



STANDARDS
MALAYSIA

MALAYSIA INSPECTION BODIES ACCREDITATION SCHEME (MIBAS)

MIBAS POLICY 2 (MP2) – POLICY ON THE USE OF MIBAS ACCREDITATION SYMBOL AND COMBINED ILAC MRA MARK OR REFERENCE TO MIBAS ACCREDITATION

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**MS ISO/IEC 17020
MIBAS**

JABATAN STANDARD MALAYSIA
Department of Standards Malaysia

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1 Introduction

- 1.1 Accreditation provides formal recognition that an inspection body is capable of meeting certain standards. These are standards of quality, performance, technical expertise and competence.
- 1.2 An inspection body under the Malaysia Inspection Bodies Accreditation Scheme (MIBAS) are encouraged to issue reports or certificates bearing the MIBAS accreditation symbol when the inspections come under the scope of accreditation. Only reports or certificates bearing the MIBAS symbol can benefit fully from the recognition that the ILAC MRA and its regional counterparts bring.
- 1.3 Accreditation status can be demonstrated by using symbol or appropriate word in accordance with prescribed procedures and rules. ISO/IEC 17011 clause 4.3 requires accreditation bodies to have a policy on the use of accreditation symbol and claims of accreditation status.
- 1.4 Accredited inspection bodies have to maintain their inspection body practices to a standard complying with MIBAS condition, accreditation criteria and other requirements prescribed by Standards Malaysia. The same standard shall be maintained at all times, no matter whether or not the MIBAS symbol will be used in the report or certificate covering the result of such activity.
- 1.5 It is the responsibility of accredited inspection bodies 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 inspection facilities not covered under MIBAS accreditation.
- 1.6 Accredited inspection bodies and other parties are encouraged to advise Standards Malaysia if a violation of this policy is discovered.
- 1.7 It is the responsibility of each MIBAS accredited inspection body to minimize the risk of the customer/reader being misled as to extent and limitations of its Standards Malaysia accreditation, whether it be in relation to quotations for work, work being undertaken, results being reported, the use of sub-contractors or the advertising of activities or services.
- 1.8 All MIBAS accredited inspection bodies are obliged to meet requirements on the usage of accreditation symbol and claims of accreditation status. Failure to comply may lead to suspension or withdrawal of accreditation.

2 Scope

- 2.1 This document describes the policy of the Standards Malaysia for the use of MIBAS accreditation symbol (hereafter referred to as MIBAS symbol) or reference to MIBAS accreditation or ILAC MRA Mark imposed upon MIBAS accredited inspection bodies.

3 Definition

3.1 Accreditation body logo

Logo solely used by Standards Malaysia to identify itself

3.2 MIBAS accreditation symbol

Symbol issued by Standards Malaysia to be used by an accredited inspection body to indicate that they are accredited under the Malaysia Inspection Bodies Accreditation Scheme (MIBAS)

4 References

- 4.1 ISO/IEC 17011 "Conformity assessment- Requirements for accreditation bodies accrediting conformity assessment bodies".
- 4.2 ILAC-P8 "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".
- 4.3 ILAC-R7 "Rules for the Use of the ILAC MRA Mark".

5 General Requirements

- 5.1 The inspection body shall have a policy and procedure for controlling the use the MIBAS symbol or reference to MIBAS accreditation.
- 5.2 The MIBAS symbol or reference to MIBAS accreditation shall not be used by an inspection body that is not MIBAS accredited.
- 5.3 The MIBAS symbol or reference to MIBAS accreditation shall not be used by applicants of MIBAS accreditation.

- 5.4 The MIBAS symbol or reference to MIBAS accreditation shall be used by MIBAS accredited inspection body only under the name in which it holds MIBAS accreditation. The MIBAS symbol or accreditation shall have or be accompanied with, a clear indication to inspection activity.
- 5.5 An accredited inspection body may include results of subcontracted inspection in its endorsed reports or certificates under these circumstances:
- (a) the accredited inspection body takes full responsibility for the subcontracted inspections and, has informed the customer of the proposed subcontracting and, where appropriate, has obtained his/her prior approval;
 - (b) approval has been obtained from the subcontractor to report excerpts from the subcontractor's report or certificate;
 - (c) the subcontractor is itself accredited by Standards Malaysia for the inspections concerned and the results have been included in the subcontractor inspection body's endorsed report or certificate
- 5.6 If result from results from non-accredited subcontractors is included endorsed reports or certificates, the requirements of Clause 8.2 (b) shall be met.
- 5.7 When promoting or providing proof of accreditation, MIBAS accredited inspection bodies shall use the scope(s) of accreditation, as this document details the specific of inspection activities which are accredited. The accreditation symbol or reference to MIBAS accreditation shall have or be accompanied with a clear indication of inspection that the accreditation is related. The certificate shall be used for display purposes and may also accompany the scope.
- 5.8 It is the responsibility of the inspection body to communicate this policy and its requirements to the necessary corporate/marketing representatives to ensure all the requirements are met.
- 5.9 Any use of Standards Malaysia accreditation symbol that might contravene the conditions laid down in this document shall be referred to Standards Malaysia.

6 MIBAS Accreditation Symbol

6.1 The MIBAS symbol shall be displayed only in the appropriate form, size and colour as detailed below:

- (a) The word "INSPECTION", the inspection bodies accreditation number(s) and the standard which the inspection body is accredited to MS ISO/IEC 17020 inspection shall be displayed beneath MIBAS symbol at all times as shown in **Figure 1**.
- (b) The words accompanying the MIBAS symbol as per the above are in Arial font and bold. The size of the words are proportionate to the size of MIBAS symbol.
- (c) The MIBAS symbol is to be displayed in colour as shown in **Figure 2**. Should the inspection body choose to display the symbol in black and white, the colour coding as in **Figure 3** is to be followed.
- (d) Any enlargements or reductions are proportionate to the original MIBAS symbol. Examples of proportions are as shown in **Figure 1**.
- (e) When MIBAS symbol is displayed on an unfolded portion of stationery (as opposed to certificates or reports) of area no greater than that of A4, it shall be displayed in a size no larger than shown in **Figure 1**. On larger portions of unfolded stationery the same proportions may be used but shall not be exceeded.
- (f) On any individual unfolded portion of the sheet of stationery the MIBAS symbol may be displayed:
 - (i) only if the logo of the inspection body or title of the inspection body concerned is also shown;
 - (ii) with no more prominence than the logo or title of the inspection body concerned;
 - (iii) no more than once for each MIBAS accreditation for inspection.
- (g) The symbol may be reproduced in the form of embossed, relief or die-stamped. The symbol shall not be reproduced in the form of watermark.

- (h) Electronic reproduction of the symbol is permitted provided that the requirements of this document are met and:
 - (i) only if the logo of the inspection body or title of the inspection body concerned is also shown;
 - (ii) the word 'INSPECTION', the inspection body accreditation number and standard which the inspection body is accredited to MS ISO/IEC 17020 inspection is printed under the symbol;
 - (iii) while there are no restrictions on the size and color of the MIBAS symbol reproduction, the symbol must maintain its form.
 - (iv) Degradation and/or distortion of the mark graphic is avoided.
 - (v) Computer files of the symbol shall be prepared from symbol masters obtained from Standards Malaysia. Redrawn approximations shall not be used.

6.2 Reproductions from MIBAS symbol Masters

The Masters can be obtained from Standards Malaysia. The utmost care must be taken to ensure that reproduction is accurate.

7 Use of MIBAS Symbol or Reference to MIBAS Accreditation

- 7.1 An accredited inspection body is required to use wherever possible MIBAS endorsement on inspection reports or certificates that contain accredited inspection activities, unless otherwise determined by Standards Malaysia.
- 7.2 An inspection body accredited by MIBAS may use MIBAS symbol or reference to MIBAS accreditation on sheets of its stationery (e.g. letter head, inspection quotations, inspection label, brochures, banner, signboard) or other items relevant to the organisations accredited activity subject to the conditions set out below. Its parents, subsidiaries or sister companies may incorporate in publicity and/or advertising material, statements concerning the inspection body accreditation.
- 7.3 Where the MIBAS symbol is used on inspection report or certificate, it shall always be accompanied by the MIBAS certificate number(s).

- 7.4 Where a inspection body wishes to make reference to its MIBAS accreditation instead of using MIBAS symbol or in addition to the Symbol it shall use the phrase "a MIBAS Inspection Body No." or (Name of specified inspection) "MIBAS Accredited Inspection Body as per Certificate No". Approval for use of any variation of phraseology from the above must be obtained from Standards Malaysia.
- 7.5 The MIBAS symbol shall not be used on certificates and reports if none of the results presented are from inspections activities included in the MIBAS scope (s) of accreditation.
- 7.6 The MIBAS symbol or reference to MIBAS accreditation claim shall not be displayed on an inspection item, product (or attachment thereto) or used to imply that an item or product has been certified.
- 7.7 The accreditation claim shall be related only to the inspection activities that is covered under the MIBAS scope of accreditation, and not with any other activities in which the inspection body or its parent organisation are involved.
- 7.8 MIBAS symbol or reference to MIBAS accreditation shall not be misused, including false claims as to MIBAS accreditation and false use of MIBAS accreditation symbol by accredited inspection body, applicant and non-accredited inspection body.
- 7.9 Standards Malaysia has the right to take action in terms of misused, false claims and false use of MIBAS symbol or reference to MIBAS accreditation. Such actions include corrective action, suspension or withdrawal of certificate, and publication of transgression for accredited inspection bodies. For applicants, such transgression include immediate discontinuation of their applications. Legal action, if necessary, can also be taken against accredited and non-accredited inspection bodies as stipulated in Section 18 (1) of Act 549, Standards of Malaysia Act 1996.

8 Policy on Disclaimers

A MIBAS symbol or reference to MIBAS accreditation may also be used on inspection reports or inspection certificates that contain inspection results from both accredited and non-accredited inspection activities, opinions, interpretations, or material relating to investigational activities, provided that the relevant disclaimer or disclaimers described below are incorporated into the inspection report (s) or inspection certificates.

A MIBAS symbol or reference to MIBAS accreditation shall not be incorporated into a inspection report (s) or certificate, that does not contain any results from accredited inspections.

8.1 Disclaimer for non-accredited inspection(s)

- (a) If a report or certificate contains results of accredited and non-accredited inspections, the inspection body shall ensure that the client/reader can distinguish the results that are covered by accreditation from those that are not covered.
- (b) Inspection reports or certificates incorporating MIBAS symbol or reference to MIBAS accreditation and contains results from both accredited and non-accredited inspections shall contain the following disclaimer:

'Inspections marked **"Not MIBAS Accredited"** in this reports or certificates are not included in the MIBAS Accreditation Schedule of our inspection body'.

- (c) Wherever non-accredited inspection appear they shall be marked **"Not MIBAS Accredited"**

8.2 Disclaimer for sub-contracted inspection(s)

- (a) Where the Inspection Report/Certificate incorporating MIBAS symbol includes sub-contracted inspection results from MIBAS accredited inspection body having the specified inspection in its scope of accreditation, the disclaimer shall read:

'Inspection marked "Sub-contracted and accredited"

- (b) Where the Inspection Report/Certificate incorporating MIBAS symbol includes sub-contracted Inspection results from MIBAS accredited inspection body not having the specified inspection in its scope of accreditation, the disclaimer shall read:

'Inspection marked "Sub-contracted but not accredited"

8.3 Location of disclaimer

When an inspection body issues inspection reports or certificates incorporating a MIBAS symbol or reference to MIBAS accreditation and any of the above disclaimers, the disclaimers shall be included on the relevant page(s) of each report or certificate.

8.4 Disclaimer for non-accredited inspection in documents other than inspection reports or certificates.

8.4.1 All inspection quotations that contain the MIBAS symbol or make reference to MIBAS accreditation shall distinguish clearly activities or inspections that are covered under MIBAS scope of accreditation from those that are not covered.

8.4.2 Wherever non-accredited activities appear in any form of documents or media bearing MIBAS symbol or reference to MIBAS accreditation it shall be disclaimed as not MIBAS accredited.

9 Other Restrictions on Use of MIBAS Symbol or Reference to MIBAS accreditation

9.1 The MIBAS symbol or reference to MIBAS accreditation claim is not used in any manner which gives the impression that the accreditation body accepts responsibility for inspection results or that accreditation body approves a inspection or inspected product or item.

9.2 Subject to conditions stated in this document, the use of MIBAS symbol or reference to MIBAS accreditation on items other than sheets of stationery is not discouraged, but shall be subject to agreement by the Standards Malaysia.

9.3 The MIBAS symbol or reference to MIBAS accreditation shall only be used by an accredited organisation under the name to which accreditation is granted. Any parent companies, subsidiaries, branches and sister companies may incorporate in publicity and/or advertising material, statements concerning the inspection body accreditation provided that approval is obtained from Standards Malaysia. The

accreditation status of these organisations appearing on the accredited organisation documents shall be clearly indicated.

- 9.4 Approval for the use of MIBAS symbol or reference to MIBAS accreditation in publicity material relating to a product must be obtained from Standards Malaysia.
- 9.5 It is the responsibility of the accredited and applicants inspection body not to misinterpret their accredited status under any circumstances.
- 9.6 The inspection body should submit intended uses of the symbol, draft advertisements, and/or any other reference to MIBAS accreditation for advanced review.
- 9.7 An accredited inspection body upon suspension of MIBAS accreditation, or whose accreditation has been made inoperative shall immediately cease to issue Inspection Reports or Certificates and Inspection Quotations displaying MIBAS symbol or containing references to MIBAS accreditation.

10 Inspection Label on Inspected Items

Standards Malaysia may allow the use of inspection labels containing the accreditation symbol, and which are attached to the specified inspected item subject to the following conditions:

- 10.1 Inspection labels containing the accreditation symbol should not give the impression that the Standards Malaysia approved or inspected the item;
- 10.2 The label shall clearly indicate that the item has been inspected, e.g., "inspected by ..," or "inspected on ..." etc.;
- 10.3 The Label conforms with the design, colour and permanence requirements given in **Clause 11** of this document;
- 10.4 The inspection body is responsible for the storage and use of labels. A running serial number shall be used on inspection labels and the series of number shall be controlled by the MIBAS accredited inspection body;
- 10.5 Inspection Quality Manual or an appropriate section of Inspection Procedure Manual shall contain documented procedure on the inspection body management's control on the reproduction, printing, storage, distribution, use and

disposal, when appropriate, of all inspection labels such that there is no abuse of MIBAS inspection labels;

- 10.6 The accreditation body shall restrict the use of inspection labels containing the accreditation symbol to the items inspected using the inspection services covered by its scope of accreditation.

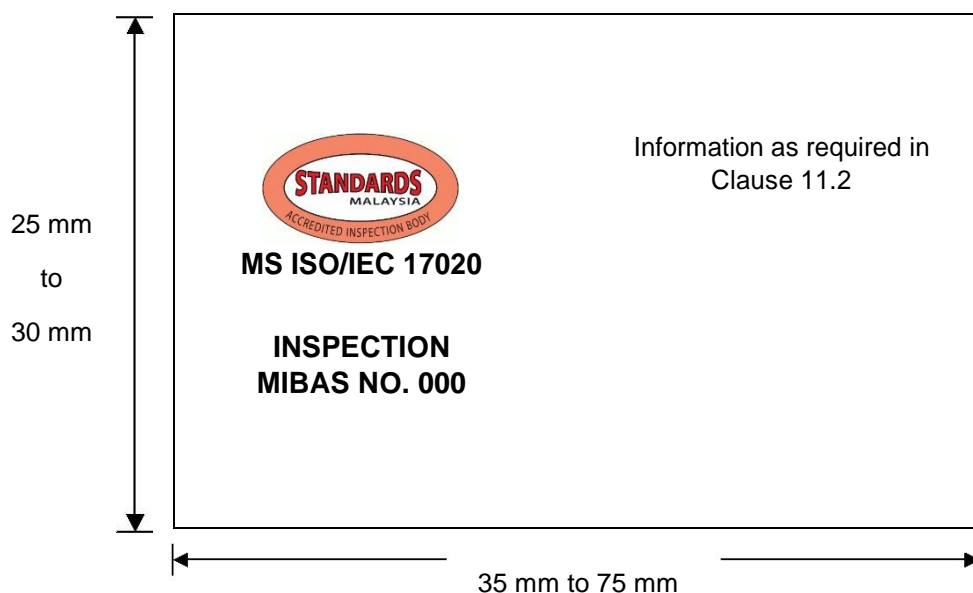
11 Inspection Label Design

- 11.1 Only labels of approved design shall be used. A standard design is shown in paragraph 11.3 below.

- 11.2 The inspection label would usually include the following information:

- (a) MIBAS symbol and accreditation number
- (b) Name of accredited inspection body
- (c) Instrument identification
- (d) Date of inspection
- (e) Cross reference to the inspection report issued in respect of the inspection

- 11.3 The standard label design is illustrated below. Recommended dimensions are shown.



12 Use of Accredited Inspection Body Combined ILAC MRA Mark

- 12.1 Standards Malaysia has entered into a license agreement with the ILAC for the use of the Combined ILAC MRA Mark. Standards Malaysia accredited inspection bodies are entitled to use the Combined ILAC MRA Mark together with the certificate number of the accredited inspection bodies, hereinafter "Accredited Inspection Body Combined MRA Mark." The mark is displayed as shown in **Figure 4**.
- 12.2 Accredited inspection bodies wishing to use the Accredited Inspection Body Combined ILAC MRA Mark shall obtain approval and agree to the rules for the use of the mark by Standards Malaysia. Accredited inspection bodies shall submit an example of the Accredited Inspection Body Combined ILAC MRA Mark to Standards Malaysia, and shall not use it until written approval is received from Standards Malaysia.
- 12.3 Accredited inspection bodies may use the Accredited Inspection Body Combined ILAC MRA Mark in order to demonstrate accreditation by Standards Malaysia, which is a signatory to the ILAC Arrangement, as follows:
- (i) Accreditation documents such as accreditation scopes and certificates of accreditation.
 - (ii) Reports and certificates issued by accredited inspection bodies.
 - (iii) Communication tools (presentation slides, press release, brochures and advertisements).
 - (iv) Corporate stationery (promotional gifts, calendars, document folders, notebooks, letterheads, business cards, compliment slips, faxes, invoices and quotations for work).
 - (v) Event materials and displays (pop-up banners and stand displays, signage and posters).
 - (vi) Communication media/tools or online applications (websites, newsletters and email signatures).
- 12.4 The Accredited Inspection Body Combined ILAC MRA Mark shall be used according to the examples shown in **Figure 4**, using the same proportions.

12.5 The use of accreditation symbols of mutual recognition partners on endorsed reports is not permitted unless Standards Malaysia has specific one-to-one agreements with its partner(s) whose accreditation symbols are to be used.

12.6 Accredited inspection bodies may claim the Standards Malaysia's mutual recognition arrangement with other accreditation bodies on their reports in word subject to approval by Standards Malaysia.

13 Applying for Use of the Accredited Inspection Body Combined ILAC MRA Mark

13.1 Accredited inspection bodies may request to use the Accredited Inspection Body Combined ILAC MRA Mark and refer to Standards Malaysia website for application process.

14 Reproduction Rules for Accredited Laboratory Combined ILAC MRA Mark

14.1 The ILAC MRA Mark shall:

- (i) always be used in its original, designed proportions.
- (ii) not be distorted, compressed or stretched in any way.
- (iii) not appear in a size that renders the ILAC MRA words unreadable.
- (iv) maintain similar proportions to the accreditation body's logo (within the Combined ILAC MRA Mark), or the accreditation symbol (within the Accredited CAB Combined ILAC MRA Mark). As a general guideline, one dimension of the accreditation body logo/symbol, preferably the height, should be within approximately 5% of the size of the ILAC MRA Mark.
- (v) only be used in its normal horizontal orientation and not be rotated.
- (vi) not have a "similar" typeface substituted for the letters within the ILAC MRA Mark, as the typeface is custom-designed artwork. The ILAC MRA Mark shall always be used as a complete ILAC MRA Mark as shown in this document for all application requirements.
- (vii) be used on a background that will not impede readability.

- (viii) be based upon the original artwork to ensure high-quality reproduction. Photocopies of logos from other documents shall not be used.

15 Rights and Duties

15.1 The accredited inspection bodies shall:

- (a) not use the Accredited Inspection Body Combined ILAC MRA Mark in any way that would harm the reputation of ILAC and/or Standards Malaysia; and
- (b) allow Standards Malaysia to observe the use of the Accredited Inspection Body Combined ILAC MRA Mark.

Figure 1
MIBAS Accreditation Symbol (MS ISO/IEC 17020)



MS ISO/IEC 17020
INSPECTION
MIBAS NO. 000

SIZE 10 mm X 15 mm



MS ISO/IEC 17020
INSPECTION
MIBAS NO. 000

SIZE 15 mm X 25 mm



MS ISO/IEC 17020
INSPECTION
MIBAS NO. 000

SIZE 20 mm X 35 mm

Figure 2
MIBAS Accreditation Symbol in Colours

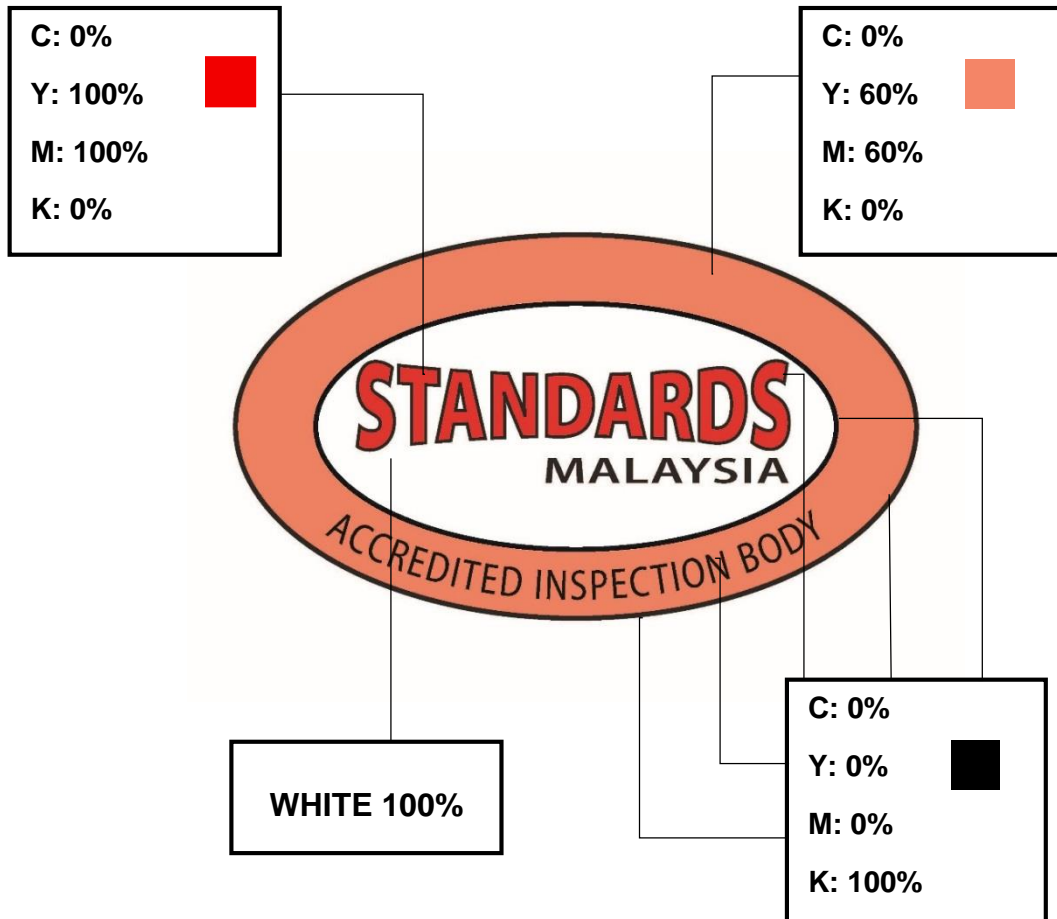


Figure 3
MIBAS Accreditation Symbol in Black and White

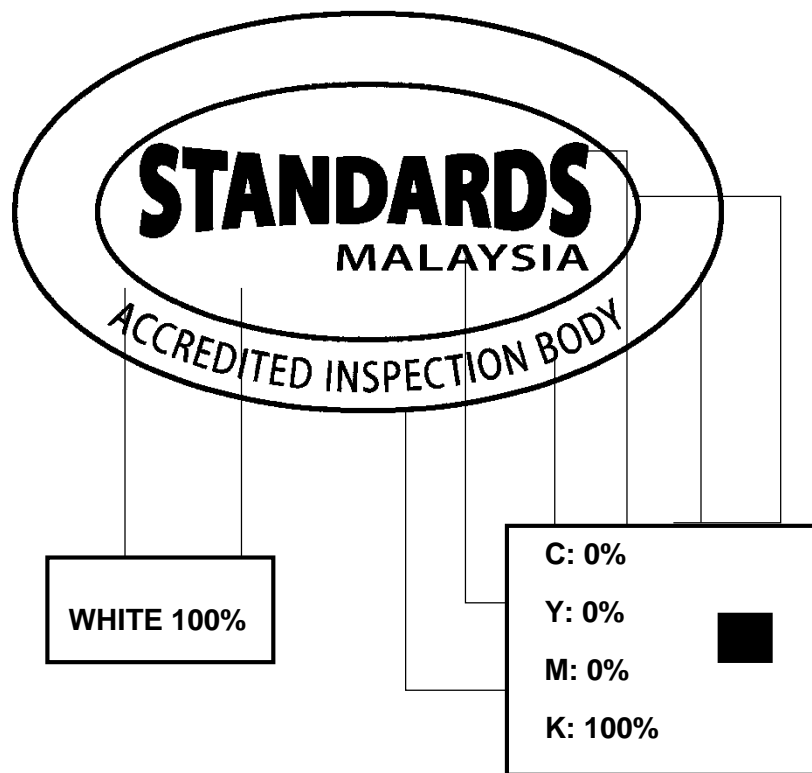


Figure 4
Combined ILAC MRA Mark with MIBAS symbol

The ILAC MRA Mark shall be positioned such that the Standards Malaysia's accreditation symbol may be either above, below or on either side of the ILAC MRA Mark, but shall appear in close proximity to each other. For the colour coding of ILAC MRA Mark, please refer to ILAC R7 document.



MS ISO/IEC 17020
INSPECTION
MIBAS NO. 000