



The American Association for Laboratory Accreditation

C104 – General Checklist: Reference to A2LA Accredited Status – A2LA Advertising Policy

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This checklist presents only the auditable requirements of P101 – Reference to A2LA Accredited Status – A2LA Advertising Policy in checklist form. For the full text (including examples of appropriate and inappropriate uses of the symbol) please consult P101 directly.

A2LA-accredited organizations are strongly encouraged to promote their A2LA accreditation by using the “A2LA Accredited ” symbol.

It is the ethical responsibility of accredited and applicant organizations to describe their accredited status in a manner that does not imply accreditation in areas that are outside their actual scope of accreditation or for other testing/calibration facilities not covered under A2LA accreditation. Accredited organizations or others are encouraged to advise A2LA if a violation of this policy is discovered by actions of other parties.

While inclusion of the A2LA Accredited symbol on reports is not mandatory, only reports bearing the A2LA Accredited symbol (or that otherwise make reference to accredited status by a specific, recognized accreditation body) can benefit from the acceptance established through mutual recognition agreements/arrangements among accreditation bodies, and only those calibration reports and reference material certificates bearing the A2LA Accredited symbol (or that otherwise make reference to accredited status by a specific, recognized accreditation body) can be confirmed to meet P102 – A2LA Policy on Measurement Traceability. (See P102 – A2LA Policy on Measurement Traceability for additional clarification and requirements that must be met.)

Unless otherwise specified, all requirements related to the use of the “A2LA Accredited” symbol specified in this document also apply when making any other claims of A2LA accreditation. The term "certificates and reports" includes calibration certificates, test reports, inspection certificates and reports and/or any other certificate or report generated under the organization’s scope of accreditation.

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

A2LA Assessor Instructions: Please note that for all N/A indications, you must document the reason why this requirement is N/A in the comments section. An asterisk (*) in the comments section indicates that the assessor must document the specific traceable objective evidence reviewed in association with that requirement. Objective evidence information is mandatory for those clauses.

Note 1: The “A2LA” logo is to be used by A2LA only. Accredited organizations may use the “A2LA Accredited” symbol and/or may make reference to their A2LA accreditation, but may not use the “A2LA” logo in such references.

Laboratory Name: _____

City: _____ State: _____ A2LA Master Code: _____ Asmnt ID: _____



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To the best of my knowledge, actual laboratory practice has been assessed for compliance with the relevant clauses of **P101 – Reference to A2LA Accredited Status – A2LA Advertising Policy**. I hereby attest that all ‘Yes’ marked compliance clauses, whether initialed or not, meet the aforementioned requirements. Any areas of noncompliance have been fully described in the Assessor Deficiency Report.

A2LA Assessor Signature: _____ Date: _____

Requirement	{RESERVED FOR A2LA ASSESSORS ONLY}			
	Compliance			Comments
	Y	N	NA	
1.0 General Requirements				
1.1 The organization shall have a policy and procedure for controlling the use of the term “A2LA” and the “A2LA Accredited” symbol.				
2.0 Symbol Reproduction				
2.2 Where the A2LA name is used by accredited organizations in a narrative reference to accredited status, it shall always be accompanied by at least the word “accredited.”				
3.0 Use of the “A2LA Accredited” Symbol on Reports and Certificates <i>NOTE TO ASSESSORS, REVIEW A SAMPLING OF TEST/CALIBRATION REPORTS AND CONFIRM THE FOLLOWING:</i>				



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Requirement	{RESERVED FOR A2LA ASSESSORS ONLY}			
	Compliance			Comments
	Y	N	NA	
3.1 Where the “A2LA Accredited” symbol is used to endorse results on reports or certificates, it shall always be accompanied by the A2LA certificate number(s) <i>and an indication of the type of organization accredited (e.g., testing/calibration laboratory, proficiency testing provider, reference material producer, inspection body, product certification body, etc.)</i> . An example for each accreditation program is given in P101.				
3.2 The “A2LA Accredited” symbol may be displayed on all certificates and reports that contain results from activities that have been carried out within the organization’s official A2LA Scope of Accreditation.				
3.3 The “A2LA Accredited” symbol shall not be used on certificates and reports if none of the results presented are from activities included on the A2LA Scope(s) of Accreditation.				
3.4 Where both accredited and non-accredited activities are included on an endorsed report or certificate, non-accredited results shall be clearly and unambiguously identified as such				
3.5 On reports where results are reported within the field where accreditation exists but in a technology that is not included in the scope, they must be so indicated				



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	Compliance			Comments
	Y	N	NA	
3.6 If the intent is to ensure that the client meets the requirements of the A2LA Traceability Policy, the calibrations performed by an A2LA accredited calibration laboratory must be included on the calibration laboratory's A2LA Scope of Accreditation, and the calibration certificate issued must contain the "A2LA Accredited" symbol (or other reference to accredited status by a specific, recognized accreditation body), the A2LA certificate number, and an indication of the type of entity accredited (See Section 3.1).				
3.7 There shall be nothing in the reports, certificates or in any attachments or other materials which implies or may lead any user of the results or any interested party to believe that the work is accredited when it is not.				
4.0 Subcontracted Tests and Calibrations				
4.1 If the final report or certificate contains only results of the subcontracted activity, an A2LA accredited organization may include the results in its endorsed reports or certificates (i.e., containing the "A2LA Accredited" symbol) and may portray the results as being "accredited" only if:				
4.1.1 The accredited organization has informed the client in writing of the proposed subcontracting and has obtained prior approval (e.g., ISO/IEC 17025:2005, Section 4.5.2); and				
4.1.2 The subcontracted work appears on the organization's own Scope of Accreditation; and				



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	Compliance			Comments
	Y	N	NA	
4.1.3 The subcontractor is accredited for the work in question by A2LA or an A2LA recognized MRA partner and submitted their results on an endorsed report or certificate to the contracting organization; and				
4.1.4 The subcontracted activity results are clearly and unambiguously identified as such on the final certificate or report issued to the customer (e.g., ISO/IEC 17025:2005, Section 5.10.6).				
4.2 If the final report or certificate contains only results of the subcontracted work and this activity is not covered by the A2LA accredited organization’s Scope of Accreditation or the subcontractor is not accredited by A2LA (or an A2LA recognized MRA partner) for the work performed, the final report shall not include the “A2LA Accredited” symbol and shall not imply A2LA accreditation for the work done. (However, a statement as contained in Footnote #1 of P101 may be included.)				
4.3 If the final report contains both subcontracted work and work performed by the A2LA accredited organization itself, then the results may be included in the A2LA accredited organization’s endorsed report or certificate (i.e., containing the “A2LA Accredited” symbol) and may be portrayed as being “accredited” only if:				
4.3.1 The accredited organization has informed the client in writing of the proposed subcontracting done and has obtained prior approval (e.g., ISO/IEC 17025:2005, Section 4.5.2); and				



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Requirement	{RESERVED FOR A2LA ASSESSORS ONLY}			
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	Y	N	NA	
4.3.2 The subcontracted activity results are clearly and unambiguously identified as such on the final certificate or report issued to the customer (e.g., ISO/IEC 17025:2005, Section 5.10.6); and				
4.3.3 Any work performed outside of the A2LA accredited organization’s own Scope of Accreditation and/or performed by a subcontractor not accredited by A2LA (or by an A2LA recognized MRA partner) is clearly identified as “non-accredited”; and				
4.3.4 Any subcontracted work that falls within the A2LA accredited organization’s Scope of Accreditation is performed by a subcontractor that is itself accredited by A2LA (or an A2LA recognized MRA partner) for the specific activities concerned and that submitted results on an endorsed report or certificate to the contracting organization.				
5.0 Opinions and Interpretations				
5.1 Where statements of opinions and interpretations are outside the Scope of Accreditation, the organization is required to include a disclaimer in the certificate or report.				
6.0 Calibration Labels				
6.1 Calibration labels containing the “A2LA Accredited” symbol may be affixed only to equipment that has been calibrated by the accredited calibration organization under their Scope of Accreditation. . If only a portion of the calibration (e.g., one parameter out of several associated with the equipment) falls within the laboratory’s Scope of Accreditation,				



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	Y	N	NA	
then the “A2LA Accredited” symbol may not be affixed to the equipment calibrated unless the label clearly delineates the accredited parameters vs. non-accredited parameters calibrated.				
6.2 Calibration labels containing the “A2LA Accredited” symbol shall include at least the following information:				
6.2.1 The name of the accredited calibration organization or its A2LA Certificate number;				
6.2.2 The instrument identification;				
6.2.3 The date of the current calibration;				
6.2.4 Cross reference to the accredited calibration certificate issued with respect to this calibration.				
7.0 Inspection Labels (Applicable to ISO/IEC 17020 Inspection Body Accreditation only – not applicable to testing and calibration laboratories)				
7.1 Inspection labels containing the “A2LA Accredited” symbol may be affixed only to products that have been inspected by the accredited inspection body under their Scope of Accreditation.				
7.2 Inspection labels containing the “A2LA Accredited” symbol shall include at least the following information:				
7.2.1 The name of the accredited inspection body and/or its A2LA Certificate number.				
7.2.2 The product identification.				



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	Y	N	NA	
7.2.3 The date of the current inspection.				
7.2.4 Cross-reference to the accredited inspection certificate issued with respect to this inspection.				
8.0 Reference Material Producer Labels and Certificates (ISO Guide 34 only)				
8.1 A2LA does not permit the use of the A2LA Accreditation Symbol on reference material labels because of the potential for misrepresentation as product certification.				
8.2 The reference material producer labels shall meet the requirements stipulated in ISO Guide 34:2000 clause 5.6.5.				
8.3 The content of the label or mark on the material should serve only to identify the reference material and should be confined to the name of the producer, the name of the material, the product's code for the material, the batch number, and the relevant health and safety warnings as prescribed in ISO Guide 31.				
8.4 Only those reference material certificates bearing the "A2LA Accredited" symbol (or that otherwise make reference to accredited status by a specific, recognized accreditation body) can be confirmed to meet the A2LA Traceability Policy. (See P102 – A2LA Policy on Measurement Traceability for additional clarification and requirements that must be met.)				
9.0 Proficiency Testing Provider Labels (ISO Guide 43 only)				
9.1 A2LA does not permit the use of the A2LA Accreditation symbol on proficiency testing labels because of the potential for misrepresentation as product certification.				



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Requirement	{RESERVED FOR A2LA ASSESSORS ONLY}			
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	Y	N	NA	
10.0 Advertising, Publicity, and Business Solicitation NOTE TO ASSESSORS. REVIEW LAB WEB PAGES, BROCHURES, QUOTATIONS, STATIONARY and OTHER SALES LITERATURE TO CONFIRM THE FOLLOWING (DOCUMENT WHAT WAS REVIEWED):				
10.1 When statements concerning accredited status or the “A2LA Accredited” symbol are to be used on promotional materials that are not easily recalled or corrected in the event of error (i.e., mass distributed catalogs & brochures, advertisements in periodicals & other literature, etc.), these materials must be approved in advance in writing by A2LA staff, prior to distribution/publication.				*
10.3 The accreditation claim shall be related only to the activity that is covered under the A2LA Scope of Accreditation, and not with any other activities in which the organization or its parent organization are involved.				
10.4 A2LA accreditation is site specific. The accreditation claim shall be related only to the specific organization location that is covered under the A2LA Scope of Accreditation, and not with any other non-accredited locations.				
10.5 In proposals or quotations, the accredited organization shall distinguish activities that are covered under the A2LA Scope of Accreditation from those that are not covered.				
10.6 Where the “A2LA Accredited” symbol is printed on letterhead or other corporate stationery, such stationery shall not be used for work proposals, quotes, reporting of results exclusively outside the A2LA Scope of Accreditation, or certifying a product or other item.				



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	Compliance			
	Y	N	NA	
10.7 The “A2LA Accredited” symbol or accreditation claim shall not be affixed to a material, item or product (or related part, including packaging), or used to imply that an item or product has been certified.				
10.8 If the “A2LA Accredited” symbol is included in literature relating to a product, the symbol must appear directly adjacent to the reference to the accredited organization and it must be clearly stated that inclusion of the symbol does not imply certification/approval of the products.				
10.9 The “A2LA Accredited” symbol shall not be displayed on business cards in a manner that might imply personnel certification.				
12.0 Use of the Combined ILAC-A2LA Accredited Symbol – For use exclusively in conjunction with activities covered under A2LA’s ILAC Scope of Recognition (testing and calibration laboratories only as of September 2005)				
12.2 The combined symbol may be used only in combination with the accredited laboratory’s A2LA certificate number and an indication of whether it is a testing or calibration laboratory that is accredited.				
12.3 The combined symbol shall be used only in the same proportions as indicated in P101. It may be displayed in black-and-white or in an approved blue color according to the following color breakdowns: PROCESS (CMYK) Color Breakdown: C100 M56 Y0 K0 PANTONE (PMS) Color Breakdown:: PANTONE 293C (blue) WEBSITE (RGB) Color Breakdown: R0 G0 B229				
12.4 The combined symbol shall not be used on business cards.				



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	Compliance			Comments
	Y	N	NA	
12.6 Laboratories wishing to use the combined symbol must also sign a formal sub-license agreement with A2LA that will be provided when the laboratory's proposed usage is submitted to A2LA. They may not begin actual use of the combined symbol until this sub-license agreement has been signed. (Assessor: ask to see copy of signed agreement)				*
12.7 All requirements of sections 1.0-7.0, 10.0 & 11.0 of this Advertising Policy are also applicable to use of the combined symbol (e.g., policy and procedure, reproduction, use on marketing materials, etc.).				
13 Accredited vs. Non-Accredited Work				
13.1 When a client requests the performance of a test or calibration that appears on a laboratory's A2LA Scope of Accreditation, the test or calibration must be performed in accordance with all of the A2LA requirements for accreditation, whether or not the "A2LA Accredited" symbol is used on the resulting test report or calibration certificate, unless the conditions of Section 13.2 are met. It is important to note, however, that the "A2LA Accredited" symbol must be included on any certificate or report intended to demonstrate traceability in accordance with the A2LA Policy on Measurement Traceability, Section T2.				



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	Compliance			Comments
	Y	N	NA	
13.2 If a client requests performance of a test or calibration that appears on a laboratory's A2LA Scope of Accreditation but does not want or need the test or calibration to be performed under accredited conditions, these requests and the exceptions to the accreditation requirements must be clearly documented in the accredited laboratory's contract review records (reference ISO/IEC 17025, Section 4.4.1a). When these tests or calibrations are not performed in accordance with all of the A2LA requirements for accreditation, the resulting test report or calibration certificate cannot be endorsed with the "A2LA Accredited" symbol.				*