

**National Accreditation  
Agency of Ukraine**

**Approved by**  
NAAU Decree  
dated 26.12.2014 No 192-Я

## **MANAGEMENT SYSTEM**

### **Instruction “Order of using accreditation symbols”**

Instruction “The order of use of the national accreditation mark”			<b>NAAU</b>	
<b>IN-15.08.02</b>				
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## INSTRUCTION

### Order of using accreditation symbols

#### I. Using of the national accreditation symbol

1. Any accredited conformity assessment body (CAB) may use the national accreditation symbol in compliance with the *Description and rules of the national accreditation mark use* and given instructions.
2. CAB is allowed to use the national accreditation symbol along with designation of its registration number and standard on accordance to which CAB was accredited.
3. Length of the side of the square (hereinafter -H) must equal to no less than 15mm



4. A rectangle is put up below the graphical image of the accreditation symbol at the distance  $0,15 \cdot H$ : height is equal to  $0,4 \cdot H$ , length is equal to  $1,5 \cdot H$ . A registration number of CAB and a standard, in compliance with which CAB was accredited, are identified in the rectangle. A font is to be Times New Roman, direct, thick (height of font is not regulated).
5. Registration number consists of 5 signs.

The first sign of the registration number denotes the following types of CABs

- 1 – product, process and service certification body
- 2 – testing laboratory
- 4 – calibration laboratory
- 6 – personnel certification body
- 7 – inspection body
- 8 – management system certification body

The second sign of the registration number denotes

- H – testing laboratory of the third party
- T - testing laboratory which does not belong to the third party
- K – calibration laboratory
- A – inspection body type A
- B – inspection body type B

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C - inspection body type C

O – certification body

Last three or four numbers correspond to the ordinal number of application for accreditation

## 6. Examples of registration numbers of accreditation certificates

1O123

1 — ordinal number of application for accreditation  
 O — certification body  
 123 — of products, processes and services

2H124

2 — ordinal number of application for accreditation  
 H — independence (third party)  
 124 — testing laboratory

4K126

4 — ordinal number of application for accreditation  
 K — calibration  
 126 — laboratory

6O128

6 — ordinal number of application for accreditation  
 O — certification body  
 128 — of personnel

7A129

7 — ordinal number of application for accreditation  
 A — type A  
 129 — inspection body

8O007

8 — ordinal number of application for accreditation  
 O — certification body  
 007 — management systems

## 8. Examples of use of the national accreditation symbol (minimal size):

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2H124  
ДСТУ ISO/IEC 17025

4K126  
ДСТУ ISO/IEC 17025

6O128  
ISO/IEC 17024

7A129  
ДСТУ ISO/IEC 17020

8O007  
ISO/IEC 17021

## II. Order of using Combined ILAC MRA Mark

1. ILAC MRA Mark can be used by NAAU as ILAC MRA signatory and calibration, testing laboratories and inspection bodies accredited by NAAU (hereinafter – CABs).

2. ILAC MRA Mark can be used only for activities covered by the sphere of NAAU status as a signatory of ILAC MRA, that is calibration (ISO/IEC 17025) and testing (ISO/IEC 17025) and inspection (ISO/IEC 17020).

3. NAAU as a signatory of ILAC MRA can use ILAC MRA Mark only in combination with the NAAU logo as a Combined ILAC MRA Mark.

4. NAAU can transfer the right of using ILAC MRA Mark only to accredited CABs which can use ILAC MRA Mark only in combination with the national accreditation symbol as a Combined ILAC MRA Mark of accredited CAB.

Accredited CAB shall sign with NAAU Sub License Agreement and provide to NAAU an example of the Combined ILAC MRA Mark of accredited CAB and doesn't have the right to use it until receive approval of NAAU.

5. Accredited CABs shall not use the ILAC MRA Mark on business cards both separately and in the composition of ILAC MRA Mark.

Examples of using the ILAC MRA Mark both by accreditation body and accredited CAB are given below:

- Business cards (staff of NAAU only; not permitted for staff of accredited CABs);
- Letterheads of organizations;
- Fax cover sheet;
- Envelopes;
- Brochures;
- Pop-up banners;
- Posters;
- Newsletters and annual reports;
- PowerPoint presentations;
- Press releases;
- Advertisements;
- Websites;
- Protocols and certificates;
- E-mails (Template Signature);
- Compliments slips.

6. Requirements for using ILAC MRA Mark are the following:

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- The Mark shall be used always in proportions determined by the original; the Mark should not be distorted, stretched or compressed;
  - The Mark shall not have the size at which the word ILAC is difficult to read unambiguously;
  - The Mark shall not have the size of less than 20 mm across, without special permission from the ILAC Secretariat;
  - In all cases ILAC MRA Mark must be legible;
  - It is needed to maintain appropriate proportions of the Mark with NAAU logo (for Combined ILAC MRA Mark) or with accreditation symbol (for Combined ILAC MRA Mark of accredited CABs); the general recommendation is the following: the height of the NAAU logo / symbol should be within + or - approximately 5% of the size of ILAC MRA Mark;
  - it can be used only in the normal horizontal, but not in return position;
  - it can not be used in the background, which will prevent reading;
  - it is needed to use only the original image to ensure high-quality reproduction; it is prohibited to use photocopies of other documents.
7. The ILAC MRA Mark can be reproduced only using the authorized copy (for NAAU – the copy approved by ILAC, for accredited CABs – the one approved by NAAU).
8. The example of using the minimal Combined ILAC MRA Mark only for NAAU:



9. The example of using the minimal Combined ILAC MRA Mark of accredited CABs:



2H1245  
ДСТУ ISO/IEC 17025

Chief Specialist of the Division for quality  
and work with personnel on accreditation

Olga Romanovych

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