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HKAS Supplementary Criteria No. 1

Use of HKAS accreditation symbols and claims of accreditation status

1. Introduction

- 1.1 This document serves to amplify and interpret the requirements of Chapters 6 and 8 of HKAS 002 on the conditions under which conformity assessment bodies (CAB(s)) accredited by HKAS under the Hong Kong Laboratory Accreditation Scheme (HOKLAS), the Hong Kong Certification Body Accreditation Scheme (HKCAS) and the Hong Kong Inspection Body Accreditation Scheme (HKIAS) respectively may use the HKAS accreditation symbols and claim their accreditation status.
- 1.2 This Supplementary Criteria also covers the use of the HKAS accreditation symbols by organisations certified by certification bodies accredited under HKCAS.
- 1.3 This Supplementary Criteria only covers the use of the HKAS accreditation symbols and claims of accreditation status. There are other regulations covering endorsed reports, certificates, validation and verification statements/opinions under HOKLAS, HKCAS and HKIAS as detailed in HOKLAS SC-33, HOKLAS SC-34 and HOKLAS SC-39, HKCAS SC-04, HKCAS SC-16 and HKIAS SC-05 respectively and they are not repeated here. Accredited CABs intending to issue endorsed reports, certificates, validation or verification statements/opinions under these schemes should read the relevant Supplementary Criteria and/or Technical Criteria together with the relevant clauses of HKAS 002.
- 1.4 The use of HKAS accreditation symbols and claiming of HKAS accreditation status by accredited CABs is voluntary.
- 1.5 This document also provides some examples of acceptable and unacceptable claims and reference to HKAS accreditation status.

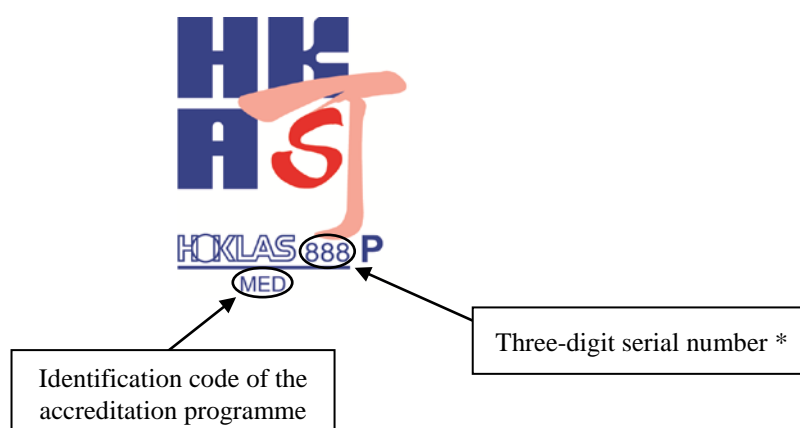
2. HKAS Accreditation Symbols

- 2.1 HKAS provides accreditation through three accreditation schemes, i.e. HOKLAS, HKCAS and HKIAS. Accreditation programmes are provided under these three schemes. Each accreditation programme has its own accreditation symbol.

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- 2.2 The accreditation symbol of HOKLAS consists of three components:
- The HKAS logo;
 - The HOKLAS logo and a three-digit serial number displaying underneath the HKAS logo. For medical laboratories, a specified series of serial numbers (from 801 to 999) and a letter is appended to the serial number to distinguish the two categories of medical laboratories. For Category P laboratories (directed by pathologists), the letter “P” is appended to the laboratory serial number while for Category S laboratories (directed by biomedical scientists), the letter “S” is appended.
 - The identification code of the accreditation programme displayed centre-justified underneath the line underlining the logo of the scheme and the serial number.

A sample HOKLAS accreditation symbol is illustrated in Figure 1.



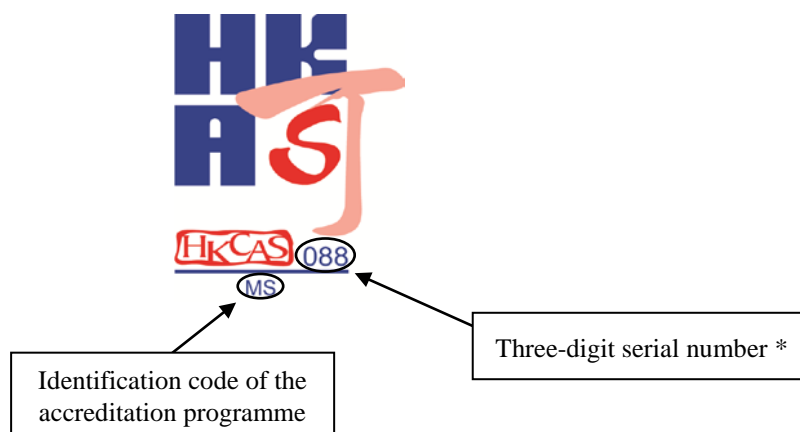
* The three-digit serial number is the registration number of the accredited laboratory appeared on the Certificate of Accreditation without the “HOKLAS” prefix.

Figure 1: Sample of HOKLAS accreditation symbol

- 2.3 The accreditation symbol of HKCAS consists of three components:
- The HKAS logo;
 - The HKCAS logo and a three-digit serial number displaying underneath the HKAS logo; and
 - The identification code of the accreditation programme displayed centre-justified underneath the line underlining the logo of the scheme and the serial number.

A sample HKCAS accreditation symbol is illustrated in Figure 2.

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* The three-digit serial number is the registration number of the accredited certification body or validation/verification body appeared on the Certificate of Accreditation without the “HKCAS” prefix.

Figure 2: Sample of HKCAS accreditation symbol

- 2.4 Different identification codes to be used for various accreditation programmes under HOKLAS and HKCAS are shown below:

For HOKLAS:

- “TEST” for testing laboratories other than calibration and medical testing laboratories;
- “CAL” for calibration laboratories
- “MED” for medical testing laboratories
- “PTP” for proficiency testing providers
- “RMP” for reference material producers

For HKCAS:

- “MS” for certification bodies accredited for certifying management system including quality management system, environmental management system, food safety management system, occupational health and safety management system, information security management system, energy management system, residential care homes (elderly persons) service providers’ management system, etc.
- “PRD” for certification bodies accredited for product certification
- “GHG” for validation/verification bodies accredited for greenhouse gas validation and/or verification

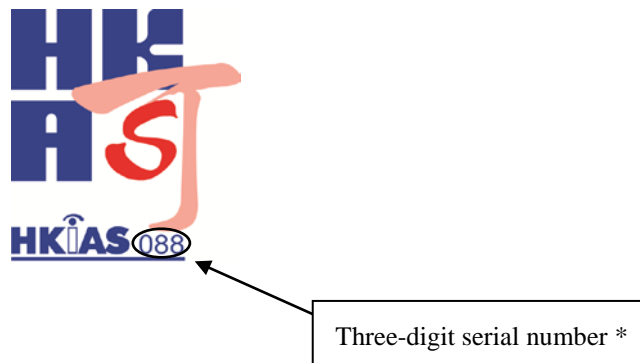
- 2.5 The accreditation symbol of HKIAS consists of only two components:

- The HKAS logo; and
- The HKIAS logo and a three-digit serial number displaying underneath the

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HKAS logo.

A sample HKIAS accreditation symbol is illustrated in Figure 3.



* The three-digit serial number is the registration number of the accredited inspection body appeared on the Certificate of Accreditation without the “HKIAS” prefix.

Figure 3: Sample of HKIAS accreditation symbol

- 2.6 Different designs of the accreditation symbols for various programmes and schemes are shown in Figure 4.
- 2.7 Accredited CABs shall use the accreditation symbols as integral entities and shall not use the HKAS logo and the scheme logo separately.
- 2.8 For CABs accredited with more than one accreditation programmes under the same accreditation scheme which have different accreditation symbols, these accreditation symbols may be combined according to the rules specified in clause 7.
- 2.9 For CABs accredited under more than one accreditation schemes, the accreditation symbols for different schemes shall not be combined. Separate accreditation symbols shall be used.
- 2.10 The formats of the HKAS accreditation symbols, including its appearance, aspect ratio, colour, shade, font style, relative sizes and positions of its components and other features shall be as specified in this Supplementary Criteria. The accreditation symbols shall be printed against a white or light colour background. It should be noted that the colour specifications of the symbols shown in Appendix 1 are based on a white colour background and when printing against a background of any other colour, precaution shall be taken to ensure that the colours of the symbols are not affected. The accreditation symbols may be enlarged or reduced in size.

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Hong Kong Laboratory Accreditation Scheme (HOKLAS)

For Laboratories, Proficiency Testing Providers and Reference Material Producers:



Hong Kong Certification Body Accreditation Scheme (HKCAS)



Hong Kong Inspection Body Accreditation Scheme (HKIAS)



Figure 4: Designs of accreditation symbols for various accreditation programmes

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The minimum height of the symbols shall be 15 mm. A smaller size is acceptable if the symbol is to be displayed on an item having a small size, e.g., name cards. Irrespective of its size, the features of the accreditation symbol, the identification code and the serial number shall be clearly discernible.

- 2.11 In addition to the colour specified in Appendix 1, the accreditation symbols may be displayed in a single colour, preferably of white, black, red or blue. On printed materials, displaying the symbol in the predominant colour is also acceptable. The colour of the symbols shall be chosen such that they are easily visible against the background. An example of a single colour accreditation symbol is shown in Appendix 2.
- 2.12 Where the accreditation symbols are to be displayed on materials printed using full colour, the accreditation symbols shall normally be printed in the colours as specified in Appendix 1. In cases where it is difficult to distinguish a full colour accreditation symbol from its background, a single colour accreditation symbol shall be chosen to ensure that it is easily visible.
- 2.13 When used on paper, the HKAS symbols may be embossed or stamped, provided that no other modifications are made.
- 2.14 Apart from those allowed above and in other parts of this Supplementary Criteria, accredited CABs are not allowed to make any other modifications to the accreditation symbols.

3 General conditions on the use of HKAS accreditation symbols and claim of accreditation status

- 3.1 Accredited CABs may use the HKAS accreditation symbols and claim their HKAS accreditation status in their stationery, documents, promotional materials, reports, certificates, validation and/or verification statements/opinions, and in publicity materials referring to accredited services provided that the requirements in this Supplementary Criteria and relevant HKAS regulations and supplementary criteria are satisfied. Accredited CABs shall not use the HKAS accreditation symbol nor claim accreditation status for any services or work they are not accredited by HKAS.
- 3.2 Accredited CABs have the responsibility to minimise the risk of a client/reader being misled as to the status, extent and limitation of their accreditation status, whether in relation to quotations for work, work being undertaken, results being reported, the use of sub-contractors or the advertising of activities or services. The HKAS accreditation symbols or reference to accreditation shall not be used in such a manner as to imply that HKAS accepts responsibility for activities carried out under the scope of accreditation.

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- 3.3 Accredited CABs shall not use the accreditation symbols nor claim accreditation status in such a manner as to bring HKAS or its accreditation into disrepute and shall not make any statements relevant to their accreditation which HKAS Executive may reasonably consider to be misleading.
- 3.4 The HKAS accreditation symbols shall only be used by an accredited CAB under the name to which accreditation is granted. Any mother companies, subsidiaries or sister companies shall not use the symbols. An accredited CAB shall not use the logos of HKAS, HOKLAS, HKCAS nor HKIAS on their own, nor use its HKAS accreditation symbols without showing its registration number.
- 3.5 Other than organisations certified by HKAS accredited certification bodies, which are allowed to use the HKAS accreditation symbol for certification bodies (according to conditions set out in clauses 6.4 to 6.9), accredited CABs shall not allow any other organisations to use any of the HKAS accreditation symbols. When an accredited CAB noticed that its HKAS accreditation symbol was being used by other organisation, appropriate actions shall be taken by the accredited CAB to rectify the situation.
- 3.6 HKAS accreditation symbols may be displayed by an accredited CAB only if:
- the logo or name of the accredited CAB is also shown (For endorsed reports, certificates, validation and/or verification statements/opinions, additional requirements as detailed in the regulations of the respective schemes apply.);
 - the HKAS accreditation symbol is not more prominent than the logo or name of the accredited CAB;
 - the HKAS accreditation symbol is displayed no more than once on a page or on a surface.
- 3.7 All quotations or proposals for work presented on stationery or in other forms bearing the HKAS accreditation symbols shall clearly indicate those activities which are not HKAS accredited.
- 3.8 Electronic reproduction of the HKAS accreditation symbols and the inclusion of the HKAS symbols in documents in electronic formats are permitted provided that the requirements of this Supplementary Criteria are met. Computer files of the HKAS symbols are available from HKAS Executive for use by accredited CABs. When processing or converting these files, degradation and distortion of the symbols are not allowed.
- 3.9 CABs accredited by HKAS under one of its schemes may refer to the mutual recognition arrangements that HKAS has concluded with other accreditation bodies in its stationery, documents, and promotional materials, provided that

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prior approval has been obtained from HKAS Executive. Such reference may also be included in endorsed reports and certificates of the relevant HKAS accreditation schemes. Non-endorsed reports and certificates shall not bear such reference. Such reference shall not be misleading regarding the extent and limitation of the mutual recognition arrangements and should be kept up-to-date. It should be noted that the use of logos and symbols of HKAS mutual recognition arrangement partners is under their jurisdiction and the rights to use such logos and symbols is not part of the accreditation granted by HKAS.

Note: For accredited CABs intending to use the Combined International Laboratory Accreditation Cooperation (ILAC) Mutual Recognition Arrangement (MRA) Mark or the Combined International Accreditation Forum (IAF) Multilateral Recognition Arrangement (MLA) Mark, they shall observe the requirements stipulated in HOKLAS SC-41, HKIAS SC-06 or HKCAS SC-05 respectively.

- 3.10 A CAB with suspended or terminated accreditation(s), whether voluntary or imposed, shall not use or allow others to use the HKAS accreditation symbols for those activities for which accreditation has been suspended or terminated, and shall make no representation to others that implies that HKAS accreditation is current for such activities. The use of the accreditation symbols by CABs with suspended or terminated accreditations is governed by Chapter 6 of HKAS 002.

4 Requirements specific to the use of the HKAS accreditation symbol for laboratory / proficiency testing provider / reference material producer and claim of accreditation status under HOKLAS

- 4.1 For HOKLAS endorsed test reports, the HKAS accreditation symbol shall be displayed at the top right hand corner of the first page.

Note : Other regulations governing HOKLAS endorsed reports and certificates are detailed in HOKLAS SC-33, HOKLAS SC-34 and HOKLAS SC-39 for laboratories, proficiency testing providers and reference materials producers respectively.

- 4.2 The HKAS accreditation symbol shall not be affixed on the products, materials or other subjects which a laboratory has tested or calibrated unless explicitly allowed in this document (See clause 4.3 for calibration laboratories and clause 4.4 for reference material producers). In addition, it shall not be used to imply that products, materials or other subjects of test or calibration have been in any way certified, approved, endorsed or penalised by HKAS, HOKLAS or HKAS Executive.

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4.3 The HKAS accreditation symbol may be used on calibration labels to be attached to instruments calibrated by a calibration laboratory accredited by HKAS. The label shall contain the following information as a minimum:

- a. The HKAS accreditation symbol for calibration laboratories;
- b. Name of the accredited calibration laboratory;
- c. Identification of the instrument;
- d. Date of current calibration; and
- e. Cross reference to the calibration certificate issued in respect of this calibration

The due date of the next calibration may be included on the label if prior agreement from the client has been obtained. Approval from HKAS Executive for the format of any such calibration labels shall be obtained before use.

4.4 The HKAS accreditation symbol may be used on labels of reference materials produced by a reference material producer accredited by HKAS. The use of accreditation symbol on reference material label is voluntary. When used, the label shall meet the requirements of this document, clause 5.7.5 of HOKLAS 022, and shall contain the following as a minimum:

- (a) The HKAS accreditation symbol for reference material producers;
- (b) Name of the accredited reference material producer;
- (c) Identification of the reference material; and
- (d) Cross reference to the certificate of the CRM or documentation for non-certified RM, such as producer's code for the material and the batch number; and relevant health and safety warnings.

5. Requirements specific to the use of the HKAS accreditation symbol for inspection body and claim of accreditation status under HKIAS

5.1 For HKIAS endorsed inspection reports and certificates, the HKAS accreditation symbol shall be displayed at the top right hand corner of the first page.

Note : Other regulations governing HKIAS endorsed reports and certificates are detailed in clause 5 of HKIAS SC-05.

5.2 The HKAS accreditation symbol shall not be affixed on the products, materials or other subjects which an inspection body has inspected. In addition, it shall not be used to imply that products, materials or other subjects of inspection

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have been certified, approved, endorsed or penalised by HKAS, HKIAS or HKAS Executive.

6 Requirements specific to the use of the HKAS accreditation symbol for certification body and validation/verification Body and claim of accreditation status under HKCAS

- 6.1 This section sets out the conditions for the use of the HKAS accreditation symbol by accredited certification bodies, the organisations certified by these accredited certification bodies, and accredited validation/verification bodies.

Conditions on use of the HKAS accreditation symbol by accredited certification bodies

- 6.2 When an accredited certification body uses the HKAS accreditation symbols on its certificates, stationery, documents and promotional materials, it shall include on the same sheet of paper its own symbol displayed no less prominently than the HKAS accreditation symbol, and positioned in a manner that ensures the relationship between the HKAS accreditation symbol and the certification mark is obvious.

Conditions on use of the HKAS accreditation symbols by organisations certified by a HKAS accredited certification body

- 6.3 An organisation certified by a certification body accredited under HKCAS may use the relevant HKAS accreditation symbol in conjunction with the certification mark of the accredited certification body. This use is limited to the organisation's stationery, literature and advertisements and is subject to the conditions set out in this document and the conditions governing the use of the certification mark.
- 6.4 Organisations certified by HKAS accredited certification bodies shall not use the HKAS accreditation symbol in such a manner as to bring HKAS into disrepute and shall not make any statement relevant to HKAS accreditation which HKAS Executive may reasonably consider to be misleading.
- 6.5 Accredited certification bodies shall have documented policies for the use of the HKAS accreditation symbol by their certified organisations and appropriate certification mark shall be provided to them. There shall be no ambiguity, in the certification mark or accompanying text, as to what has been certified. They shall monitor and audit the use of the HKAS accreditation symbol by their certified organisations to ensure the conditions governing the use of the HKAS accreditation symbol are complied.

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- 6.6 The HKAS accreditation symbol may be used by an organisation certified by a HKAS accredited certification body on any stationery, documents and/or publicity materials if they are related to the organisation's certification scope.
- 6.7 A certified organisation shall not use the HKAS accreditation symbol in isolation from the certification mark of the accredited certification body.
- 6.8 Organisations certified by a HKAS accredited certification body shall not use the HKAS accreditation symbol on its products or packaging of the products or associated documentation or certificates or in any way that may be interpreted as denoting product conformity.

Note : HKAS accredited certification bodies shall not allow their certified organisations to display the HKAS accreditation symbol in reports and certificates, which are considered as products of the certified organisations.

- 6.9 When a certified organisation uses a HKAS accreditation symbol, the organisation shall:
- include its own name or logo;
 - include the certification mark not disproportionately represented with reference to the accreditation symbol, and positioned in a manner that ensures the relationship between the accreditation symbol and the certification mark is obvious;
 - The certification number assigned to the organisation under the accredited certification scheme shall be placed immediately underneath the HKAS accreditation symbol and the certification body's certification mark as illustrated in Figure 5.

Figure 5:



Certification No.* XXXX

To be replaced by accreditation symbol for product certification (PRD) as appropriate.

* Other terms such as Certificate No. and Registration No. are acceptable.

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- 6.10 Except as allowed in clause 6.4 to 6.9, an organisation certified by a HKAS accredited certification body is not allowed to use any HKAS accreditation symbol or claim HKAS accreditation status.
- 6.11 An organisation with its certification suspended or terminated by a HKAS accredited certification body shall forthwith stop using the relevant HKAS accreditation symbol.
- 6.12 The certification body shall have an agreement with its certified organisations requiring them to use the HKAS accreditation symbol in accordance with all relevant requirements.

Conditions on use of the HKAS accreditation symbols by accredited validation/verification bodies

- 6.13 For HKCAS endorsed validation/verification statements/opinions, the HKAS accreditation symbol shall be displayed at the top right hand corner of the first page.

Note : Other regulations governing HKCAS endorsed validation/verification statements/opinions are detailed in HKCAS SC-16, HKCAS SC-09 and HKCAS SC-13.

7 Requirements specific to the use of HKAS accreditation symbols and claim of accreditation status for CABs accredited for more than one HKAS accreditation schemes or for activities under the same accreditation scheme which have different accreditation symbols

- 7.1 The accreditation symbols for testing and calibration under HOKLAS may be combined as shown in Appendix 3. The identification codes shall follow the order of TEST or MED, CAL, PTP and then RMP.
- 7.2 The accreditation symbols for management system certification, product certification, greenhouse gas validation and/or verification under HKCAS may be combined as shown in Appendix 3. The identification codes shall follow the order of MS, PRD and then GHG.
- 7.3 Other than allowed in clauses 7.1 and 7.2, the accreditation symbols shall not be combined.
- 7.4 An accredited certification body shall only allow its certified organisations to use an appropriate accreditation symbol for programme(s) on its certification scope. The combined accreditation symbol of a HKAS accredited certification

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body shall only be used by a certified organisation if it has been certified for all programmes indicated in the combined symbol.

- 7.5 Reports, certificates, validation and verification statements/opinions issued by HKAS accredited CABs shall only bear the accreditation symbols of the relevant programme. For example, the combined accreditation symbol for MS and PRD shall not be used if only the management system of the certified organisation is certified.

8. Misuse of accreditation symbols and incorrect claim of accreditation

- 8.1 HKAS Executive will take all necessary actions against any organisations or individuals who misuse any HKAS accreditation symbols and logos or incorrectly claim any accreditation status under HKAS. Those actions may include suspension or termination of accreditation and legal sanction.
- 8.2 There are various circumstances where an accredited CAB may intentionally or unintentionally abuse or misrepresent its accreditation status. Examples of such abuses and misrepresentation are given in the Appendix 4. These examples are included for information and they are not exhaustive.

9. Examples of acceptable and unacceptable claims and reference to accreditation status

Claims of accreditation status shall be factually accurate. It shall not overstate or mislead readers about the coverage, meaning and acceptability of the accreditation nor confuse one type of accreditation with another.

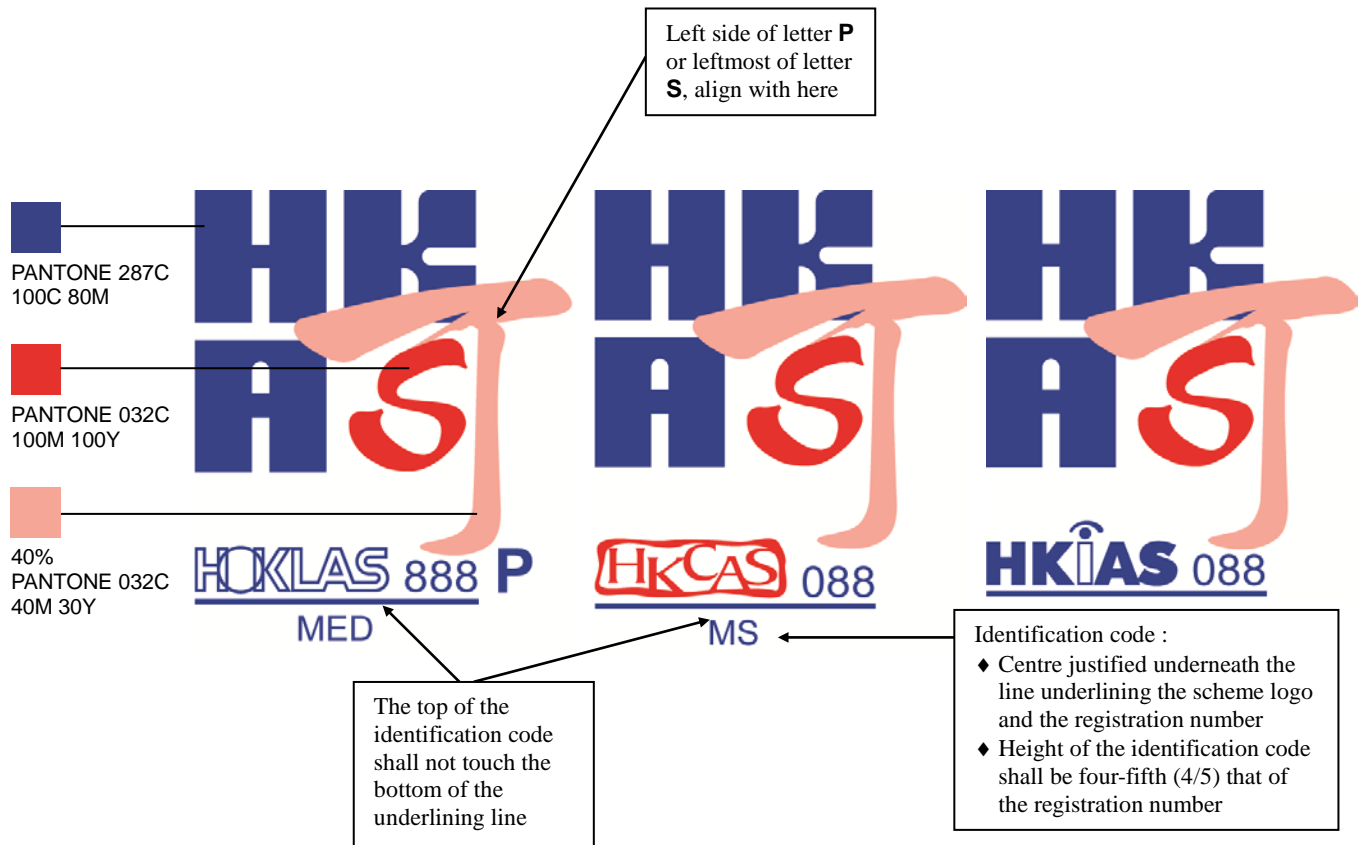
Examples of acceptable and unacceptable claims and reference to accreditation status are given in Appendix 5. Accredited CABs may use the acceptable statements in their publicity material verbatim or after editing to suit the context. However, the meaning of any edited statements shall comply with all relevant requirements, stated in this document and other relevant documents.

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Appendix 1

Standard colours and font style for the accreditation symbols



Font Style for serial number and identification code: Arial Horizontal Scaling : Normal

- Notes:
1. The right hand edge of the last digit of the serial number shall align with the vertical line in touch with the right hand side edge of letter "K". The lines underneath the serial number shall be perpendicular to this vertical line.
 2. The height of the serial number shall be one-quarter the height of the letter "H" of the HKAS logo.
 3. "P" and "S" are for medical laboratories. The height of the letter "P" or "S" shall be the same as the "HOKLAS" symbol. The left side of the letter "P" or the leftmost of the letter "S" shall align with a vertical line drawn from the point as indicated above. The font to be used for "P" or "S" shall be Arial, bold face.
 4. The serial number shall not touch the lines underneath.
 5. The above colour specification is based on a white colour background. When printed against a background of other colours, the colour of the accreditation symbol shall not be affected. The colours appearing in the above figure may not be exact. When printing, the specific colour codes should be followed.
 6. The identification code used shall be the one for the accreditation programme under which the CAB is accredited and shall be as stated in clause 2.3.

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Appendix 2

Single Colour Accreditation symbol



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Appendix 3

Examples of combined accreditation symbol

HOKLAS



HKCAS



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Appendix 4

Example of abuses and misrepresentation of accreditation status

1 General

- 1.1 An organisation which is not accredited claims verbally or in writing (contract proposals or promotional material) that it is accredited. The organisation may be intending to mislead the client or it may have anticipated accreditation when preparing the materials but the accreditation has not been granted.
- 1.2 An accredited CAB claims verbally or in writing that it is accredited for work not covered in its scope for accreditation, for example, for a test method, materials or range not included in the scope of accreditation. This may be intentional or the result of an impatient expectancy of an extension of accreditation or a misinterpretation of the scope.
- 1.3 A CAB suspended or terminated for all or part of its scope of accreditation claims either verbally or in writing that it is still accredited for the suspended or terminated work.
- 1.4 As a result of promotional material, clients are misled to believe that a CAB is accredited for the particular work they require when in fact that work is outside the scope of accreditation.
- 1.5 Endorsed certificates or reports are prepared in such a way as to imply accreditation for that part of the work (or all of the work) which is not accredited.
- 1.6 Gifts given to clients and other stakeholders by an accredited CAB display the HKAS accreditation symbols in such a way that these stakeholders believe that the CAB is accredited for all its work.

2. Misuse of accredited laboratory status

- 2.1 Tests or calibrations outside the scope of accreditation are not clearly marked in endorsed certificates or reports.
- 2.2 Using letterhead paper with a pre-printed HKAS accreditation symbol to report results of tests which are not accredited.
- 2.3 A report, although not endorsed, is accompanied by a memo or letter

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containing interpretations or opinions, and which displays the HKAS accreditation symbol.

- 2.4 Names of approved signatories who are absent or have left the laboratory continue to appear in certificates and reports carrying the HKAS accreditation symbol.
- 2.5 A calibration laboratory doing work not accredited or a testing laboratory doing in-house calibrations (which are not accredited) for its own equipment attaches calibration labels containing the HKAS accreditation symbol to the calibrated equipment.
- 2.6 A subsidiary or branch laboratory of an accredited main laboratory issues reports or certificates using paper displaying the HKAS accreditation symbol or other statements of accreditation. In fact, the subsidiary or branch laboratory is not accredited.
- 2.7 Test results obtained by a non-accredited subcontractor laboratory are not clearly identified in a HKAS endorsed report or certificate.
- 2.8 The HKAS accreditation symbol for certification bodies is displayed on products or their packaging.

3 Misuse of accredited inspection body status

- 3.1 Inspections not covered in the scope of accreditation are not clearly marked in HKAS endorsed certificates or reports.
- 3.2 Using letterhead paper with a pre-printed HKAS accreditation symbol to report results of inspections which are not accredited.
- 3.3 A report, although not endorsed, is accompanied by a memo or letter containing interpretations or opinions and which displays the HKAS accreditation symbol for inspection body.
- 3.4 Names of approved signatories who are absent or have left the inspection body continue to appear in certificates and reports carrying the HKAS accreditation symbol for inspection body.
- 3.5 A subsidiary or branch of an accredited inspection body issues reports or certificates using paper displaying the HKAS accreditation symbol or other statements of accreditation. In fact, the subsidiary or branch inspection body is not accredited.
- 3.6 Inspection results obtained by a non-accredited subcontractor or by an

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inspector which has not been approved (where such a system is implemented) are not clearly identified in a HKAS endorsed inspection report or certificate.

- 3.7 The HKAS accreditation symbol for inspection body is display on products or their packaging.

4 Misuse of accredited certification body status

- 4.1 The HKAS accreditation symbol for certification body is misused to imply HKAS has approved a product/service to a product/service standard or in any other misleading manner.
- 4.2 The HKAS accreditation symbol is used to imply accreditation for areas of activity outside the certification body's scope of accreditation.
- 4.3 The HKAS accreditation symbol for certification body is used by a certified organisation without the certification mark.

5 Misuse of accredited validation/verification body status

- 5.1. The HKAS accreditation symbol for verification body is misused on validation statement/opinions.
- 5.2. The HKAS accreditation symbol for validation body is misused on verification statement/opinions.
- 5.3. The HKAS accreditation symbol is used to imply accreditation for areas of activity outside the validation/verification body's scope of accreditation.
- 5.4. The HKAS accreditation symbol for validation/verification body is used on certificates of the greenhouse gas performance achieved by responsible parties over a specified period of time.

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Appendix 5

Examples of acceptable and unacceptable statements for claiming or referring to HKAS accreditation

A. Acceptable statements or reference to accreditation

The following statements, where applicable, may be used separately or in combination on publicity materials of all forms and media.

1. General

- 1.1 Conformity assessment bodies accredited by Hong Kong Accreditation Service have the competence in providing the service listed in their scope of accreditation. They have an appropriate organisation structure, suitably and adequately staffed and equipped and operate under a documented quality management system in conformity with relevant international standards. The results they obtain are reliable and trustworthy.
- 1.2 Accreditation will be granted to an applicant organisation only if its performance has been found to be in satisfactory through on-site assessments performed by a team of qualified and trained assessors. Both its management system operation and its technical operation will be assessed. If any discrepancies have been identified, they must be satisfactorily addressed before accreditation will be granted.
- 1.3 Our HKAS accreditation is an independent third party formal demonstration that we have the competence in performing the activities included in our HKAS scope of accreditation.
- 1.4 We are accredited by HKAS. You can have full confidence in the quality of our service listed in our scope of accreditation.
- 1.5 Hong Kong Accreditation Service requires all accredited conformity assessment bodies to implement effective quality assurance measures to assure the quality of their accredited activities.

2. HOKLAS/ HKIAS

- 2.1 ABC Limited has been accredited by Hong Kong Accreditation Service (HKAS) under the Hong Kong Laboratory Accreditation Scheme (HOKLAS) (or the Hong Kong Inspection Body Accreditation Scheme (HKIAS) for specific activities as listed in HOKLAS (HKIAS) Directory of Accredited Laboratory (Inspection Body) available from its website (<http://www.hkas.gov.hk>).
- 2.2 Non-medical laboratories accredited by HKAS are in conformity with the

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international standard ISO/IEC 17025 – General requirements for competence of testing and calibration laboratories. This standard includes requirements on both technical competence and management system.

- 2.3 Medical laboratories accredited by HKAS are in conformity with the international standard ISO 15189 – Medical Laboratories, particular requirements for quality and competence. This standard includes requirements on both technical competence and management system.
- 2.4 Proficiency testing providers accredited by HKAS are in conformity with ISO/IEC 17043.
- 2.5 Inspection bodies accredited by HKAS are in conformity with the international standard ISO/IEC 17020.
- 2.6 Hong Kong Accreditation Service monitors the performance of accredited laboratories/inspection bodies closely through periodic on-site reassessments and surveillance visits, mandatory reports of major changes, proficiency testing and other means.
- 2.7 Hong Kong Accreditation Service is well recognised. For laboratory/inspection body accreditation, it is a signatory to the global mutual recognition arrangement of the International Laboratory Accreditation Cooperation and the regional multilateral mutual recognition arrangement of the Asia Pacific Laboratory Accreditation Cooperation. The list of HKAS mutual recognition arrangement partners are shown in its website of <http://www.hkas.gov.hk>.
- 2.8 Hong Kong Accreditation Service employs teams of technical and management system experts to conduct on-site assessment visits, reassessments and surveillance visits. Both technical operation and management operation, including competence of personnel are rigorously assessed and confirmed to be in conformity with the accreditation criteria before accreditation will be granted.
- 2.9 Hong Kong Accreditation Service requires all accredited laboratories to take part in appropriate proficiency testing activities periodically and at specified frequencies to assure their continual competence.
- 2.10 Hong Kong Accreditation Service specifies the minimum qualification and experience requirements of key personnel working in accredited laboratories.
- 2.11 Hong Kong Accreditation Service adopts international accepted metrological traceability policy.

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3. HKCAS

- 3.1 ABC Certification body has been accredited by Hong Kong Accreditation Service (HKAS) under the Hong Kong Certification Body Accreditation Scheme (HKCAS) for providing certification service to ISO 9001. The accreditation is an independent and authoritative demonstration of competence in providing the accredited service in accordance with applicable international standards and practice.
- 3.2 ABC Verification body has been accredited by Hong Kong Accreditation Service (HKAS) under the Hong Kong Certification Body Accreditation Scheme (HKCAS) for providing GHG verification service to ISO 14064-1. The accreditation is an independent and authoritative demonstration of competence in providing the accredited service in accordance with applicable international standards and practice.
- 3.3 ABC Validation body has been accredited by Hong Kong Accreditation Service (HKAS) under the Hong Kong Certification Body Accreditation Scheme (HKCAS) for providing GHG validation service to ISO 14064-2. The accreditation is an independent and authoritative demonstration of competence in providing the accredited service in accordance with applicable international standards and practice.

B. Unacceptable statements or reference to accreditation

The following statement or reference to accreditation is not acceptable as they do not conform to at least one of the criteria in this document.

1. General

- 1.1 ABC Limited has been accredited by Hong Kong Accreditation Service. The accreditation guarantees that all results obtained by ABC is 100% reliable.

(This is not acceptable because accreditation is not a guarantee of result reliability. Furthermore, the statement may mislead reader to think that accreditation is applicable to all the activities performed by the conformity assessment body while in reality, accreditation is granted only for performing the specific activities listed in its scope of accreditation.)

- 1.2 ABC Limited has been accredited by Hong Kong Accreditation Service. The accreditation guarantees that all our operations are in conformity with the accreditation criteria and you do not need to take risk in using our service.

(This is not acceptable as accreditation is not a guarantee. Furthermore, there is always risk in using the service of any conformity assessment body.)

- 1.3 Hong Kong Accreditation Service is a signatory to the MRAs regional and international cooperation of accreditation bodies which guarantee that the reports and

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certificates issued by its accredited conformity assessment bodies will be accepted worldwide.

(This is not acceptable because the mutual recognition arrangements HKAS signed are between accreditation bodies. Although the HKAS mutual recognition arrangement partners will promote the acceptance of HKAS endorsed reports and certificates, there is no guarantee that such reports or certificates will be accepted by any third parties because they have full autonomy in determining whether to accept any report or certificate.)

- 1.4 An advertisement contains the statement that “ABC Limited is accredited by HKAS.” and a list of the services provided by the conformity assessment body and some of them are not accredited by HKAS.

(This is not acceptable because it may mislead reader to think that all the listed services are accredited by HKAS. The advertisement may be made acceptable by indicating which services have been accredited by HKAS.)

- 1.5 The parent organisation of a conformity assessment body accredited by HKAS claims that it or its service is accredited by HKAS.

(This is not acceptable as the HKAS accreditation is granted to the conformity assessment body explicitly named in the Certificate of Accreditation and not to its parent organisation or any other organisation.)

- 1.6 We are accredited by HKAS and therefore we can satisfy all your needs.

(This is not acceptable because accreditation is applicable to activities specified in the scope of accreditation which may not cover all the needs of all customers of the accredited conformity assessment body. Furthermore, for customers which have needs not covered by the accreditation criteria, the accreditation will not provide quality assurance for the services carried out by the conformity assessment body to satisfy the additional needs.

- 1.7 Although we are not accredited by HKAS for the service you required, as we will provide the service under the same management system as for HKAS accredited service, the accreditation will provide you increased confidence.

(This is not acceptable as the non-accredited service has not been assessed by HKAS, the HKAS accreditation cannot provide any quality assurance.)

- 1.8 This activity has been assessed by HKAS and you can have confidence in its quality.

(This is not acceptable assessed activities are not equivalent to accredited activities. Some assessed activities will not be accredited. In many cases, non-conformities are found during the assessment and they must be rectified before accreditation will

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be granted.)

- 1.9 Our management system is in conformity with ISO 9001 because we are accredited by HKAS.

(This is not acceptable because HKAS accreditation is not equivalent to certification to ISO 9001.)

- 1.10 A conformity assessment body having a sample of its product tested, inspected or certified by a laboratory, inspection body or certification body or its management system certified by a certification body accredited by HKAS for such activities claims that the product or its management system has been accepted, endorsed or approved by HKAS.

(This is not acceptable as HKAS does not sanction the subject of an accredited conformity assessment activity.)

2. HOKLAS

- 2.1 The package of a product carries the accreditation symbol of HKAS and / or a statement that it has been tested by an accredited laboratory while in fact, only one of more sample of the product and not the one showing the symbol has been tested by the accredited laboratory.

(This is not acceptable as an accreditation symbol of HKAS shall not be displayed on products. The statement is also incorrect as the product showing the symbol has not been tested by the accredited laboratory.)

- 2.2 We are accredited under HOKLAS (HKIAS), you can have confidence in our certification service.

(This is not acceptable as HOKLAS (HKIAS) accredits laboratories (inspection bodies) and is unrelated to certification service.)

- 2.3 A laboratory accredited for a test provides calibration service and claims that HKAS has accepted its calibration because the calibration is used to provide measurement traceability for the accredited test.

(This is not acceptable because accepting a conformity assessment body's internal calibration to support a test is different from accrediting the conformity assessment body for providing calibration service to a wider range of customers with different requirements.)

3. HKIAS

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- 3.1 The package of a product carries the accreditation symbol of HKAS for inspection body and / or a statement that it has been inspected by an accredited inspection body.

(This is not acceptable as the accreditation symbol of HKAS shall not be displayed on products.)

4. HKCAS

- 4.1 The product produced by a factory whose management system has been certified by a certification body accredited by HKAS displayed the HKAS accreditation symbol for management system.

(This is not acceptable as the HKAS accreditation symbol for management system shall not be displayed on products.)

- 4.2 A product manufacturer having one or more of its product certified by a certification body accredited by HKAS for such certification claims that the certified products has been accepted or approved by HKAS.

(This is not acceptable as HKAS does not sanction any certified product.)

- 4.3 A HKAS accreditation symbol is shown on a product or its packaging certified by a certification body accredited by HKAS for such certification.

(This is not acceptable as any HKAS accreditation symbol shall not be displayed on such products or their packages.)

- 4.4 We are accredited by HKAS for product certification. We are competent to provide recognised product certification service for all your products.

(This is not acceptable as it may mislead readers to think that the accreditation applies to all products.)

- 4.5 We are accredited for validation and verification under HKCAS, you can have confidence in our certification service.

(This is not acceptable as HKCAS accreditation for validation and verification does not cover any certification service.)