General

1. PURPOSE

The purpose of this document is to set the rules for accredited conformity assessment bodies to use the NAC Accreditation Mark in order to demonstrate that their competence has been approved by the National Accreditation Center (NAC).

2. SCOPE

This guideline describes the regulations governing the use of the NAC Accreditation Mark by the NAC accredited conformity assessment bodies that meet the requirements of the relevant international standards.

3. RELATED DOCUMENTS

a. ISO/IEC 17025,
b. ISO/IEC 17020,
c. ISO/IEC 17065,
d. ISO/IEC 17021**,**
e. ISO/IEC 17024,
f. ISO 15189,
g. ASTM E2659-18.

4. DEFINITIONS

Definitions related to this procedure are given in the TL 001 Instructions on Terms and Definitions Used in NAC Documentation.

5. GENERAL

5.1 NAC is a national accreditation body responsible for assessing and accrediting the competence of conformity assessment bodies operating in calibration, testing, medical laboratories, inspection, system, proficiency testing providers, product/service and personnel certification areas.

a. The requirements set out in this guideline shall be met by all bodies accredited by NAC.
b. Certification bodies shall take all necessary measures to ensure that their customers who receive accredited certification services also comply with the requirements set out in this Guideline.
c. Laboratories and inspection bodies accredited by NAC shall have procedures and policies that will prevent any unauthorized use of the NAC Accreditation Mark for which they have the permission to use, by customers, subcontractors or any other third party.
d. The use of the NAC logo belongs solely to the National Accreditation Center and may not be used by other institutions or organizations in any way. However, printed/visual materials prepared for national or international events or projects supported by NAC can be used with NAC's written permission.
e. The logos of the Asia Pacific Accreditation Cooperation (APAC), International Accreditation Forum (IAF), International Laboratory Accreditation Cooperation (ILAC) may not be used by conformity assessment bodies ***under any circumstances***.
f. The right to use the NAC Accreditation Mark belongs solely to NAC.

5.2 Bodies accredited by NAC can use the relevant NAC Accreditation Mark in their stationery equipment, reports, certificates, brochures, and all works related to accreditation activities in accordance with the requirements set out in this guideline.

5.3 All organizations accredited by NAC are responsible for fully explaining the scope and limits of accreditation to their clients.

5.4 NAC has the right to take suitable action such as corrective action, suspension, withdrawal of accreditation, publication of transgression and, if necessary, legal action, to deal with incorrect or unauthorized claims of accreditation status, or misleading or unauthorized use of accreditation symbols and the accreditation body logo. In cases where the accreditation is suspended or withdrawn, CAB's website shall be checked in order to verify that there is no reference to the said accreditation and logo. When necessary, CAB shall be warned to take action for the removal of such references.

5.5 The NAC logo, as well as APAC logo, shall be controlled by NAC assessors for correct use of the accreditation logo in all assessments, including initial assessment, surveillance assessment, scope extension assessment, and re-assessment.

Assessors should pay attention to the following points during the assessment.
- General physical appearance, typographical errors in the logo in terms of color and form,
- NAC code, standard number, standard revision and date of the standard in the accreditation mark,
- Places where the accreditation symbol is used,
- Whether the relevant accreditation symbol is up to date,

- Whether CAB works in accordance with EK 007 Requirements for Using the NAC Accreditation Mark by the NAC Accredited Bodies,
- How it is used on the website,
- Whether APAC logo is used.

At least once in any time period between two assessments, the Case Officer shall request CAB to provide the following samples for logo use and check if there is a violation of EK 007; then the Case Officer shall record the result in FR 126 Logo Control Form;
- CAB's websites and social media accounts, if any
- Advertising materials such as brochures and promotional materials
- A copy of a proposal
- A copy of the calibration certificate or test report

In case of any misuse of NAC logo or APAC logo, the said CAB shall be warned, if CAB does not take an action as a result of the warning, the processes specified in EK 007 and FR 001 shall be implemented.

6. FORMAT AND USE OF THE NAC ACCREDITATION MARK

6.1 The NAC Accreditation Mark shall be used in the format, dimension and size described in detail in this section.

6.2 The conformity assessment activity subject to accreditation, the standard number and the accreditation number of the organization shall be placed right in the center below the NAC logo, as demonstrated in Figure 2.

6.3 If NAC Accreditation Mark is printed on a consumable material no larger than A4 dimensions, its width shall not be larger than 35 mm, **with a fixed aspect ratio**. If the mark is printed on a larger consumable material, a Mark which is available in the appropriate dimension, received electronically from NAC, can be used.

6.4 Accredited bodies shall prepare their own mark reproductions in the same format as given in this Guideline. Detailed information on the dimension, color and format of the NAC Accreditation Mark is provided in Appendix A.

6.5 The minimum height of the logo inside the Mark shall be 25 mm.

6.6 NAC Accreditation Mark can also be used on stationery equipment.

However, the Mark:

a. shall be on the printed document with the logo or name of the accredited body.
b. shall not be more dominant than the logo or name of the accredited body.

6.7 NAC Accreditation Mark can be used in embossing or hologram form.

6.8 Electronic reproductions of the NAC Accreditation Mark can be accepted, provided that they meet the following requirements in addition to all the requirements in this Guide.

a. The accreditation number of the body shall be written right in the center under the mark.
b. No alterations can be made with the NAC logo.
c. No changes can be made in the mark's format.
d. If the document background on which the NAC Accreditation Mark will be used is colored, the NAC Accreditation Mark shall be framed with a white background.
e. Marks prepared on computer shall be prepared within the framework of the formats specified in this guideline or within the framework of the formats offered on electronic media by NAC.

6.9 The NAC Accreditation Mark has been prepared by NAC as 50 mm wide in tif, jpg, gif and bmp formats. NAC Accreditation Mark samples prepared in different formats are submitted to the accredited body or is opened to their access. If the NAC Accreditation Mark is to be used in dimensions other than the specified one, prior approval of NAC shall be obtained.

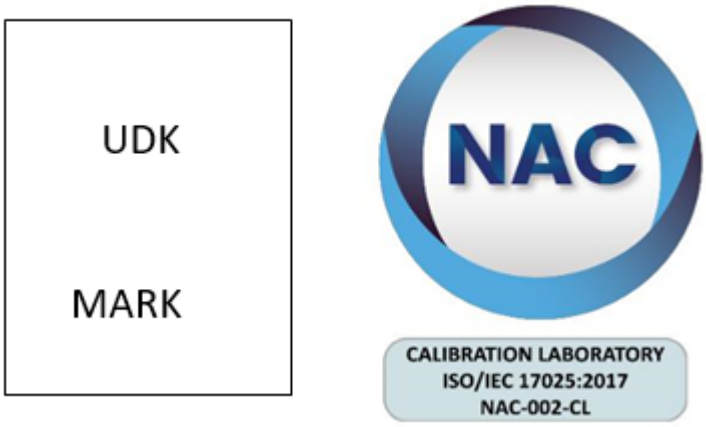
7. USE OF THE NAC ACCREDITATION MARK IN PROMOTION AND ADVERTISING MATERIALS

7.1 The NAC Accreditation Mark cannot be used in a way that could cause misunderstandings about the status of the accredited body.

7.2 NAC accredited bodies have the right to use NAC Accreditation Mark in their promotion/advertising materials, provided that they meet the requirements in this Guideline.

7.3 Bodies which receive certifications from NAC accredited certification bodies can use the NAC Accreditation Mark in stationery equipment, advertising, promotion or other similar materials. The NAC Accreditation Mark shall be used with the mark of the accredited

certification body or certification program. **CAB logo and NAC Mark shall be the same length.**



Usage of CAB’s Logo and NAC Accreditation Mark in the relevant certificate

7.4 The term "Promotional Materials" involves notes, labels, documents or written notifications attached on products and materials besides the products or goods produced under an accredited product certification activity. This restriction also applies to packaging and promotional materials.

7.5 The NAC Accreditation Mark used on letterhead stationary shall comply with the format stated in this Guide and submitted electronically to the conformity assessment body. The NAC Accreditation Mark shall not be more in the foreground than the logo of the accredited body.

7.6 If letterhead stationary with the NAC Accreditation Mark are used in the proposals for an activity that is not within the scope of accreditation, it shall be clearly stated which activities are accredited. In such cases, the relevant letterhead stationary shall contain a statement, such as, “this proposal includes services that are not within the scope of accreditation”.

7.7 The NAC Accreditation Mark cannot be used on business cards printed for the personnel of the accredited body. There shall be no references on the business cards to the body's accreditation. The signature/business cards used in e-mail are also evaluated in this context.

7.8 Accredited body shall take NAC's permission for any material (stationary etc.) with the NAC Accreditation Mark on them before use.

8. OTHER RESTRICTIONS REGARDING THE USE OF THE NAC ACCREDITATION MARK

8.1

a. Except for the advertising material containing the NAC Accreditation Mark as a part of an advertising campaign in compliance with the conditions laid down in this Guide, the NAC Accreditation Mark shall not be used on vehicles.
b. NAC accreditation marks shall not be used on buildings or flags.
c. The NAC Accreditation Mark can be used on the indoor walls, doors of the accredited conformity assessment body's building or the promotion stands in fairs.

8.2 The NAC Accreditation Mark cannot be used in a manner to mean that NAC approves or recommends any product or service.

8.3 The NAC Accreditation Mark shall not be used to imply that NAC assumes responsibility for certification, testing, calibration and inspection activities within the accreditation scope.

8.4 All NAC-accredited activities shall be clearly stated in all documents and reports containing the NAC accreditation brand.

8.5

a. The NAC Accreditation Mark for product certification can only be used with the logo of the accredited product certification body for products produced within the scope of accredited product certification works.
b. The NAC Accreditation Mark given to accredited laboratories should not be placed on a tested material or product, nor should it be used

to imply product certification or approval.

c. The NAC Accreditation Mark given to accredited inspection bodies shall not be placed on a material or product that has been tested, nor should it be used in a manner that implies product certification or approval.

8.6 The body whose accreditation has been suspended by NAC shall immediately cease the publication of various certificates, reports, etc. which contain the NAC Accreditation Mark.

8.7 The body whose accreditation has been withdrawn by NAC shall immediately cease the distribution of any type of certificate, report, promotion, advertising material, etc. which contain the NAC Accreditation Mark.

8.8 Any accredited body who gives out the right to use its own mark and whose accreditation is withdrawn by NAC, shall have the procedures to ensure that the use of NAC Accreditation Mark on the promotion and stationary materials, advertisements, products, labels and packages of the organizations who holds the right to use the mark of this body are immediately ceased.

8.9 If the accredited organization has more than one branch and some of these branches are accredited, the NAC Accreditation Mark shall only be used by the accredited branches. If all branches use a common form, the NAC Accreditation Mark can be used in the relevant document, however the accredited branches shall clearly be stated beside the Mark.

8.10 NAC has the right to change the conditions set out in this Guideline without prior notice.

9. CONDITIONS REGARDING THE USE OF THE "NAC ACCREDITATION MARK" IN REPORTS OR CERTIFICATES ISSUED BY ACCREDITED CONFORMITY ASSESSMENT BODIES

9.1 Organizations with more than one accreditation shall solely use the relevant Accreditation Mark for their conformity assessment activity outcomes (Testing / Inspection Report, Certificates, etc.).

9.2 NAC assumes no responsibility for the accuracy of testing, calibration or inspection results or certification decisions which contain the NAC Accreditation Mark.

9.3 The NAC Accreditation Mark shall not be used to imply that the calibration of a device, the material/product subject to testing or inspection is approved by NAC.

9.4 The NAC Accreditation Mark shall not be used in test reports or certificates that contain no accredited results. In such reports/certificates, no reference shall be made to accreditation or multilateral recognition arrangements.

9.5 In order for the NAC Accreditation Mark to be used in a calibration certificate, the majority of the results in the certificate shall consist of results related to the accredited scope. Results outside the scope of accreditation shall be detectable.

9.6 If a laboratory/inspection body accredited by NAC is also accredited by another accreditation body, it shall use the NAC Accreditation Mark on the reports/certificates it issues or other accreditation body's accreditation mark without using the NAC Accreditation Mark, depending on its choice.

NAC-approved calibration labels shall only be used on devices calibrated within the accreditation scope.

9.7 If the NAC Accreditation Mark is used in test reports or calibration certificates, including non-accredited results, accredited bodies shall add a warning note on the cover page of their report that distinguishes the testing/calibration methods within the accreditation scope from the methods which are not in the accreditation scope. In this note, for instance, there might be a phrase such as; "**'*'** marked testings are not included in the accreditation scope". The warning note shall be easily readable. Accordingly, there shall be a notation on inner pages of testing report or calibration certificate which will ensure that the results included in the accreditation scope are distinguished from the ones not included in the scope.

9.8 Laboratories can submit opinions or comments in the reports they publish which involves the NAC Accreditation Mark. Where such cases are not within the accreditation scope, a warning note shall be added right beside the NAC Accreditation Mark such as "The results about which the opinions/comments provided are not related to the accredited scope."

9.9 If letterhead stationary with NAC Accreditation Mark are used for the correspondence sent by the bodies accredited by NAC along with reports or certificates which contain no accredited results; a warning shall be included stating that the results in the attached report/certificate are not included in the accreditation scope.

9.10 Certification bodies that have more than one accreditation within the same scope shall use the mark of at least one of the accreditation bodies which accredited them in their certificates or other certification documents related to the scope to which they are accredited.

9.11 Certification bodies shall audit the ways the bodies they certify use the NAC Accreditation Mark. Certification bodies shall define the

conditions under which organizations receiving services from them shall use the NAC Accreditation Mark.

9.12 If a laboratory is certified by a management system certification body accredited by NAC, the certification body shall not allow the use of the NAC Accreditation Mark related to management system certification activities in the testing/calibration/medical analysis/proficiency testing etc. reports or certificates issued by the laboratory.

9.13 The conditions set out in articles 6, 7 and 8 of this Guide also apply to organizations receiving services from certification bodies.

9.14 Mark reproductions shall be made in accordance with the examples given in this Guide. Certificate holders from the accredited certification body shall use the NAC Accreditation Mark by adding the certification body's logo next to it.

9.15 If an accredited inspection body wants to prepare a report by using the results it received from a subcontractor with its own results in the scope of accreditation, which results of inspection works were received from the subcontractor shall be clearly stated in the prepared report or certificate.

9.16 When a common report/certificate is issued regarding the activities included in the accreditation scope and not included in the scope, conformity assessment body shall ensure that the customer can distinguish the activities included and not included in the accreditation scope.

9.17 In the event of a situation such as in Article 9.15, the inspection body shall add one of the following statements to the cover or first page of the report it has prepared.

- The results of the examination marked in this report/certificate as “accredited by NAC” are related to the scope detailed in the NAC Accreditation Certificate No. 456.
- The results of the inspection marked in this report/certificate as “not accredited from NAC” are not within the scope of accreditation obtained from NAC**.**

This statement should be easily readable and there shall be a marking on the inner pages of the inspection report to clearly distinguish between the results which are included in the accreditation scope and are not included in the accreditation scope.

9.18 The NAC accreditation brand shall not be used in certificates/reports prepared for inspection activities which are not within the accreditation scope.

9.19 If CAB mistakenly publishes a report/certificate with the NAC Mark for a scope it is not accredited for, it shall immediately withdraw these reports/certificates and warn its customers not to make any references to the accreditation. Also, CAB shall conduct an evaluation/risk analysis to see whether similar cases exist, submit corrective action plans to NAC and send their results to NAC on time.

9.20 The certification body, whose accreditation has been withdrawn or reduced, shall inform its customers about the withdrawal/reduction of its accreditation and its consequences. It shall also withdraw the certificates it has issued within the accreditation scope when its accreditation is withdrawn.

9.21 References can be made to Multilateral Recognition Arrangements (MLA/MRA) signed by NAC in the reports or certificates which contain the NAC Accreditation Mark. ***(NAC is not a party to any arrangement for the time being. The following regulations are prepared for APAC with regard to these arrangements. When NAC signs these arrangements, it will inform CABs and remove this sentence from the guideline)***

In order to make references to the multilateral recognition arrangements signed by NAC, the activity in the report or certificate shall be included in the scope of the arrangement(s). In this reference;

a. The following format shall be followed taking into account the body's accreditation scope:

> “The National Accreditation Center (NAC) has signed a Multilateral Recognition Arrangement for the recognition of *[name of the field of activity] [its reports/certificates]* with Asia Pacific Accreditation Cooperation (APAC) and International Laboratory Accreditation Cooperation (ILAC) / International Accreditation Forum (IAF)[1].”
>
> CAB is obliged to fill the above-mentioned parts in accordance with the accreditation certificate.

b. The reference to the Multilateral Recognition Arrangement shall not be used in a manner that could cause misconceptions about the status of the organization.

9.22 NAC Accreditation Mark shall be used in reports and certificates issued as a result of conformity assessment activities carried out within the scope of NAC accreditation (except for the situations specified in Clauses 9.5, 9.6 and 9.11 of this Guideline). In cases when the use of

the NAC Accreditation Mark is not deemed appropriate for a report or certificate, under the condition that a written approval is obtained from NAC with a copy of these reports or certificates, the NAC Accreditation Mark may not be used or only a written reference may be made to NAC accreditation.

10. USE OF THE IAF MLA MARK BY ACCREDITED CERTIFICATION BODIES

10.1 The IAF MLA Mark can only be used by the Accredited Certification Bodies which signed with NAC the "Sublicense Agreement on the Use of IAF MLA Mark by the Certification Bodies Accredited by NAC". The relevant mark shall be used in accordance with the provisions set out in the agreement and the requirements set out in IAF ML 2 "General Principles for the Use of the IAF MLA Mark".

10.2 The IAF MLA Mark shall only be used with the NAC Accreditation Mark, it cannot be used separately.

10.3 The combined mark consisting of the IAF MLA Mark and NAC Accreditation Mark can be used in the scopes included in the scopes/sub-scopes of the Multilateral Recognition Arrangement signed by NAC with IAF and the scopes the certification body is accredited for.

10.4 Certification bodies may use the combined brand in their accredited certificates under the condition that the certification scope includes the IAF MLA sub-scopes.

10.5 Certification bodies can use the combined mark in their letterhead stationary, job offers, advertisements, and websites if they are relevant to the scopes they are accredited for.

10.6 The combined mark can in no way be used on products, or in a manner to be associated with a product or imply its conformity under any circumstances.

Only the name of the relevant accreditation cooperation shall be included within the scope of the international accreditation association for the relevant conformity assessment activity.

10.7 Customers of Certification Bodies cannot use the combined mark. Certification Bodies shall take measures to prevent their customers from using the combined mark.

10.8 When creating a unified mark, the format specified in the IAF ML 2 "General Principles for the Use of the IAF MLA Mark" shall be followed.

10.9 The IAF MLA Mark cannot be used unless the NAC Accreditation Mark and the CAB's name or logo are present at the same time on the displayed page. (The displayed page can be in any format and on any media)

10.10 The combined mark prepared by using the IAF MLA Mark and the NAC Accreditation Mark is used only in the way it was created by NAC.

10.11 After the agreement referred to in Article 10.1 is signed by the parties, samples of the combined mark in the format prepared are delivered to the accredited body or opened to the body’s access.

10.12 All the conditions, requirements, restrictions set forth in this Guide for the use of the NAC mark also apply to the use of the combined mark consisting of the IAF MLA Mark and NAC Accreditation Mark.

11. USE OF THE ILAC MRA MARK BY ACCREDITED CONFORMITY ASSESSMENT BODIES

11.1 The ILAC MRA Mark shall only be used with the NAC Accreditation Mark, it cannot be used separately.

11.2 The combined mark, consisting of the ILAC MRA Mark and NAC Accreditation Mark, can only be used by CABs in the scope under which they are accredited and covered by the Multilateral Recognition Arrangement signed by NAC with ILAC.

11.3 The format specified in the document ILAC R7 "Rules of Use of the ILAC MRA Mark" shall be followed when creating a Combined Mark.

11.4 CABs wishing to use the Combined Mark fill out the form "Letter of Commitment on the Use of ILAC MRA Mark by Conformity Assessment Bodies Accredited by NAC" and send it to NAC, stating that it will correctly and fully implement the requirements of this Guide and the ILAC R7 document. After receiving this written commitment, NAC shall prepare a combined mark format for CABs according to the requirements of this guide and ILAC R7 document and deliver it to the requesting CAB under the condition that they abide by the format or open it to their access. CAB cannot use the combined mark until NAC delivers combined mark examples or opens them to its access.

11.5 The ILAC MRA Mark cannot be used unless the NAC Mark and CAB's name or logo are present at the same time on the displayed page. (The displayed page can be in any format and on any media)

11.6 ILAC MRA Mark:

- Always used with original, designed ratios,
- Cannot be used as extended, stretched out in any direction, compressed or distorted,
- Cannot be used in such a low resolution that makes ILAC MRA words unreadable
- Shall be used in similar dimension to NAC Accreditation Mark. There could only be 5% tolerance for difference between the two marks,
- Shall be used horizontally, cannot be rotated,
- Cannot be used in a different font,
- Shall be used on a background that will not affect its readability,
- Shall be produced in high quality. It cannot be reproduced by copying from other documents.

11.7 All conditions, requirements, restrictions about the use of NAC mark laid down in this guide also applies to the use of the combined mark consisting of the ILAC MRA Mark and NAC Accreditation Mark.

11.8 Combined mark cannot be used on products or in a manner to be associated with a product under any circumstances.

11.9 The customers of CABs cannot use the combined mark. CABs shall take measures to prevent their customers from using the combined mark.

12. WRITTEN REFERENCE TO ACCREDITATION

12.1 Where an activity is carried out within the scope of accreditation, it is indicated using the accreditation mark in the reports and certificates issued within the scope of accreditation. When the NAC Accreditation Mark is replaced with a written reference to the accreditation, the NAC accredited bodies shall comply with the following format.

"[*CAB's name*] operating as [*name of the field of activity*] is accredited by NAC according to [a*ccreditation file number] and* [name *and date of the standard*] standard."

CAB is responsible for filling in the areas specified above according to its accreditation certificate.

12.2 The rules for the use of the NAC Accreditation Mark apply to the written references to the accreditation. In cases where the use of the NAC Accreditation Mark is not permitted, no written reference to the accreditation can be made.

12.3 The accreditation of the accredited organization shall not be referred in a way that may cause misconception about its status.

APPENDIX A: DEFINITON OF THE NAC LOGO AND NAC ACCREDITATION MARK

A.1 NAC LOGO

A.1.1 General Criteria

The NAC logo shall have the following specifications. A detailed drawing of the dimensions of the NAC logo is given in **Figure 1**.

Figure 1: NAC Logo

A.1.2 Color Values

The following color values shall be suitable for the NAC Logo defined in **Figure A.1** if the material on which the logo will be printed is white. Color and tone changes that may occur in printings on previously colored backgrounds may not be accepted. The color codes on the logo are as follows:

Transitive color in circle (from Navy to blue))

Navy Blue	**Blue**
C: 80.47	C: 65.23
B: 98.05	B: 18.36
G: 44,53	G: 1.17
R: 69.53	R: 0

Transition color in NAC (from Navy blue to blue)

Navy Blue	**Blue**
C: 100	C: 92.97
B: 89.84	B: 58.2
G: 22.27	G: 21.88
R: 8.2	R: 6.64

A.2 NAC ACCREDITATION MARK

A.2.1 General Criteria

The NAC Accreditation Mark is created by writing the accreditation area under the NAC Logo, the name of the Standard that is the basis for

accreditation and the Accreditation Number given to the accredited body. The color values are the same as the NAC logo.

NAC Accreditation Mark: is the symbol used by bodies accredited by NAC to show their accreditation status. The Accreditation Mark is formed by combining the accreditation field, standard number related to accreditation scope (Figure 2) and accreditation number of the accredited CAB under the NAC logo.

CALIBRATION LABORATORY

ISO/IEC 17025:2017

NAC-001-CL

TESTING LABORATORY

ISO/IEC 17025:2017

NAC-001-TL

Figure 2: NAC Accreditation Mark

ANNEX 1: AMENDMENT TABLE

Date	Section(s)	Amendments
01.08.2022	5.4	New Clause added: "5.4 NAC has the right to take sutiable action such as corrective action, suspension, withdrawal of accreditation, publication of transgression and, if necessary, legal action, to deal with incorrect or unauthorized claims of accreditation status, or misleading or unauthorized use of accreditation symbols and the accreditation body logo."
11.11.2022	5.5	New clause added for the control of logo use.
11.11.2022	5.4	"In cases where the accreditation is suspended or withdrawn, CAB's website shall be checked in order to verify that there is no reference to the said accreditation and logo. When necessary, CAB shall be warned to take action for the removal of such references." added to 5.4.
10.02.2023	5.5	The Article is revised to include APAC logo control.