

1. PURPOSE

The purpose of this guideline is to establish the rules for using the NAC Accreditation Mark to demonstrate that the competencies of accredited conformity assessment bodies are approved by the National Accreditation Center (NAC).

2. SCOPE

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

3. DEFINITIONS

Definitions related to this guideline are provided in INST.001-NAC Instruction for Definitions and Abbreviations Used in NAC Documentation.

4. RELATED DOCUMENTS

FR.126-NAC Use of NAC Logo and Claims of Accreditation Control Form

5. IMPLEMENTATION

5.1 General

5.1.1 NAC is the accreditation body responsible for assessing and accrediting the competencies of conformity assessment bodies operating in the fields of calibration, testing, and medical laboratories, as well as inspection, management systems, proficiency testing providers, product/service, and personnel certification.

- The conditions specified in this guideline must be fulfilled by all organizations accredited by NAC.
- Certification bodies must take all necessary measures to ensure that their clients receiving accredited certification services comply with the conditions specified in this guideline.
- Laboratories and inspection bodies accredited by NAC must have procedures and policies in place to prevent unauthorized use of the NAC Accreditation Mark by their clients, subcontractors, or any third party.
- The use of the NAC Logo is exclusively reserved for the National Accreditation Center and cannot be used by other institutions or organizations in any way. However, it can be used with written permission from NAC in printed/visual materials prepared for national or international events or projects supported by NAC.
- The logos of the Asia Pacific Accreditation Cooperation (APAC), the International Accreditation Forum (IAF), and the International Laboratory Accreditation Cooperation (ILAC) cannot be used by Conformity Assessment Bodies in any manner.
- The right to authorize the use of the NAC Accreditation Mark belongs solely to NAC.

5.1.2 Organizations accredited by NAC may use the relevant NAC Accreditation Mark on their stationery, reports, certificates, brochures, and in all their work related to accreditation activities, in accordance with the conditions specified in this guideline.

5.1.3 All organizations accredited by NAC are responsible for fully explaining the scope and limits of

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the accreditation to their clients.

5.1.4 NAC reserves the right to take appropriate actions such as corrective action, suspension, withdrawal of accreditation, publication of the violation, and legal action, if necessary, to address any false or unauthorized claims of accreditation status or any misleading or unauthorized use of accreditation symbols and the accreditation body logo. When accreditation is suspended or withdrawn, the website of the Conformity Assessment Body (CAB) should be checked to ensure there are no references related to the accreditation and logo. If necessary, the CAB should be urged to take action to remove such references.

5.1.5 The NAC logo/mark and APAC/ILAC/IAF/IAAC logos/symbols are checked by NAC assessors during all assessments, including initial assessment, surveillance assessment, scope extension assessment, and reassessment, to ensure the correct use of the accreditation logo.

During the assessment, assessors should pay attention to the following points:

- The general physical appearance of the logo, typographical errors in the logo regarding color and form,
- The NAC code, standard number, standard revision, and standard date in the accreditation mark,
- The places where the accreditation symbol is used,
- Whether the relevant accreditation symbol is up to date,
- Whether the Conformity Assessment Body (CAB) complies with the requirements of GL.007-NAC Guideline on the Use of NAC Accreditation Mark,
- How it is used on the website,
- Whether the APAC/IAAC/IAF/ILAC logo is used.

The Operations Manager checks the use of logos and accreditation claims of accredited or suspended CABs every three months, as well as CABs whose accreditation has been withdrawn in the last two years and records them using the FR.126-NAC Use of NAC Logo and Claims of Accreditation Control Form. If necessary, the Operations Manager requests samples of certificates and advertising materials from the CABs. In the event of any misuse of the NAC Mark or APAC/ILAC/IAF/IAAC logos, processes such as warnings, legal sanctions, etc., as specified in GL.007-NAC and FR.001-NAC, are implemented. Additionally, the Operations Manager ensures the control of unauthorized logo usage or accreditation claims by other organizations on the internet.

Upon signing the ILAC MRA, the use of logos will be carried out in accordance with the rules specified in the ILAC R7, ILAC P8, and ILAC P5 documents. NAC regularly monitors the use of NAC, APAC, and ILAC logos.

5.2 Format and Use of the NAC Accreditation Mark

5.2.1 The NAC Accreditation Mark must be used in the format, size, and color detailed in this section.

5.2.2 The conformity assessment activity subject to accreditation, the standard number, and the

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organization's accreditation number should be placed centrally directly below the NAC Logo as shown in Figure 2.

5.2.3 If the NAC Accreditation Mark is printed on consumables not larger than A4 size, its width should not exceed 35 mm, **maintaining the aspect ratio**. For printing the mark on larger consumables, the appropriately sized mark provided by NAC electronically can be used.

5.2.4 Accredited organizations must prepare their own brand reproductions to be identical in format to that given in this Guideline. Detailed information about the size, color, and format of the NAC Accreditation Mark is provided in Appendix A.

5.2.5 The minimum height of the Logo within the mark should be 25 mm.

5.2.6 The NAC Accreditation Mark may also be used on stationery items. However, the Mark should:

- Be placed on the document along with the accredited organization's logo or name.
- Not be more prominent than the accredited organization's logo or name.

5.2.7 The NAC Accreditation Mark can be used in embossed or hologram form.

5.2.8 Reproductions of the NAC Accreditation Mark in electronic format are acceptable provided they meet all the conditions in this guideline, as well as the following additional conditions:

- The organization's accreditation number must be written centrally and directly below the mark.
- There should be no alteration of the NAC Logo.
- There should be no change in the format of the mark.
- If the document background on which the NAC Accreditation Mark is used is colored, the NAC Accreditation Mark should be framed with a white background.
- Marks prepared in a computer environment should adhere to the formats specified in this guideline document or those provided by NAC electronically.

5.2.9 The NAC Accreditation Mark is prepared by NAC in tif, jpg, gif, and bmp formats with a width of 50 mm. Examples of the NAC Accreditation Mark in various formats are provided to the accredited organization or made accessible to the organization. If the NAC Accreditation Mark needs to be used in a size other than the specified one, prior approval from NAC must be obtained.

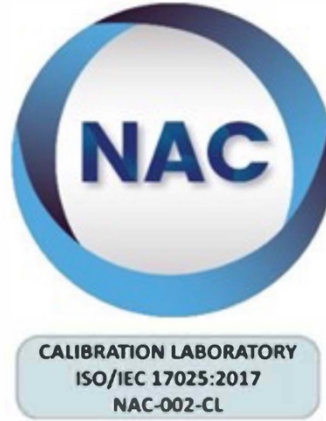
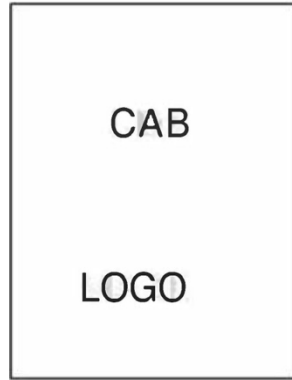
5.3 Use of the NAC Accreditation Mark in Promotional/Advertising Materials

5.3.1 The NAC Accreditation Mark should not be used in a way that could cause misunderstandings about the status of the accredited organization.

5.3.2 Provided they meet the conditions in this guideline, organizations accredited by NAC have the right to use the NAC Accreditation Mark in related promotional/advertising materials.

5.3.3 Organizations that receive certificates from NAC-accredited certification bodies can use the NAC Accreditation Mark on stationery, advertising, promotional, or similar materials. The NAC Accreditation Mark will be used in association with the mark of the accredited certification body or certification program. **The dimensions of the CAB logo and the NAC mark should be the same length.**

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The Usage of the CAB Logo and the NAC Accreditation Mark on the Relevant Certificate

5.3.4 The term "Promotional Materials" includes notes, labels, documents, or written notifications affixed to products or goods other than those produced under an accredited product certification activity. This restriction also applies to packaging and promotional materials.

5.3.5 The NAC Accreditation Mark used on letterheads must match the format specified in this Guideline and provided to the conformity assessment body electronically. The NAC Accreditation Mark should not be more prominent than the accredited organization's logo.

5.3.6 When letterheads bearing the NAC Accreditation Mark are used for proposals related to activities not covered by the accreditation, it must be clearly stated which activities are accredited. In such cases, the relevant letterhead document should include a statement such as "This proposal includes services that are not within the scope of accreditation."

5.3.7 The NAC Accreditation Mark cannot be used on business cards printed for the accredited organization's personnel. No reference to the organization's accreditation may be made on business cards. This also applies to signatures/business cards used in electronic mails.

5.3.8 Before putting any material (stationery, etc.) that will use the NAC Accreditation Mark into use, the accredited organization must obtain NAC's approval for the relevant material.

5.4 Other Restrictions on the Use of the NAC Accreditation Mark

5.4.1

- a. Except for advertising materials containing the NAC Accreditation Mark as specified in this Guideline and used as part of an advertising campaign, the NAC Accreditation Mark should not be used on vehicles.
- b. The NAC Accreditation Mark should not be used on buildings or flags.
- c. The NAC Accreditation Mark may be used on the interior walls, doors, or promotional booths at

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fairs of the accredited conformity assessment body's building.

5.4.2 The NAC Accreditation Mark should not be used in a way that could imply that NAC endorses or recommends any product or service.

5.4.3 The NAC Accreditation Mark should not be used in a manner that implies NAC assumes responsibility for certification, testing, calibration, and inspection activities within the scope of accreditation.

5.4.4 Any document or report containing the NAC Accreditation Mark must clearly indicate all activities accredited by NAC.

5.4.5

a. The NAC Accreditation Mark for product certification may only be used for products produced within the scope of accredited product certification activities and must be used together with the logo of the accredited product certification body.

b. The NAC Accreditation Mark provided to accredited laboratories should not be placed on tested materials or products, nor should it imply product certification or approval.

c. The NAC Accreditation Mark provided to accredited inspection bodies should not be placed on inspected materials or products, nor should it imply product certification or approval.

5.4.6 An organization whose accreditation is suspended by NAC must immediately cease the publication of various certificates, reports, etc., containing the NAC Accreditation Mark.

5.4.7 An organization whose accreditation is canceled by NAC must immediately cease the distribution of any certificates, reports, promotional, advertising materials, etc., containing the NAC Accreditation Mark.

5.4.8 An accredited organization that grants the right to use its mark must have procedures in place to ensure that, if its accreditation is canceled by NAC, the use of the NAC Accreditation Mark is immediately ceased on promotional and consumable materials, advertisements, products, labels, and packaging by the organizations it has granted its mark usage rights to.

5.4.9 If an accredited organization has multiple branches and some of these branches are accredited, the NAC Accreditation Mark should only be used by the accredited branches. If a common form is used across all branches, the NAC Accreditation Mark may be used on the document, but it must clearly indicate which branches are accredited next to the mark.

5.4.10 NAC reserves the right to change the conditions specified in this Guideline without prior notice.

5.5 Conditions for the Use of the "NAC Accreditation Mark" on Reports or Certificates Issued by Accredited CABs

5.5.1 Organizations with multiple accreditations should use only the relevant Accreditation mark on

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the outputs of the conformity assessment activity (e.g., test/inspection reports, certificates).

5.5.2 NAC accepts no responsibility for the accuracy of test, calibration, or inspection results, or certification decisions bearing the NAC Accreditation Mark.

5.5.3 The NAC Accreditation Mark should not be used in a manner that implies NAC approval of the calibration of a device or the tested/inspected material/product.

5.5.4 The NAC Accreditation Mark should not be used on test reports or certificates that do not contain any accredited results. Such reports/certificates should not refer to accreditation or multilateral recognition agreements.

5.5.5 To use the NAC Accreditation Mark on a calibration certificate, the majority of the results in the certificate must be related to the accredited scope. Results outside the scope of accreditation must be identifiable.

5.5.6 If a laboratory/inspection body accredited by NAC is also accredited by another accreditation body, it should use either the NAC Accreditation Mark or the accreditation mark of the other body without using both on the reports/certificates it issues.

5.5.7 Calibration labels approved by NAC should only be used on devices calibrated within the scope of accreditation.

5.5.8 If the NAC Accreditation Mark is used on test reports or calibration certificates containing non-accredited results, accredited organizations should add a warning note on the cover page of the report to distinguish between accredited and non-accredited test/calibration methods. The note could say, for example, "Tests marked with '*' are not within the scope of accreditation." This warning should be easily readable. Similarly, on the inner pages of the test report or calibration certificate, there should be clear markings to differentiate accredited results from non-accredited results.

5.5.9 Laboratories may include opinions or comments in their NAC Accredited reports. If these are not within the scope of accreditation, a warning note should be added next to the NAC Accreditation Mark or the opinion, stating "The results for which opinions/comments are given are not related to the accredited scope."

5.5.10 If an accredited organization's letterhead bearing the NAC Accreditation Mark is used for letters accompanying reports or certificates that do not contain accredited results, a warning indicating that the attached report/certificate results are not within the scope of accreditation should be included in the letter.

5.5.11 Certification bodies with multiple accreditations for the same scope should use the mark of at least one of the accreditation bodies on their certificates or other certification documents related to the accredited scope.

5.5.12 Certification bodies should monitor the use of the NAC Accreditation Mark by the organizations they certify. They should define the conditions under which their clients may use the NAC Accreditation Mark.

5.5.13 If a laboratory is certified by a NAC-accredited management system certification body, the certification body should not allow the laboratory to use the NAC Accreditation Mark in its



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test/calibration/medical analysis/proficiency testing reports or certificates related to its management system certification activities.

5.5.14 The conditions specified in sections 5.2, 5.3, and 5.4 of this Guideline also apply to organizations receiving services from certification bodies.

5.5.15 Reproductions of the mark should conform to the examples provided in this guideline. Organizations that receive certificates from accredited certification bodies should use the NAC Accreditation Mark along with the certification body's logo.

5.5.16 If an accredited inspection body wishes to prepare a report using results obtained from a subcontractor along with its own accredited results, it should clearly specify which results in the report or certificate are from the subcontractor.

5.5.17 When a combined report/certificate is issued for activities within and outside the scope of accreditation, the conformity assessment body should ensure that they can easily distinguish between accredited and non-accredited activities.

5.5.18 If an inspection body encounters a situation as described in clause 5.5.16, it should add one of the following statements to the cover or first page of the report it issues:

"The inspection results marked as 'accredited by NAC' in this report/certificate are related to the scope detailed in the NAC Accreditation Certificate."

"The inspection results marked as 'not accredited by NAC' in this report/certificate are not within the scope of accreditation received from NAC." This statement should be easily readable, and clear markings should be made within the inspection report to distinguish between accredited and non-accredited results.

5.5.19 The NAC Accreditation Mark should not be used on certificates/reports issued for inspection activities not within the scope of accreditation.

5.5.20 If a CAB mistakenly issues a report/certificate containing the NAC mark outside the scope of accreditation, it must immediately withdraw the reports/certificates and warn clients not to refer to accreditation. The CAB should also conduct an evaluation/risk analysis for similar situations, submit corrective action plans to NAC, and send the results to NAC in a timely manner.

5.5.21 A certification body whose accreditation scope is suspended, withdrawn or reduced must inform its clients of the suspension/withdrawal/reduction and its consequences. In the case of withdrawal, the certification body must also withdraw the certificates it has issued within the scope of accreditation.

5.5.22 Accredited organizations may refer to NAC's Multilateral Recognition Arrangements (MLA/MRA) in reports and certificates containing the NAC Accreditation Mark. To make such a reference, the activity in the report or certificate must be within the scope of the relevant MLA/MRA. The reference should be formatted as follows:

"The National Accreditation Center (NAC) has signed a Multilateral Recognition Arrangement (MLA/MRA) with the Asia Pacific Accreditation Cooperation (APAC) and the International Laboratory Accreditation Cooperation (ILAC)/International Accreditation Forum (IAF) for the recognition of [name of activity] reports/certificates."

The organization must complete the relevant parts in accordance with its accreditation certificate. The reference to the MLA/MRA should not cause any misunderstanding about the organization's

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status.

5.5.23 Reports and certificates issued as a result of conformity assessment activities within the scope of NAC accreditation should use the NAC Accreditation Mark (except in cases specified in clauses 5.5.5, 5.5.6, and 5.5.12 of this guideline). If it is considered inappropriate to use the NAC Accreditation Mark on specific reports and certificates, written permission from NAC must be obtained, along with a sample of the report or certificate in question. Alternatively, only a written reference to NAC accreditation may be made.

5.6 Use of the IAF MLA Mark by Accredited Certification Bodies

NAC is not yet a signatory of the IAF MLA; once it becomes a signatory, the IAF MLA Mark will be used in accordance with the following rules.

5.6.1 The IAF MLA Mark may only be used by accredited Certification Bodies that have signed the "Sub-License Agreement for the Use of the IAF MLA Mark by Certification Bodies Accredited by NAC" with NAC. The mark must be used in accordance with the provisions specified in the agreement and the requirements set forth in IAF ML 2 "General Principles on the Use of the IAF MLA Mark."

5.6.2 The IAF MLA Mark must only be used together with the NAC Accreditation Mark and cannot be used alone.

5.6.3 The combined mark, consisting of the IAF MLA Mark and the NAC Accreditation Mark, may be used within the scope/sub-scope of the Multilateral Recognition Agreement signed by NAC with IAF, and within the scopes accredited by the certification body.

5.6.4 Certification Bodies may use the combined mark on accredited certificates only if the scope of the certificate includes IAF MLA sub-scopes.

5.6.5 Certification Bodies may use the combined mark on letterheads, business proposals, advertisements, and websites, provided it relates to their accredited scopes.

5.6.6 The combined mark must not be used on products or in a manner that could be associated with products or suggest product conformity.

The name of the relevant international accreditation association will be included only if the conformity assessment activity falls within the scope of that association.

5.6.7 The clients of Certification Bodies cannot use the combined mark. Certification Bodies must take measures to prevent their clients from using the combined mark.

5.6.8 When creating the combined mark, the format specified in the IAF ML 2 "General Principles on the Use of the IAF MLA Mark" document must be followed.

5.6.9 The IAF MLA Mark cannot be used if the NAC Accreditation Mark and the name or logo of the CAB are not present on the same displayed page. (The displayed page can be in any format or medium).

5.6.10 The combined mark, created using the IAF MLA Mark and the NAC Accreditation Mark, may only be used in the form provided by NAC.

5.6.11 After the agreement specified in clause 10.1 is signed by both parties, examples of the combined mark in the prepared format will be provided to the accredited organization or made accessible to the organization.

5.6.12 All conditions, requirements, and restrictions provided in this guideline for the use of the NAC mark also apply to the use of the combined mark consisting of the IAF MLA Mark and the NAC Accreditation Mark.

5.7 Use of the ILAC MRA Mark by Accredited CABs

5.7.1 The ILAC MRA Mark must only be used together with the NAC Accreditation Mark and cannot be used alone.

5.7.2 The combined mark, consisting of the ILAC MRA Mark and the NAC Accreditation Mark, may be used by CABs only within the scope of the Multilateral Recognition Agreement signed by NAC with ILAC, and within their accredited scopes.

5.7.3 When creating the combined mark, the format specified in the ILAC R7 "Rules for the Use of the ILAC MRA Mark" document must be followed.

5.7.4 CABs wishing to use the combined mark must fill out and send to NAC the "Commitment Form for the Use of the ILAC MRA Mark by Conformity Assessment Bodies Accredited by NAC," affirming that they will correctly and completely apply the requirements of this guideline and the ILAC R7 document. Once NAC receives this written commitment, it will prepare a combined mark format that complies with this guideline and the ILAC R7 document and provide or make it accessible to the CABs requesting the combined mark. The CAB cannot use the combined mark until it has received the examples of the combined mark from NAC or has been given access to them.

5.7.5 The ILAC MRA Mark cannot be used if the NAC Mark and the name or logo of the CAB are not present on the same displayed page. (The displayed page can be in any format or medium).

5.7.6 The ILAC MRA Mark must:

- Always be used in its original, designed proportions,
- Not be stretched, compressed, or distorted in any direction,
- Not be used in low resolution where the words ILAC MRA are unreadable,
- Be used in a similar size to the NAC Accreditation Mark, with a maximum tolerance of 5% between the two marks,
- Be used horizontally and not rotated,
- Not have its font changed,
- Be used on a background that does not hinder its readability,
- Be produced in high quality and not be copied from other documents.

5.7.7 All conditions, requirements, and restrictions provided in this guideline for the use of the NAC mark also apply to the use of the combined mark consisting of the ILAC MRA Mark and the NAC Accreditation Mark.

5.7.8 The combined mark must not be used on products or in a manner that could associate it with products.

5.7.9 The clients of CABs cannot use the combined mark. CABs must take measures to prevent their clients from using the combined mark.

5.8 Written Reference to Accreditation

5.8.1 The fact that an activity is conducted within the scope of accreditation is indicated on reports and certificates issued within the scope of accreditation by using the accreditation mark. If NAC-accredited organizations wish to make a written reference to accreditation instead of using the NAC Accreditation Mark, they must adhere to the following format:

"[Name of the CAB], operating as [name of the activity field], is accredited by NAC with accreditation file number [accreditation file number] according to the [name and date of the standard] standard."

The CAB is responsible for completing the above sections in accordance with the accreditation certificate.

5.8.2 The rules applicable to the use of the NAC Accreditation Mark also apply to written references to accreditation. If the use of the NAC Accreditation Mark is not permitted in certain situations, a written reference to accreditation is also not allowed.

5.8.3 References to accreditation should not be made in a way that could cause misunderstandings about the status of the accredited organization.

6. REVISION TABLE

Date	Section	Amendment
19.03.2020	Header	The logo is changed
01.08.2022	5.4	New Clause added: "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."
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.
20.12.2023	9.21	"(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)" removed.
20.12.2023	5	"Upon the signing of the ILAC MRA, the use of logos will be conducted in accordance with the rules set forth in ILAC R7, ILAC P8, and ILAC P5 documents. NAC will regularly monitor the use of APAC and ILAC logos." added.
22.03.2024	All	Section numbers have been revised in accordance with the document management procedure. Editorial changes have been made.
22.03.2024	5.1.5	References have been made to the organizations APAC/ILAC/IAF/IAAC to which NAC is affiliated.
22.03.2024	5.6	"NAC is not yet a signatory of the IAF MLA; once it becomes a signatory, the IAF MLA Mark will be used in accordance with the following rules." Added.
01.07.2024	5.1.5	"If necessary, they request samples of certificates and advertising materials from the CABs." Added.
17.03.2025	5.5.21	Suspension status is added.

ANNEX 1. DEFINITON OF THE NAC LOGO AND NAC ACCREDITATION MARK

A.1 NAC LOGO

A.1.1 General Criteria

The NAC Logo must have the following characteristics. A detailed drawing of the dimensions of the NAC Logo is provided in Figure 1.



Figure 1: NAC Logo

A.1.2 Color Values

The NAC logo must adhere to the following color values when printed on white material. Color and tone variations that may occur when printed on pre-colored backgrounds are not acceptable. The color codes for the logo are as follows:

Gradual color in the circle (from navy blue to blue)

Navy Blue

C:	80,47
M:	98,05
Y:	44,53
K:	69,53

Blue

C:	65,3
M:	18,36
Y:	1,17
K:	0

Gradual color in the NAC text (from navy blue to blue)

Navy Blue

C:	100
M:	89,84
Y:	22,27
K:	8,2

Blue

C:	92,97
M:	58,2
Y:	21,88
K:	6,64



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A.2 NAC ACCREDITATION MARK

A.2.1 General Criteria

The NAC Accreditation Mark is created by adding the accreditation area, the name of the standard on which the accreditation is based, and the accreditation number given to the accredited organization below the NAC Logo. The color values are the same as those of the NAC Logo.

NAC Accreditation Mark: The symbol used by organizations accredited by NAC to show their accreditation status. The Accreditation Mark is formed by adding the accreditation area (Figure 2), the number of the standard on which the accreditation is based, and the accreditation number of the accredited organization below 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

A.3 USE OF ILAC COMBINED MARK



CALIBRATION LABORATORY
ISO/IEC 17025:2017
NAC-XXX-XXX



TESTING LABORATORY
ISO/IEC 17025:2017
NAC-XXX-XXX