



LAS-Q003

**LABORATORY REFERENCE TO TTLABS ACCREDITED STATUS --  
TTLABS ADVERTISING POLICY**

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## **Laboratory Reference to TTLABS Accredited Status – TTLABS Advertising Policy<sup>1</sup>**

**December 2006**

The following requirements pertaining to the use of the “TTLABS Accredited” symbol and to any other reference to TTLABS accreditation shall be met by a laboratory in order to become and remain accredited by TTLABS. Failure to comply with these requirements may result in suspension or revocation of a laboratory's accreditation.

### Introduction

TTLABS-accredited laboratories are strongly encouraged to promote their TTLABS accreditation by using the “TTLABS Accredited” symbol.

It is the ethical responsibility of accredited and applicant laboratories to describe their accredited status in a manner that does not imply accreditation in areas that are outside their actual scope of accreditation or for other testing/calibration facilities not covered under TTLABS accreditation. Accredited laboratories or others are encouraged to advise TTLABS if a violation of this policy is discovered by actions of other parties.

While inclusion of the TTLABS symbol on test or calibration reports is not mandatory, only test or calibration reports bearing the TTLABS symbol can benefit from the acceptance established through mutual recognition agreements/arrangements among accreditation bodies, and only those calibration reports bearing the TTLABS symbol can be confirmed to meet the TTLABS Traceability Policy.

Unless otherwise specified, all requirements related to the use of the “TTLABS Accredited” symbol specified in this document also apply when making any other claims of TTLABS accreditation. The term “certificates and reports” includes calibration certificates and test reports.

Failure to comply with these requirements may lead to denial, suspension or revocation of accreditation and/or legal remedies.

### 1.0 General Requirements

- 1.1 The laboratory shall have a policy and procedure for controlling the use of the term “TTLABS” and the “TTLABS Accredited” symbol.
- 1.2 The “TTLABS Accredited” symbol shall not be used by a laboratory that is not TTLABS accredited.

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<sup>1</sup> Based mainly on ILAC-G14: 2000, *Guidelines for the Use of Accreditation Body Symbols and for Claims of Accreditation Status*.

- 1.3 The “TTLABS Accredited” symbol shall not be used by applicants for TTLABS accreditation.
- 1.4 The “TTLABS Accredited” symbol shall be used by a TTLABS accredited laboratory only under the name in which it holds TTLABS accreditation.
- 1.5 When promoting or providing proof of accreditation, accredited laboratories shall use the scope(s) of accreditation, as this document details the specific tests or calibrations that are accredited. The certificate shall be used for display purposes and may also accompany the scope.
- 1.6 It is the responsibility of the laboratory to communicate this Advertising Policy and its requirements to the necessary corporate/marketing representatives to ensure that all requirements are met.

## 2.0 Symbol Reproduction

- 2.1 “TTLABS Accredited” symbol sheets are sent to all accredited laboratories, and an electronic version is available upon request.
- 2.2 Where the TTLABS name and/or symbol are used by accredited laboratories, it shall always be accompanied by at least the word “accredited.”
- 2.3 While there are no restrictions on the size and color of the “TTLABS Accredited” symbol reproduction, the symbol must maintain its form.
- 2.4 The “TTLABS Accredited” symbol may be generated electronically provided that the prescribed formats and forms are retained.

## 3.0 Use of the “TTLABS Accredited” symbol on Test/Calibration Reports

- 3.1 Where the “TTLABS Accredited” symbol is used to endorse test or calibration results, **it shall always be accompanied by the TTLABS accreditation number(s).**
- 3.2 The “TTLABS Accredited” symbol may be displayed on all certificates and reports that contain **exclusively** results from calibrations and tests that have been carried out within the laboratory’s official TTLABS Scope of Accreditation.
- 3.3 The “TTLABS Accredited” symbol shall not be used on certificates and reports if none of the results presented are from tests or calibrations included on the TTLABS Scope(s) of Accreditation.<sup>2</sup>
- 3.4 Where both accredited and non-accredited tests/calibrations are included on an endorsed report or certificate, non-accredited results shall be **clearly and unambiguously** identified as such. This can be done by placing an asterisk after each such result along with a footnote stating: *“The test/calibration results are not covered by our current TTLABS accreditation.”*

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<sup>2</sup> To provide clients with assurance that the management system under which the testing or calibration was done meets the requirements of ISO/IEC 17025 (or ISO 15189), the following reference may be included in a prominent place on the report or certificate when none of the tests or calibrations are covered under the accreditation: *“This laboratory maintains TTLABS accreditation to ISO/IEC 17025(or ISO 15189) for the specific tests/calibrations listed in the TTLABS Scope of Accreditation, Accreditation #\_\_\_\_\_. The tests/calibration results included in this report/calibration, however, are not covered by this accreditation.”* Note that inclusion of the “TTLABS accredited” symbol in this case is prohibited.

- 3.5 On reports where results are reported within the field where accreditation exists but in a technology that is not included in the scope, they must be so indicated. (For example, if a laboratory is accredited in the Chemical Field for only wet chemistry and metals, any gas chromatographic data reported would need to be identified as non-accredited.)
- 3.6 If the intent is to ensure that the client meets the requirements of the TTLABS Traceability Policy, the calibrations performed by a TTLABS accredited calibration laboratory must be included on the calibration laboratory's TTLABS Scope of Accreditation and the calibration certificate issued must contain the "TTLABS Accredited" symbol (or reference to TTLABS accreditation) and the TTLABS certificate number.<sup>3</sup>
- 3.7 There shall be nothing in the reports, certificates or in any attachments or other materials which implies or may lead any user of the results or any interested party to believe that the work is accredited when it is not.

#### 4.0 Subcontracted Tests and Calibrations

- 4.1 A TTLABS accredited laboratory may include the results of subcontracted tests or calibrations in its endorsed reports or certificates only if:
- 4.1.1 The accredited laboratory has informed the client **in writing** of the proposed subcontracting and has obtained prior approval; and
- 4.1.2 The subcontractor is itself accredited by TTLABS or a TTLABS recognized MRA partner for the specific tests or calibrations concerned and the results have been included in the subcontracting laboratory's endorsed calibration or test report(s) submitted to the accredited laboratory. Any non-accredited subcontracted calibrations or tests shall be specified as noted in Section 3.4 of this policy.
- 4.1.3 The subcontracted calibration or test results shall be clearly and unambiguously identified on the certificate or report.

#### 5.0 Opinions and Interpretations

- 5.1 Where statements of opinions and interpretations are outside the Scope of Accreditation, the laboratory is required to include a disclaimer such as the following in the certificate or report: *"The opinions/interpretations expressed in this report are outside the scope of this laboratory's TTLABS accreditation."*<sup>3</sup>
- 5.2 It is preferable, however, to express opinions and interpretations that are outside the Scope of Accreditation on a separate letter which is not part of the endorsed certificate or report and that does not carry the "TTLABS Accredited" symbol or other reference to TTLABS accreditation.

#### 6.0 Calibration Labels

- 6.1 Calibration labels containing the "TTLABS Accredited" symbol **may** be affixed only to equipment that has been calibrated by the accredited calibration laboratory.

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<sup>3</sup> Many accredited calibration laboratories offer "accredited" and "non-accredited" services. The "non-accredited" services do not meet the TTLABS Traceability Policy.

<sup>4</sup> Statements of compliance with a specification are not considered "opinions and interpretations."

- 6.2 Calibration labels containing the “TTLABS Accredited” symbol shall include at least the following information:
  - 6.2.1 The name of the accredited calibration laboratory or its TTLABS Certificate number.
  - 6.2.2 The instrument identification
  - 6.2.3 The date of the current calibration
  - 6.2.4 Cross-reference to the calibration certificate issued with respect to this calibration.
  
- 7.0 Advertising, Publicity, and Business Solicitation
  - 7.1 Accredited laboratories may incorporate statements concerning their accreditation in publicity and/or advertising materials, including brochures and organization publications, technical literature, business reports, web sites and quotations or proposals for work.
  - 7.2 The use of the "TTLABS Accredited" symbol or other reference to TTLABS used to promote accreditation enhances the reputation and value of accreditation for all stakeholders. It is the responsibility of the accredited laboratories to ensure that there is no misrepresentation of the accreditation status and that the accreditation process is not brought into disrepute.
  - 7.3 The accreditation claim shall be related only to the testing or calibration that is covered under the TTLABS Scope of Accreditation, and not with any other activities in which the laboratory or its parent organization are involved.
  - 7.4 TTLABS accreditation is site specific. The accreditation claim shall be related only to the specific laboratory location that is covered under the TTLABS Scope of Accreditation, and not with any other non-accredited locations.
  - 7.5 In proposals or quotations, the accredited laboratory shall distinguish tests or calibrations that are covered under the TTLABS Scope of Accreditation from those that are not covered.
  - 7.6 Where the “TTLABS Accredited” symbol is printed on letterhead or other corporate stationery, such stationery shall not be used for work proposals, quotes, reporting of test or calibration results **exclusively** outside the TTLABS Scope of Accreditation, or certifying a product or other item.
  - 7.7 The “TTLABS Accredited” symbol or accreditation claim shall not be affixed to a material, item or product (or related part, including packaging), or used to imply that an item or product has been certified.
  - 7.8 If the “TTLABS Accredited” symbol is included in literature relating to a product, the symbol must appear directly adjacent to the reference to the accredited calibration or testing laboratory and it must be clearly stated that inclusion of the symbol does not imply certification/approval of the products calibrated or tested.
  - 7.9 The “TTLABS Accredited” symbol shall not be displayed on business cards in a manner that might imply personnel certification.

- 8.0 Misuse of the “TTLABS Accredited” symbol or accreditation status.
- 8.1 Every circumstance where the principle of accurate representation applies cannot be anticipated and dealt with in this document. Therefore, it is the responsibility of the accredited and applicant laboratory representatives not to misrepresent their accredited status under any circumstances.
  - 8.2 If there are questions, the laboratory should submit intended uses of the symbol, draft advertisements, and/or any other accreditation claims to the TTLABS Secretariat for advance review.
  - 8.3 Upon suspension or termination of accreditation, a laboratory must immediately cease to issue calibration certificates, test reports, and test certificates displaying the symbol and shall cease publishing documents (including advertisements, websites, etc.) containing the symbol or reference to TTLABS accreditation.