

Policy and Conditions for the Use of an Accreditation Symbol or a Statement to Claim Accreditation Status**1. Purpose**

The purpose of this document is to provide details for the use of the Bureau of Laboratory Quality Standards (BLQS) accreditation symbol, or a statement to claim accreditation status. The BLQS, Department of Medical Sciences (DMSc), Ministry of Public Health (MOPH) uses equivalent procedures to other APLAC-MRA signatories under ISO/IEC 17011 in the accreditation of laboratories against ISO/IEC 17025 (ISO 15189 for medical laboratories), and in the accreditation of reference material producer (RMP) against ISO 17034, and including the BLQS-DMSc policies, requirements and conditions.

2. Application

This document details the conditions for use of the BLQS-DMSc accreditation symbol, a combination of BLQS-DMSc accreditation symbol and ILAC-MRA Mark or a statement to claim accreditation status. These may be used by BLQS-DMSc accredited laboratory or accredited reference material producers, called accredited CABs (Conformity Assessment Bodies). Additionally, these criteria also cover the use of endorsed test reports, reference material certificates, published documents, and advertising materials of accredited CABs.

3. References

3.1 ISO/IEC 17011: 2004. Conformity assessment – General requirements for accreditation bodies accrediting conformity assessment bodies. Clause 8.3.

3.2 APLAC MR – 001: 2017. Procedures for establishing and maintaining the APLAC mutual recognition arrangement amongst accreditation bodies.

3.3 ILAC R7:05/2015. Rules for the Use of the ILAC MRA Mark.

3.4 ILAC P8:12/2012. ILAC Mutual Recognition Arrangement (Arrangement): Supplementary Requirements and Guidelines for the Use of Accreditation Symbols and for Claims of Accreditation Status by Accredited Laboratories and Inspection Bodies

3.5 APLAC PR – 008: 2017. International recognition of test reports, calibration certificates, inspection reports, reference material certificate and statements, and proficiency testing reports. (What to look for on reports to make sure they are from an accredited laboratory, inspection body, reference material producer or proficiency testing provider).

3.6 APLAC PR-010:2010. Encouraging accredited laboratories and inspection bodies to use their accreditation body's accreditation symbol on reports.

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Approved by *P. Soisangwan*

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- 3.7 ISO/IEC 17025: 2005. General requirements for the competence of testing and calibration laboratories.
- 3.8 ISO 15189: 2012. Medical laboratories – Requirements for quality and competence.
- 3.9 ISO 22870: 2006. Point-of-care testing (POCT – Requirements for quality and competence.
- 3.10 ISO 15190: 2003. Medical laboratories - Requirements for safety.
- 3.11 ISO 17034: 2016. General requirements for the competence of reference material producers.

4. Definition and Abbreviation

4.1 Accredited CAB

An accredited CAB refers to a laboratory or a reference material producer (RMP) which has been accredited to the scope of accreditation, granted by the Laboratory Accreditation Committees (LAC) of the BLQS-DMSc, MOPH. This accreditation confirms conformity to the quality management system; it does not indicate technical credibility on the results of testing or property values.

4.2 Approved signatory

An approved signatory refers to an employee of the accredited CAB who has been authorized by the BLQS-DMSc to sign on endorsed test reports or reference material certificates. The accredited CAB shall inform the BLQS-DMSc of any change to its approved signatories. If the accredited CAB wants to propose new approved signatories, it shall submit an official letter with supporting evidence showing the new signatories competency e.g. records of job description, education, training, skill, experience, appropriate analysis of blind proficiency samples (where available) or other demonstrations of method proficiency and assessment of competence. Also required are a sample signature and evidence of in-depth knowledge of the relevant technical discipline if the signatory is responsible for giving opinions or interpretations on specified tests or equipment. To be approved new signatories are required to completely pass an interview or examination and be approved by the BLQS-DMSc. If the accredited CAB has no approved signatories for more than three months, its relevant accreditation will be suspended. The criteria and requirements is available in G 07 15 017.

4.3 The BLQS-DMSc accreditation logo

The BLQS-DMSc logo is the property of BLQS-DMSc. It is used by the BLQS-DMSc to identify itself.

4.4 The BLQS-DMSc accreditation symbol

The BLQS-DMSc gives permission for its accreditation symbol to be used by accredited CABs to indicate their accreditation under the scope of accreditation. The BLQS-DMSc accreditation symbol identifies that the accredited CABs are competent against ISO/IEC 17025 (ISO 15189 for medical laboratories), and reference material

producers (RMPs) against ISO 17034 within their accredited facilities scopes of accreditation. These accredited CABs are accredited by BLQS-DMSc. The BLQS-DMSc accreditation symbol is a combination of the BLQS-DMSc logo and the accreditation number of the accredited CAB. The BLQS-DMSc is the proprietor of the BLQS-DMSc accreditation symbol.

4.5 The ILAC-MRA Mark

The ILAC-MRA Mark is a registered trademark and the property of ILAC (International Laboratory Accreditation Cooperation) that is associated with the ILAC Mutual Recognition Arrangement (MRA). The BLQS-DMSc, MOPH (BLQS-DMSc) being a full member of ILAC. The Combined ILAC MRA Mark is the ILAC-MRA Mark in conjunction with the BLQS-DMSc accreditation logo, to demonstrate signatory status of the ILAC Arrangement. The Accredited CAB Combined ILAC MRA Mark is the ILAC-MRA Mark in conjunction with the BLQS-DMSc accreditation symbol, to demonstrate accreditation by a signatory of the ILAC Arrangement. In this document, the Accredited CAB Combined ILAC MRA Mark is called the combination of BLQS-DMSc accreditation symbol and ILAC-MRA Mark.

Since Thailand is not a signatory to the Madrid Treaty/Protocol (non-signatory economy), therefore BLQS-DMSc registers the ILAC-MRA Mark in Thailand with the Ministry of Commerce, Department of Intellectual Property, Trademark Office. This certification of trademark registration is registered on the date of 19th July 2010, in class 42, number 'Ror 248' and application number '773633'.

4.6 The combination of BLQS-DMSc accreditation symbol and ILAC-MRA Mark

The combination of BLQS-DMSc accreditation symbol and ILAC-MRA Mark is composed of the ILAC-MRA Mark and the BLQS-DMSc accreditation symbol. This combined symbol and mark can be used only on the test reports, of the accredited laboratories. This mark provides international recognition of technical competence, a benchmark for performance, and a range of marketing advantages such as test reports accompanying exported goods make them more readily accepted in overseas markets which reduces or eliminates the need for products to be retested in another country. This combined symbol and mark demonstrates that an accredited CAB is accredited by a signatory of the International Laboratory Accreditation Cooperation (ILAC) Mutual Recognition Arrangement (MRA). Only test reports bearing this combined symbol and mark, can bring the full benefits from ILAC MRA and its regional counterparts.

5. Associated Documents

5.1 R 07 15 001: Policies, requirements and conditions for laboratory accreditation.

5.2 R 07 15 004: Policy requirement and conditions for reference material producer accreditation.

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Approved by *P. Soisongwan*

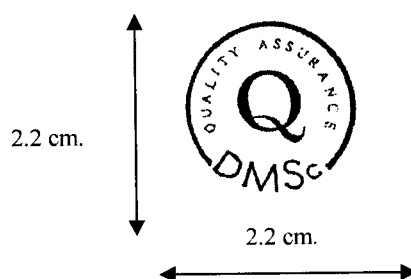
(Ms.Patavee Soisangwan)

- 5.3 G 07 15 006: Guidelines for assignment of CAB registration and code number.
- 5.4 G 07 15 015: Work manual for public health and medical accreditation.
- 5.5 G 07 15 017: Guideline for the combination of surveillance, reassessment and extended Scope of accreditation.
- 5.6 G 07 15 018: Customer manual for public health and medical accreditation.
- 5.7 WS 07 15 001/08: Worksheet for Accreditation laboratory commitment.

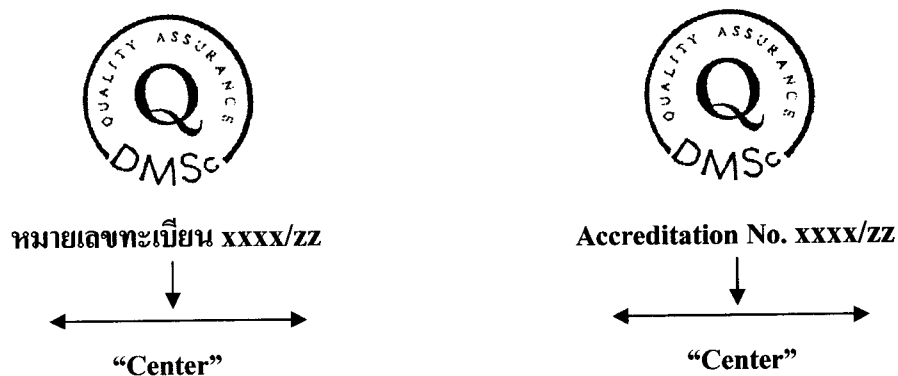
6. Procedures

6.1 Layout of accreditation symbol

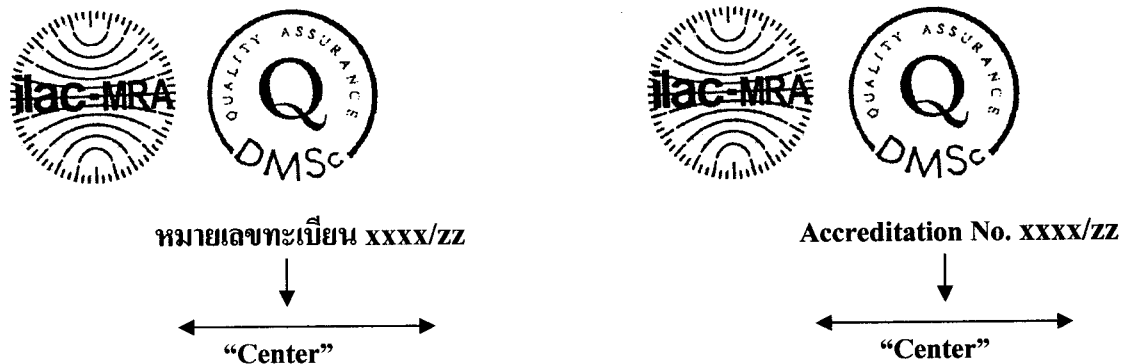
6.1.1 The standard size of the BLQS-DMSc accreditation logo is 2.2 centimeters in diameter with the letters “DMSc” at the bottom of the circle. The letter “Q”, 0.7 centimeters in diameter is at the center of the circle. The word “QUALITY ASSURANCE” is in the inner circle above the Q letter. The BLQS-DMSc logo must be in black or gold. The BLQS-DMSc accreditation logo should be displayed as indicated below:



6.1.2 The BLQS-DMSc accreditation symbol is the BLQS-DMSc logo in association with the accreditation number of the accredited CAB. The BLQS-DMSc accreditation symbol is valid only when it has the accreditation number of the accredited CAB located at the center under the BLQS-DMSc logo. The accreditation number shall be a four-digit running number with “/” and the two-digit number of accreditation year in B.E. abbreviation (xxxx/zz, referred to G 07 15 006). The BLQS-DMSc accreditation symbol should be displayed as indicated below:



6.1.3 The combination of BLQS-DMSc accreditation symbol and ILAC-MRA Mark is demonstrated in following pictures. The standard size of the ILAC-MRA Mark is 2.2 centimeters in diameter with the letters "ILAC-MRA in the middle of the circle in black or blue color.



6.1.4 The BLQS-DMSc accreditation symbol or the combination of BLQS-DMSc accreditation symbol and ILAC-MRA Mark shall always be used as a complete symbol or mark as shown in this document. The symbol or mark may be uniformly enlarged or reduced in size but the proportion of the symbol or mark must remain the same as the provided proof and must not be changed. The size must not appear in a size that renders the accreditation number unreadable. The symbol or mark only be used in its normal horizontal orientation, not be rotated, and not be used on a background that will impede readability. The symbol or mark shall be based upon the original artwork to ensure high-quality reproduction. The symbol or mark may appear in many joint documents. These joint documents may require the names and logos of numerous entities. This symbol or mark, when possible, should be of equal size with other logos being used in the same publicity media, but clearly separated. The symbol or mark must be clearly separated from the names of commercial organizations/companies.

6.2 General requirements

6.2.1 The use of the BLQS-DMSc logo is confined to the BLQS-DMSc.

6.2.2 The use of the BLQS-DMSc accreditation symbol or accreditation statements by an accredited CAB may be voluntary. Even an accredited CAB does not volunteer to use it; the consideration shall be informed to BLQS-DMSc.

6.2.3 Before the accredited CAB is granted permission to use the accreditation symbol or accreditation statements, the accredited CAB shall agree to the rules for use and the rules relating to the terms of use of every mark, logo, symbol or statements to claim accreditation. The accredited CAB shall sign on the Worksheet for Accreditation laboratory commitment (WS 07 15 001/08) by a representative of the accredited CAB on behalf of the accredited CAB who can take full legal responsibility for any claiming accreditation.

6.2.4 BLQS-DMSc may request its members to provide examples of the use of the mark, logo, symbol or statements to claim accreditation at any time and from time to time.

6.2.5 If the accredited CAB volunteers to use the BLQS-DMSc accreditation symbol or accreditation statements, it shall do as follows:

6.2.5.1 Before using the accreditation symbol or accreditation statements, the accredited CAB shall present samples to the Director of BLQS-DMSc and is not allowed to use it until official written approval is received. These samples need to be shown in test reports or reference material certificates, advertisements, published documents and other materials using the BLQS-DMSc accreditation symbol, a combination of BLQS-DMSc accreditation symbol and ILAC-MRA Mark or a statement to claim accreditation status.

6.2.5.2 If there are any questions regarding the above, the accredited CAB shall send an official letter with supporting reasons, intended uses of the symbol, drafts of published documents or advertisements or any accreditation claims to the Director of BLQS-DMSc for advance review and approval and shall not use the symbols until after receiving official written approval.

6.2.5.3 Applicants for accreditation and subcontractors of accredited CABs, which are not accredited, are not allowed to use this accreditation symbol or statements.

6.2.5.4 The use of this accreditation symbol or statements shall only be used by the accredited CAB to claim that it is accredited in respect of those activities which are listed under its scope of accreditation. The accredited CAB shall use only the accreditation symbol or statements for premises covered by the accreditation.

6.2.5.5 This accreditation symbol or statements shall only be used by an accredited CAB whose name holds accreditation.

6.2.5.6 The BLQS-DMSc accredited CAB is only permitted to display the combined BLQS-DMSc accreditation symbol and ILAC-MRA Mark or a statement claiming accreditation status as proof of accreditation on its test reports. The accredited CAB is not allowed to use the ILAC-MRA Mark in isolation of the BLQS-DMSc accreditation symbol.

6.2.5.7 The accredited RMP is only permitted to display the BLQS-DMSc accreditation symbol or a statement claiming accreditation status as proof of accreditation on its reference material certificates. The accredited RMP is not allowed to use the combined BLQS-DMSc accreditation symbol and ILAC-MRA Mark or the ILAC-MRA Mark in isolation of the BLQS-DMSc accreditation symbol.

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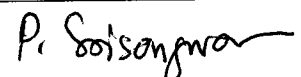
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Approved by



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6.2.5.8 The accredited CAB shall immediately cease using this symbol or combined mark or reference to its accredited status for activities which are suspended, withdrawn or removed because of a reduction in scope of accreditation.

6.2.5.9 This symbol or any accreditation claims shall not appear on business cards or any materials in a manner that might imply personnel certification.

6.2.5.10 The accredited CAB shall not use the accreditation symbol or statement to imply that a product, process, system or person is approved by the BLQS-DMSc. Additionally, this symbol shall not appear on any products or items which an accredited CAB has tested or produced.

6.2.5.11 The accredited CAB may use the accreditation symbol or statement claiming BLQS-DMSc accreditation status in its published documents and other materials such as letterhead paper, envelopes, enclosed letters, brochures and organization publications, technical literatures, press releases, business reports, communicating medias, PowerPoint presentations, online applications, internet websites, quotations, catalogues and promotional materials e.g. stationary, exhibition stands, pop-up banners, posters, advertisements, doors or walls. The combination of BLQS-DMSc accreditation symbol and ILAC-MRA Mark is not allowed in any of the published documents and other materials mentioned above.

6.2.5.12 If none of the tests within the scope of accreditation in its published or other materials, the BLQS-DMSc accreditation symbol or statement claiming BLQS-DMSc accreditation status shall not be used.

6.2.5.13 If the tests outside the scope of accreditation are included in its published or other materials, they shall be clearly identified as such by a clear disclaimer (e.g. "This laboratory is not accredited for the tests marked ✨.", "This RMP is not accredited for the materials marked ✨:").

6.2.5.14 The accredited CAB shall not make any statement regarding its accreditation that the BLQS-DMSc may consider as misleading or unauthorized.

6.2.5.15 There shall be nothing in any test report/reference material certificate, or in any attachments or other materials that implies, or may lead any user of the results or any interested party to believe that the work is covered by the scope of accreditation when it is not.

6.2.5.16 Electronic reproduction of the BLQS-DMSc accreditation symbol and the inclusion of the BLQS-DMSc accreditation symbol in electronic documents are permitted under this policy and conditions criterion. Electronic files of the BLQS-DMSc symbol is available from www.dmsc.moph.go.th. Any processing or converting of the BLQS-DMSc symbol file which degrades or distorts its original format is not allowed.

6.3 Use the BLQS-DMSc accreditation symbol or the combination of BLQS-DMSc accreditation symbol and ILAC-MRA Mark or the statement claiming BLQS-DMSc accreditation status:-

6.3 (A) for the endorsed reference material certificate is only allowed to use the BLQS-DMSc accreditation symbol or the statement claiming BLQS-DMSc accreditation status.

6.3 (B) for the endorsed test report is only allowed to use the combination of BLQS-DMSc accreditation symbol and ILAC-MRA Mark or the statement claiming BLQS-DMSc accreditation status.

6.3.1 Every form of test report or reference material certificate, in every accredited scope including samples of identification of unaccredited tests shall be submitted to the BLQS-DMSc for approval before being used.

6.3.2 Prior using the accreditation symbol or accreditation statements on test reports or reference material certificates, which differ from those covered under these conditions, documents for the purpose of public relations must be approved by the BLQS-DMSc.

6.3.3 The accreditation symbol shall be placed at the top of the test reports or reference material certificates.

6.3.4 The accreditation symbol or accreditation statements shall be shown in test reports or reference material certificates, within the accredited scope

6.3.5 If unaccredited tests are included in the test reports or reference material certificates, brochure, quotation or published documents for any work bearing the accreditation symbol or accreditation statements, each unaccredited test shall be clearly identified (e.g. "this laboratory is not accredited for the tests marked *.", "This RMP is not accredited for the materials marked *.").

6.3.6 Use of the accreditation symbol or accreditation statements in test reports or reference material certificates, attachments or any other documents shall not create any misunderstandings that this accredited CAB has been accredited for tests outside the accredited scope.

6.3.7 The accreditation symbol or accreditation statements shall not be misrepresented or misused to create a misunderstanding regarding accreditation.

6.3.8 The accreditation symbol or accreditation statements shall not be used in a test report or a reference material certificate that does not contain any accredited test.

6.3.9 An accredited CAB may include the results of subcontracted testing in its endorsed test reports, if the subcontractor itself is accredited by the BLQS-DMSc for the specific tests submitted. The final test reports, to the customers may portray those results as being "accredited". If the subcontractor is not accredited by the BLQS-DMSc for the specific tests concerned, the final test reports to the customers must clearly and unambiguously identify those results as being "not accredited". The accredited CAB takes full responsibility for the subcontracted results and, has

informed the customer of the proposed subcontracting and, where appropriate, has obtained his prior approval. The accredited CAB has been obtained approval from the subcontractor to report excerpts from the subcontractor's report. Where all tests were subcontracted to a CAB that was not accredited, none of the accreditation symbols may be used on any reports issued by the accredited subcontracting CAB and no stationery relating to the report may include any reference to or implication of its accreditation.

6.3.10 A reference to the method used in a test report or a reference material certificate, shall be clearly, unambiguously and objectively, and in accordance with a specific instruction in the method that is referred to the accredited scope.

6.3.11 Endorsed test reports or reference material certificates, bearing the accreditation symbol or accreditation statements shall be signed only by approved signatories within the accredited scope, approved by BLQS-DMSc.

6.3.12 Non-approved signatories are not allowed to sign on test reports or reference material certificates, bearing the accreditation symbol or accreditation statements.

6.3.13 If the accredited CAB loses all its approved signatories, the endorsed test reports or reference material certificates, shall not use the accreditation symbol or accreditation statements. If the accredited CAB loses all its approved signatories for more than three months, its relevant accreditation will be suspended.

6.4 Opinions and Interpretations

6.4.1 If an accredited CAB is likely to use the accreditation symbol in test reports or reference material certificates containing opinions, interpretations or other material relating to investigational activities, the endorsed test reports or reference material certificates can contain expert opinions and interpretations in relation to compliance or non-compliance of the results, requirements or a fulfillment of quantitative contractual requirements. The accredited CAB shall document the basis upon which the opinions and interpretations have been made. Opinions and interpretations shall be clearly marked as such in a test report or a reference material certificate. For medical test reports, opinions or interpretations can only be made medical doctors.

6.4.2 Any statement of interpretation of result on an endorsed test report or reference material certificate, shall be based on its result for which accreditation is held. There may be signatories authorized to prepare and issue statements of interpretation or opinion on a report endorsed with the accreditation symbol.

6.4.3 If those statements are outside the scope of accreditation, the test reports or reference material certificates shall include a disclaimer to show that the opinion or interpretation expressed in the report/certificates is outside the accreditation scope of the accredited CAB, such as "The opinions/interpretations expressed in this report are

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Approved by *P. Soisongwan*

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outside the scope of this laboratory's accreditation". It is preferred that the disclaimer be in a separate document which is not part of the endorsed test report or the reference material certificate, and that does not carry the BLQS-DMSc accreditation symbol.

6.5 Misuse of accreditation logo or accreditation symbol or accreditation status

6.5.1 The BLQS-DMSc accreditation logo is owned by the BLQS-DMSc. The accredited CAB is not allowed to copy or make use the same or similar logo as its own logo. In the event of misuse of the symbol, the BLQS-DMSc reserves the right to issue violations and sanctions depending on the level of the violation and consistent with the BLQS-DMSc accreditation policy.

6.5.2 The BLQS-DMSc is not responsible for any misuse of the BLQS-DMSc accreditation logo, the BLQS-DMSc accreditation symbol, the ILAC-MRA Mark or a statement claiming accreditation status by any organization. This organization shall be held responsible if misuse logo, symbol or mark affect BLQS-DMSc or harm its reputation. In some situations, and particularly where misuse was by an organization that is not accredited, legal actions under copyright or fair trading or other laws of the relevant jurisdiction may be necessary.

6.5.3 The BLQS-DMSc is not responsible for any misuse or misleading results made by an accredited CAB. The accredited CAB shall be held responsible if misleading results affect BLQS-DMSc or harm its reputation.

6.5.4 The entire scope of circumstances under which complaints or protests might be lodged regarding an organization's intentional or unintentional abuse of symbols or statements cannot be anticipated and therefore cannot be covered under this policy. Proceedings are the sole responsibility of the organization using the symbol or making the claim.

6.5.5 If the scope of accreditation of an accredited CAB is reduced, it must immediately discontinue the use of all accreditation symbols or any reference to accreditation status in test reports or reference material certificates, internet websites or other published materials relating to items deleted as a result of the reduction of the scope of accreditation. The reduced scope of accreditation of an accredited CAB is shown in www.dmsc.moph.go.th and informed to the authoritative body in each field of the scope of accreditation. The assessors will follow-up the use of all accreditation symbols or any reference to accreditation status in the next on-site assessment.

6.5.6 Upon suspension or withdrawal of accreditation, whether or not voluntarily made, the accredited CAB must immediately cease to use all BLQS-DMSc accreditation symbols or any reference to accreditation status in its test reports or reference material certificates, internet websites, and published materials. The suspension or withdrawal of accreditation is shown in www.dmsc.moph.go.th and informed to the authoritative body in each field of scope. The assessors will follow-up the use of all accreditation symbols or any reference to accreditation status in the next

on-site assessment. Where accreditation for all activities has been withdrawn from a CAB, legal action pertaining to copyright, fair trading or other laws may be necessary.

6.5.7 The BLQS-DMSc will take all necessary actions against accredited CABs or individuals who misuse any of the BLQS, DMSc accreditation logos or symbols or statements to make incorrect or misleading references or for misrepresentation. Misuse of logos, symbols or accreditation Misuse of logos, symbols or accreditation status in any form shall be also treated seriously. Possible actions include suspension or termination or accreditation and legal sanction as such actions can significantly undermine the credibility of the whole international conformity assessment process.

6.5.8 An accredited CAB will be requested for corrective action and received an official warning letter if it uses the accreditation symbol or accreditation statements out of its scope of accreditation. An accredited CAB will have its accreditation suspended for 90 day if it is re-discovered using misrepresentation of accreditation status. If this violation is found in five years after its suspension of accreditation, this accredited CAB shall be withdrawn and not be allowed to apply an accreditation in six months after withdrawal.

7. Data record and used document

8. History of change


Revision No.	Documentation Changes	Prepare /Revised by	Date Issued
00	Initial Document	Amnuay Petchoopong	
10	- Edited the reference to current (No.3.3-3.4 and No.3.6) - Edited prepared by /controlled copy list	Saovanee Aromsook	26 OCT 2016
11	- Edited the reference to current (No.3.2,3.5 and No.3.8)	Saovanee Aromsook	

Controlled copy list

1. Director of Bureau of Laboratory Quality Standards (BLQS) No. 07 00
2. Head of Laboratory Accreditation Section 1 No. 07 03
3. Head of Laboratory Accreditation Section 2 No. 07 04
4. Quality Manager of Laboratory Accreditation No. QCC 07
5. Ms. Saovanee Aromsook

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