev No. 0.2
Prepared by		Month/year: 01/25
Approved by	Director, Technical	Page 4 of 8

- h) Accredited CAB, 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.
- i) The accredited CAB shall not allow the fact of its accreditation to be used to imply that a product, process, system or person is approved by GAB.
- j) The GHG VVB's may use the Accreditation Symbol on the Validation/Verification reports only on the page where the final opinion is specified as per a) above. The clients of GHG VVBs are not allowed to use GAB accreditation symbol.

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

- a) Accredited CAB 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, management system 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

- a) In case GAB Accreditation Symbol is being used by any client of an accredited CAB contrary to the conditions specified, concerned CAB shall take reasonable action and where relevant, advise the client organization for corrective action. In situations of repeated contraventions by the client organization, CAB may withdraw conformity assessment attestation/certificate. In case accredited CAB does not take suitable action against improper use of the GAB Accreditation symbol, GAB may suspend / withdraw accreditation of CAB.
- b) In case GAB Accreditation symbol is being used contrary to the conditions by accredited CAB, GAB shall take reasonable action and advise the concerned CAB 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 CAB.

Procedure No.	PRO-AS-01	Rev No. 0.2
Prepared by		Month/year: 01/25
Approved by	Director, Technical	Page 5 of 8

### 5.6 Action on Suspension and Termination

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

Procedure No.	PRO-AS-01	Rev No. 0.2
Prepared by		Month/year: 01/25
Approved by	Director, Technical	Page 6 of 8

## Appendix-A

### GAB Logo



المجلس العالمي للاعتماد  
Global Accreditation Bureau

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

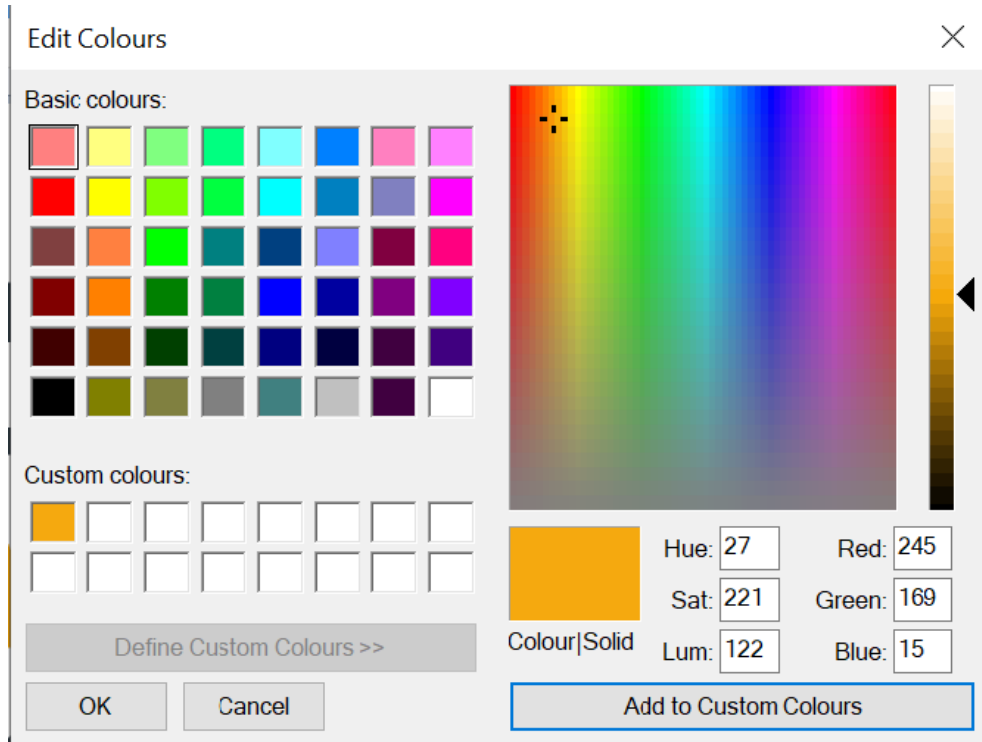
Procedure No.	PRO-AS-01	Rev No. 0.2
Prepared by		Month/year: 01/25
Approved by	Director, Technical	Page 7 of 8

## Appendix-B

### GAB Accreditation Symbol



Colour combination is Black and Mustard. The Mustard colour is as defined below



Procedure No.	PRO-AS-01	Rev No. 0.2
Prepared by		Month/year: 01/25
Approved by	Director, Technical	Page 8 of 8



## Procedure for use of GAB Accreditation Symbol

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

Quality Management System	QMS
Environmental Management System	EMS
Occupational Health and Safety Management System	OHSMS

The colour scheme for Grey-Black symbol is as under



#333F48



#91989e

Procedure No.	PRO-AS-01	Rev No. 0.2
Prepared by		Month/year: 01/25
Approved by	Director, Technical	Page 9 of 8