

<u>Product Approval Work Instruction</u>	Work Instruction No.: PAD 12.50
<u>01/11/2025</u> (09-04-2026)	Work Instruction: Use of the ANAB Mark

Change follow up

Revision	Date	Changes

1. General

1.1 Scope

- 1.1.1 This document outlines the procedure and conditions governing the use of the ANAB accreditation mark or any reference to ANAB accreditation by the PAD's Directorate.

1.2 Objectives

- 1.2.1 To define the use and display of the ANAB accreditation mark on PAD's materials.

1.3 Applicability

- 1.3.1 Product Approval Directorate (PAD)

2. Applicable documents

None

2.1 Documents mentioned in this form

- 2.1.1 ISO/IEC 17065- Conformity assessment—Requirements for bodies certifying products, processes and services
- 2.1.2 ISO/IEC 17020- Conformity assessment—Requirements for the operation of various types of bodies performing inspection
- 2.1.3 ISO/IEC 17025- General requirements for the competence of testing and calibration laboratories is the main standard used by testing and calibration laboratories
- 2.1.4 ANAB document- Policy on Use of ANAB Accreditation Symbols and Claims of Accreditation Status -**PR 1018** from 10.02.2025

3. Appendices and forms

3.1 Example of mark



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- 4.1 **Mark symbol-** the commercial mark (logo) of ANAB that indicates accreditation. The accredited certification program number shall be printed with the accreditation mark.

5. **Details and instructions**

5.1 **Form and Display of Mark or Reference to ANAB Accreditation**

- 5.1.1 The Product Approval Directorate (PAD) will display the ANAB accreditation mark only in the appropriate form, size, and color according the rules published by ANAB and using the mark provided by ANAB.
- 5.1.2 The four-digit accredited Standard-Mark certification program number shall be printed with the accreditation mark.
- 5.1.3 Where PAD wishes to refer to its ANAB accreditation without the use of the ANAB accreditation mark, it shall use the phrase, "An ANAB accredited Certifier - Accreditation Number," without variation. PAD shall take all reasonable steps to ensure that any client when referring to the accredited certification program uses this precise wording.
- 5.1.4 If PAD shall decide to display the ANAB accreditation mark or refer to ANAB accreditation on its organizational letterhead, it will clearly identify the specific scope for which it is accredited. In this event, the ANAB accreditation mark shall only be displayed

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along with the SII-QCD and PAD logos. The ANAB mark shall have no more prominence than the SII-QCD or PAD logo.

5.1.5 Certificates of products not included under the ANAB accreditation shall not make use of the ANAB accreditation mark.

5.1.6 PAD and its clients shall not use the ANAB mark in any misleading manner, or imply in their use of the accreditation mark or in any reference to ANAB accreditation that ANAB specifically approves of its products or services.

5.2 ANAB Accreditation Mark or Reference to ANAB Accreditation

5.2.1 PAD shall claim accreditation only with respect to the scopes for which it has been granted and shall not use its accreditation in a manner that brings disrepute to ANAB.

5.2.2 PAD shall ensure that the ANAB accreditation mark it uses is the approved mark supplied to it by ANAB.

5.2.3 All quotations that contain the ANAB mark or refer to ANAB accreditation shall clearly define the specific activities/programs that are ANAB accredited.

5.2.4 When a certificate issued by PAD incorporates an ANAB accreditation mark, refers to the ANAB accreditation, or includes any of the appropriate disclaimers, the disclaimers shall be included wherever the mark or reference to accreditation appears.

5.2.5 The use of the ANAB accreditation mark separately or in combination with the mark of SII-QCD shall not be displayed on any product and packages.

5.2.6 If PAD use the phrase, “**An ANAB accredited Certifier**” in combination with its certification body mark, they shall implement the following steps:

- Submit to ANAB the proposed certification body mark with proposed wording for approval prior to use;
- Bear responsibility for obtaining any required copyrights;

5.3 Other Restriction on the Use of the ANAB Mark or Reference to ANAB Accreditation

5.3.1 In the event of withdrawal of ANAB accreditation, PAD shall immediately cease to issue certificates and any other materials displaying the ANAB accreditation mark or containing reference to ANAB accreditation.



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- 5.3.2 In the event that accreditation is withdrawn from PAD, PAD shall take all reasonable steps to ensure that its licensees immediately cease use of stationery, literature, and advertisements, bearing the ANAB accreditation reference.
- 5.3.3 PAD shall not make any modifications to the ANAB accreditation mark.

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Appendix A- Example of Mark

1. The use of the mark requires maintaining the proportion of the symbol size based on the following details:

1.1 The size of the mark in use, printed or on screen- 2.75 inch width, 2.35 inch height

1.2 Resolution: a minimum 300 dpi

- 2 Only one or two colors may be used, in accordance with the specific definition in ANAB procedures.

In black or blue and red on a white or light colored

background, or white on a dark-colored background

