



STANDARDS
MALAYSIA

**DEPARTMENT OF STANDARDS MALAYSIA
ACCREDITATION OF CONFORMITY ASSESSMENT BODIES**

**ACCREDITATION POLICY 1 (AP 1) –
POLICY ON THE USE OF ACCREDITATION SYMBOL AND
REFERENCE TO ACCREDITATION**

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**JABATAN STANDARD MALAYSIA
Department of Standards Malaysia**

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Introduction

Accreditation provides formal recognition that a conformity assessment body (CAB) which includes but not limited to testing and calibration laboratories, certification bodies, inspection bodies and proficiency testing providers, are capable of meeting certain standards. These standards define the requirements of the CABs competence, impartiality and consistency of operation.

Accredited CABs are encouraged to issue the reports or certificates bearing the accreditation symbol when it comes under the scope of accreditation. Only reports or certificates bearing the accreditation symbol can benefit fully from the recognition that the International Laboratory Accreditation Cooperation Mutual Recognition Arrangement (ILAC MRA) / International Accreditation Forum Multilateral Recognition Arrangement (IAF MLA) and its regional counterparts bring.

Accreditation status can be demonstrated by using the accreditation symbol or reference to accreditation in accordance with prescribed procedures and rules.

All accredited CABs shall replace the previous accreditation symbol with the new accreditation symbol and comply with AP 1 requirements, no later than 1 June 2022.

With the publication of AP 1, the following documents will be withdrawn after the transition ends on 1 June 2022:

- i. SAMM Policy 3 (SP3): Policy on the Use of SAMM Accreditation Symbol and Combined ILAC MRA Mark or Reference to SAMM Accreditation;
- ii. ACB Policy 2 (ACB 2): Terms and Conditions Governing the Use of ACB Symbol or Reference to Standards Malaysia Accreditation by Certification Bodies;
- iii. ACB Policy 3 (ACB 3): Terms and Conditions Governing Standards Malaysia Accredited Certification Bodies on Claims of Equivalence of Accreditation and Use of IAF MLA Mark;
- iv. MIBAS Policy 2 (MP2): Policy on the Use of MIBAS Accreditation Symbol and Combined ILAC MRA Mark or Reference to MIBAS Accreditation; and
- v. Proficiency Testing Provider - MyPTP Policy 2 (PP2): Policy on the Use of MyPTP Accreditation Symbol or Reference to MyPTP Accreditation.

1 Scope

- 1.1 This document describes the policy of Standards Malaysia for the use of accreditation symbol and reference to accreditation imposed upon accredited CABs.
- 1.2 This document also covers the Combined ILAC MRA /IAF MLA Mark.

2 Normative References

- 2.1 Standards of Malaysia Act 1996 (Act 549)
- 2.2 ISO/IEC 17011 - Conformity assessment - Requirements for accreditation bodies accrediting conformity assessment bodies
- 2.3 ISO/IEC 17030 – Conformity assessment - General requirements for third party marks of conformity
- 2.4 ILAC P8 - ILAC Mutual Recognition Arrangement (Arrangement): Supplementary Requirements for the Use of Accreditation Symbols and for Claims of Accreditation Status by Accredited Conformity Assessment Bodies
- 2.5 ILAC R7 - Rules for the Use of the ILAC MRA Mark
- 2.6 IAF ML 2 - General Principles on the Use of the IAF MLA Mark

Note: Unless otherwise specified, reference to the latest edition of the document applies.

3 Definition

- 3.1 **Accreditation:**
Third-party attestation related to a conformity assessment body, conveying formal demonstration of its competence, impartiality and consistent operation in performing specific conformity assessment activities.
- 3.2 **Accredited Conformity Assessment Bodies (CABs):**
A body that has been accredited by Standards Malaysia in accordance with specific Standards Malaysia criteria, procedures and requirements to operate, on a continuing basis, as a conformity assessment body.
- 3.3 **Accreditation body logo:**
Logo used by Standards Malaysia to identify itself.

- 3.4 Accreditation symbol:**
Symbol issued by Standards Malaysia to be used by an accredited CAB to indicate that they are accredited under the Standards Malaysia's accreditation schemes.
- 3.5 Conformity Assessment Bodies (CABs):**
Body that performs conformity assessment activities, excluding accreditation.
- 3.6 Certificate of accreditation:**
A certificate issued by the Director General of Standards Malaysia under Act 549 to a CAB attesting that the CAB is recognised as competent to perform specific conformity assessment activities under respective accreditation scheme.
- 3.7 Schedule of accreditation:**
A schedule issued with a certificate of accreditation listing those accredited scopes of conformity assessment activities that Standards Malaysia recognises a CAB is competent to perform.
- 3.8 Certification Mark:**
A protected mark issued by a certification body performing certification, indicating that a management system, product or person is in conformity with specified requirements.
- 4 General Requirements**
- 4.1** The CABs shall have internal procedure for controlling the use of the accreditation symbol or reference to accreditation.
- 4.2** The accreditation symbol or reference to accreditation shall only be used by an accredited CABs under the name in which it holds Standards Malaysia's accreditation. The accreditation symbol or reference to accreditation shall be accompanied with a clear indication as to which activity (e.g. testing, calibration, medical testing, inspection, certification or proficiency testing) the accreditation is related.
- 4.3** An accredited CABs is required to use wherever possible the endorsement on reports or certificates that contain accredited scope of accreditation.
- 4.4** The accreditation symbol shall not be used on certificates and reports if none of the results presented are from the conformity assessment activities included in the scope(s) of the accreditation.
- 4.5** The reference to Standards Malaysia's accreditation in report/certificate shall be related only to the conformity assessment activities that are covered under the Standards Malaysia's scope of accreditation, and not with any other activities in which the CABs or its parent or sister CABs are involved.

- 4.6 An accredited CAB may use the accreditation symbol or make reference to accreditation on promotional material (e.g. letterhead, quotations, brochures, banners, signboards) or other items relevant to the CABs accredited activity subject to the conditions set out in this document. Its parents, subsidiaries or sister companies may incorporate in publicity and/or advertising material, statements concerning the CAB's accreditation. It is the responsibility of the CABs to communicate this document and its requirements to the necessary corporate/marketing representatives to ensure all the requirements are met.
- 4.7 Any use of Standards Malaysia accreditation symbol or reference of accreditation that might contravene the conditions laid down in this document shall be referred to Standards Malaysia.
- 4.8 An accredited CAB upon suspension/inoperative/termination/withdrawal of accreditation shall immediately cease the usage of accreditation symbol or references to accreditation.
- 4.9 Failure to comply with the requirements of this document could lead to suspension or withdrawal of accreditation.

5 Accreditation Symbol

- 5.1 The accreditation symbol is applicable for all schemes and programmes.
- 5.2 The reproduction of accreditation symbol shall be based upon the Masters to ensure high-quality reproduction and obtained from Standards Malaysia. The utmost care must be taken to ensure that reproduction is accurate.
- 5.3 The accreditation symbol shall only be displayed in the appropriate form, size and colour as detailed below:
- (a) The accreditation symbol is to be displayed in colour as shown in **Figure 1** or in black and white as in **Figure 2**.
 - (b) The accreditation number(s) is the unique number assigned to each CABs upon accreditation for specific accreditation schemes and programmes. The accreditation number(s) for each scheme are displayed beneath the symbol at all times as shown in the **Figure 3** and **Figure 4**. The words accompanying the accreditation symbol as per the above are in Arial font and bold. The size of the words is legible and proportionate to the size of symbol.
 - (c) Any enlargements or reductions are proportionate to the original symbol.

- (d) The accreditation symbol shall be displayed with no more prominence than the logo or name of the CABs concerned.
- (e) An organisation having several accredited CABs may choose to display accreditation symbol accompanied by one or more of the appropriate accreditation numbers according to accreditation schemes and alphabetical order is as **Figure 5**.
- (f) The accreditation symbol shall be used on a background that will not impede readability.
- (g) Photographic copy of accreditation symbol from other documents shall not be used.
- (h) The symbol may be reproduced in the form of embossed, relief or die-stamped. The symbol shall not be reproduced in the form of watermark.
- (i) Electronic reproduction of the symbol is permitted provided that the requirements of this document are met and:
 - (i) only if the logo of the CABs or title of the CABs concerned is also shown;
 - (ii) While there are no restrictions on the size of the accreditation symbol reproduction, the symbol shall maintain its form;
 - (iii) Degradation and/or distortion of the accreditation symbol is avoided; and
 - (iv) Electronic copies of the symbol are prepared from symbol masters. Redrawn approximations cannot be used.

5.4 Additional requirements for the use of accreditation symbol or reference to accreditation of respective schemes shall be referred to **Annexes**.

Figure 1: Accreditation symbol in colour

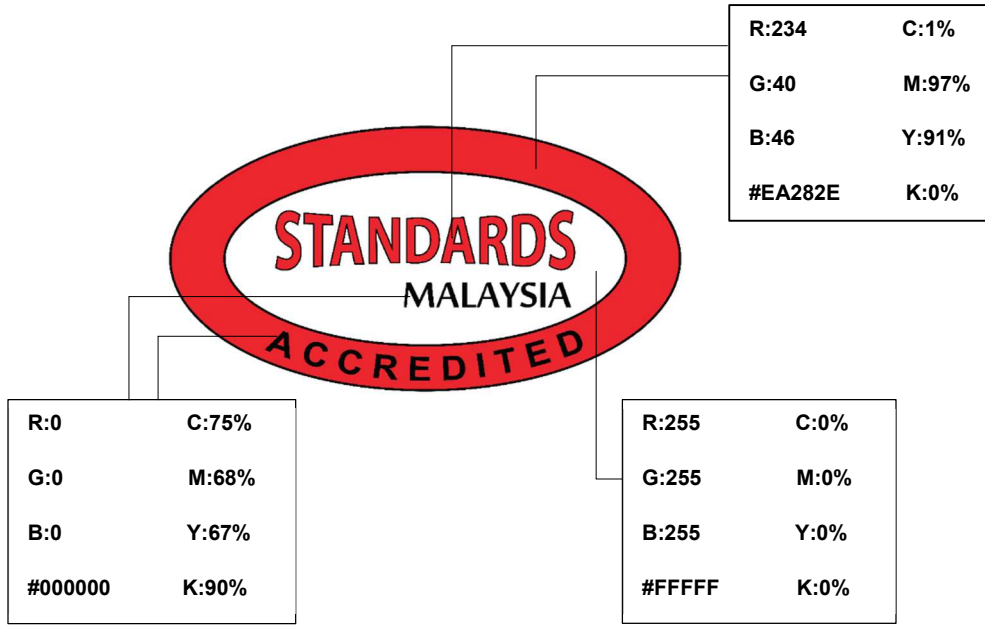


Figure 2: Accreditation symbol in black and white

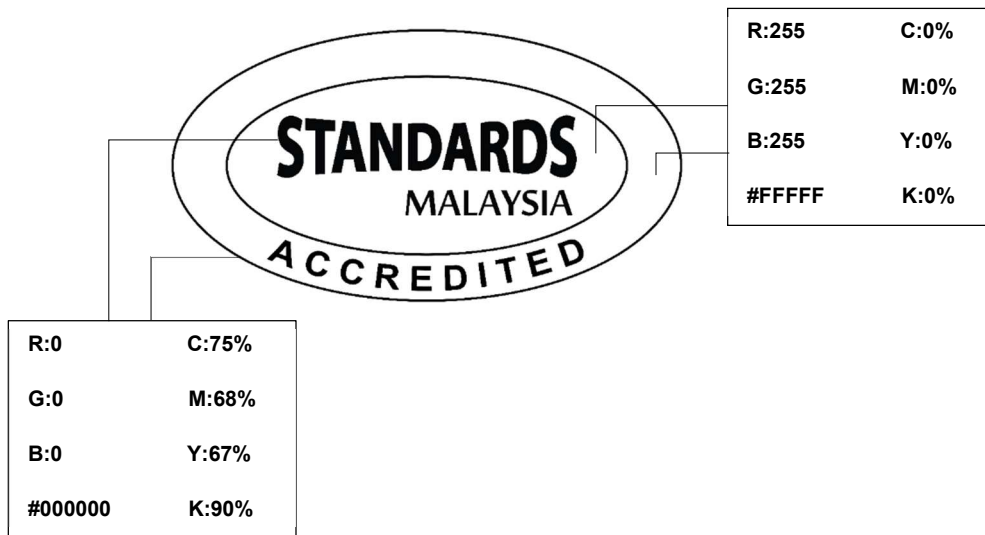






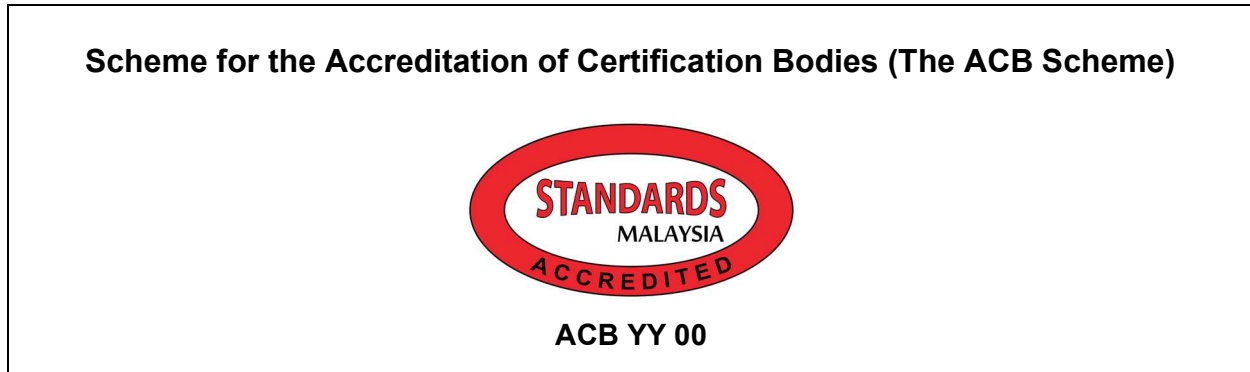
Figure 3: Accreditation symbol for respective schemes

<p>Skim Akreditasi Makmal Malaysia (SAMM) for testing and/or calibration laboratory</p>  <p>SAMM 000</p>	<p>Skim Akreditasi Makmal Malaysia (SAMM MT) for medical testing laboratory</p>  <p>SAMM MT 000</p>
<p>Malaysia Inspection Bodies Accreditation Scheme (MIBAS) for inspection body</p>  <p>MIBAS 000</p>	<p>Malaysia Proficiency Testing Provider Accreditation Scheme (MyPTP) for PT provider</p>  <p>MyPTP 000</p>

Note:

- (i) **SAMM, or SAMM MT, or MIBAS, or MyPTP** refers to acronym of accreditation schemes for CAB; and
- (ii) **000** refers to a sequential number of accredited CAB for the specific schemes.

Figure 4: Accreditation symbol for respective schemes



Note:

- (i) **ACB** refers to acronym of Accreditation Certification Bodies (ACB);
- (ii) **YY** refers to acronym of accreditation programme (e.g. QMS, PC); and
- (iii) **00** sequential number of accredited certification body.

Figure 5: An example of accreditation symbol for CAB (multiple schemes and programmes)



Note: An organisation having several accredited CABs may choose to display accreditation symbol accompanied by one or more of the appropriate accreditation numbers according to accreditation schemes and alphabetical order.

6 Use of Accredited CAB Combined ILAC MRA Mark

- 6.1 Standards Malaysia has entered into a license agreement with ILAC for the use of the Accredited CAB Combined ILAC MRA Mark, hereinafter “Combined ILAC MRA Mark”.
- 6.2 Accredited CABs may use the Combined ILAC MRA Mark in order to demonstrate accreditation by Standards Malaysia, to the scope of which Standards Malaysia is a signatory to the ILAC Arrangement. The scope can be viewed at <https://ilac.org/signatory-detail/?id=44>. The Combined ILAC MRA Mark is displayed as shown in **Figure 6**.
- 6.3 The rules for the use of the ILAC MRA Mark are as in ILAC R7. CABs intending to use the CAB Combined ILAC MRA Mark shall comply with ILAC R7, which is publicly available from the ILAC website, <https://ilac.org/publications-and-resources/ilac-rules-series/>.
- 6.4 Accredited CABs intending to use the Combined ILAC MRA Mark shall: -
- (a) obtain approval from Standards Malaysia. Accredited CABs may refer to Standards Malaysia website for the application process;
 - (b) agree to the rules for the use of the mark;
 - (c) submit an example of the Combined ILAC MRA Mark to Standards Malaysia; and
 - (d) not use it until written approval is received from Standards Malaysia.
- 6.5 The ILAC MRA Mark shall be positioned such that the Standards Malaysia’s accreditation symbol may be either above, below or on either side of the ILAC MRA Mark, but shall appear in close proximity to each other.
- 6.6 The use of accreditation symbols of mutual recognition partners endorsed reports or certificates is not permitted unless Standards Malaysia has specific one-to-one agreement with its partner(s) on whose accreditation symbols are to be used.
- 6.7 Accredited CABs may claim Standards Malaysia's mutual recognition arrangement with other accreditation bodies on their reports or certificates in word subject to approval by Standards Malaysia.

Figure 6: Combined ILAC MRA Mark

(i) Colour



(ii) Black & White



7 Use of Accredited CAB Combined IAF MLA Mark

- 7.1 In order to indicate the international multilateral recognition status of accredited Certification Bodies (CBs), they may use accreditation symbol and IAF MLA Mark, herein after “Combined IAF MLA Mark” within the accredited scope.
- 7.2 These conditions shall be met by all Standards Malaysia accredited CBs for programmes of which Standards Malaysia has entered into the MLA. The programmes can be viewed at http://www.iaf.nu/articles/IAF_MEM_Malaysia/89.
- 7.3 Standards Malaysia accredited CBs for programmes of which Standards Malaysia has become a signatory to the IAF MLA may be authorised to use IAF MLA Mark in combination with accreditation symbol in accordance to the following;
- (a) License Agreement for use of the IAF MLA Mark between Standards Malaysia and an accredited CB; and
 - (b) IAF ML 2 - General Principles on use of the IAF MLA Mark.

- 7.4 The License Agreement for the use of Combined IAF MLA Mark can be obtained from Standards Malaysia. The CB that intends to use Combined IAF MLA Mark shall:
- (a) complete two (2) copies of the agreement;
 - (b) the agreements will be signed by the top management representative of the CB and Standards Malaysia Director General before the CB proceeds to duty stamping on both agreements;
 - (c) a copy of the stamped agreement will be kept by the CB and the other copy of the agreement shall be returned to Standards Malaysia for record purposes; and
 - (d) all cost incidentals to this agreement shall be borne by the CB.
- 7.5 The Combined IAF MLA Mark shall not be used or referred to unless both Standards Malaysia and the accredited CBs have signed the License Agreement and received written approval from Standards Malaysia. Example of the use of the Combined IAF MLA Mark is as shown in **Figure 7**.

Figure 7: Combined IAF MLA Mark

(i) Colour



(ii) Black & White



Figure 8: An example Combined ILAC MRA / IAF MLA Mark for CAB (multiple schemes and programmes)



8 Reference to Standards Malaysia's Accreditation

- 8.1 When the CAB uses reference to accreditation instead of the accreditation symbol, the CAB shall use the following reference: “<CAB> accredited by **Standards Malaysia** under <accreditation number XXX> for <accreditation field/programme>”. Approval for use of other variation of phrase from the above shall be obtained from Standards Malaysia.

9 Disclaimers (not applicable for ACB)

- 9.1 An accreditation symbol, or reference to accreditation, shall not be incorporated into a report or certificate that does not contain any results from accredited conformity assessment activities except for the following:

- 9.1.1 Disclaimer for non-accredited conformity assessment activities that contain results from both accredited and non-accredited conformity assessment activities is as follows:

'Conformity assessment activities marked "**Not Accredited**" in this report/certificate are not included in the scope of accreditation of our CAB'.

Wherever non-accredited conformity assessment activities appear they shall be marked "**Not Accredited**".

- 9.1.2 Disclaimer for accredited CABs using externally provided conformity assessment activities

- (a) where the report/ certificate incorporating accreditation symbol, or reference to accreditation, includes externally provided conformity assessment results from accredited CABs having the specified conformity assessment activities in its scope of accreditation, the disclaimer shall read:

‘Conformity assessment activities marked "**Externally provided and accredited**"’

- (b) where the report/ certificate incorporating accreditation symbol, or reference to accreditation includes externally provided conformity assessment results from CABs **not** having accredited specified conformity assessment activities, the disclaimer shall read:

‘Conformity assessment activities marked "**Externally provided but not accredited**"’

- 9.1.3 Disclaimer for opinions, interpretations etc. shall be as follows:

‘Opinions and interpretations expressed herein are outside the scope of accreditation’

- 9.2 Location of disclaimer shall be included on the relevant page(s) of each report or certificate.

- 9.3 Disclaimer for non-accredited conformity assessment activities in documents other than reports / certificates.

- (a) All conformity assessment activities quotations that contain the accreditation symbol or reference to accreditation shall distinguish clearly activities or conformity assessment activities that are covered under scope of accreditation from those that are not covered.
- (b) Wherever non-accredited activities appear in any form of documents or media bearing accreditation symbol or reference to accreditation it shall be disclaimed as not accredited.

10 Misuse of Accreditation Symbol or Reference to Accreditation

- 10.1 Accreditation symbol or reference to Standards Malaysia’s accreditation shall not be misused, including false claims by an accredited CABs, applicant and non-accredited CABs.

- 10.2 The accreditation symbol or reference to accreditation shall not be used in any manner which gives the impression that the Standards Malaysia accepts responsibility for conformity assessment results or approves a certified product or item.

- 10.3 It is the responsibility of the accredited and applicant’s CABs not to misinterpret their accredited status under any circumstances.

- 10.4 Standards Malaysia has the right to act in terms of misused, false claims and false use of accreditation symbol or reference to Standards Malaysia's accreditation. Such actions include corrective action, suspension or withdrawal of certificate, and publication of wrongdoing for accredited CABs. For applicants, such actions include immediate discontinuation of their application. Legal action, if necessary, can also be taken against accredited and non-accredited CABs as stipulated in Act 549, Standards of Malaysia Act 1996.

Annex A

(Normative)

Accreditation Symbol for the *Skim Akreditasi Makmal Malaysia (SAMM)*

A1. When the accredited laboratory includes results of tests/calibrations provided by external providers in its endorsed reports or certificates, the laboratory takes full responsibility for the externally provided tests/calibrations and has advised the customer of the specific tests/calibrations to be performed by the external provider and has obtained the customer's approval.

A2. Calibration Labels – For Calibration Laboratories only

A2.1 Calibration laboratory should, wherever practical, use a label of CAB's approved design only on a measuring equipment for which an accredited calibration certificate is issued subject to the following conditions:

- (a) the laboratory uses the label containing the accreditation symbol to equipment that has been calibrated using calibration methods covered by its scope of accreditation;
- (b) the label relates only to the calibration carried out on the date given on the label;
- (c) the label does not of itself imply compliance with a specification, approval of quality or permanence of calibration;
- (d) labels containing the accreditation symbol should not give the impression that Standards Malaysia approved or calibrated the equipment;
- (e) the previous label should be removed and replaced by a new label relating to the latest calibration upon recalibration of the equipment; and
- (f) at least the following information is to be indelibly marked on the label:
 - (i) Accreditation symbol and accreditation number
 - (ii) Name of accredited calibration laboratory
 - (iii) Equipment identification
 - (iv) Date of calibration
 - (v) Certificate number
 - (vi) Serial number of the label

A3 Control and Use of Calibration Labels

- A3.1 The accredited calibration laboratory is responsible for the storage and use of labels. A serial number shall be used on calibration labels and the series of number shall be controlled by the accredited laboratory.
- A3.2 Laboratory documentation shall contain documented procedure on the laboratory management's control on the reproduction, printing, storage, distribution, use and disposal, when appropriate, of all calibration labels such that there is no abuse of accredited calibration labels.
- A3.3 With the agreement of the customer, the label should be affixed to the calibrated equipment by the laboratory that has carried out the calibration. Where it is not practical to affix the label to the equipment (e.g. gauge blocks), the label may be fixed to the container. The label should be placed in a position where it can readily be seen when the equipment is in use. The label design, material, and method of fixing shall be such that it does not affect the performance of the equipment and can be replaced by a new label when the equipment is recalibrated.

Annex B

(Normative)

Accreditation Symbol for Scheme for the Accreditation Certification Bodies (The ACB Scheme)

- B1. To ensure there is no confusion on its association with Standards Malaysia accreditation, an accredited certification body should use a different certification mark for each certification scheme to differentiate between it and any other certification mark, including other marks used by the certification body itself.
- B2. Licensees or certified organisations**
- B2.1 Licensees or certified organisations may make reference to Standards Malaysia accreditation based on its accredited certification status subject to the requirements of this document and the following limitations or conditions:
- (a) the accredited certification bodies undertake the responsibility to ensure this requirement is an element of the CB's regulations and an element of their regular surveillance audits or checks;
 - (b) when the licensees or certified organisations use Standards Malaysia's accreditation symbol, the accredited CB shall ensure that the accreditation symbol shall be positioned either above, below or on either side of the CB certification mark, but shall appear in close proximity to each other;
 - (c) the certification mark in association with the accreditation symbol, also includes the name of the licensee or its legally registered identification mark;
 - (d) under no circumstances shall the accreditation symbol be used on a product, or in any way that be interpreted or implied as denoting product conformity within the framework of a system certification program; and
 - (e) a certification mark in association with the accreditation symbol may be used by a product certification body so as long as it is not misleading the public into perceiving that the product is endorsed by Standards Malaysia.
- B2.2 If Standards Malaysia accreditation is withdrawn from an accredited certification body in respect of a certification system whereby it owns and licenses a certification mark, it shall ensure that its licensees immediately cease use of accreditation symbol or reference to Standards Malaysia accreditation.

Annex C

(Normative)

Accreditation Symbol for Malaysia Inspection Bodies Accreditation Scheme (MIBAS)

C1. Inspection Label on Inspected Items

- C1.1 Standards Malaysia may allow the use of inspection labels containing the accreditation symbol, and which are attached to the specified inspected item subject to the following conditions:
- (a) Inspection labels containing the accreditation symbol should not give the impression that the Standards Malaysia approved or inspected the item;
 - (b) The label shall clearly indicate that the item has been inspected, e.g., "inspected by ...," or "inspected on ..." etc.;
 - (c) In addition, the inspection label would usually include the following information:
 - (i) Accreditation symbol and accreditation number
 - (ii) Name of accredited inspection body
 - (iii) Equipment identification
 - (iv) Date of inspection
 - (v) Cross reference to the inspection report issued in respect of the inspection
 - (vi) Serial number of the label
 - (d) The inspection body is responsible for the storage and use of labels. A serial number shall be used on inspection labels and the series of number shall be controlled by the MIBAS accredited inspection body;
 - (e) Inspection Procedure shall contain documented procedure on the inspection body management's control on the reproduction, printing, storage, distribution, use and disposal, when appropriate, of all inspection labels such that there is no abuse of MIBAS inspection labels; and
 - (f) The inspection body shall restrict the use of inspection labels containing the accreditation symbol to the items inspected using the inspection services covered by its scope of accreditation.