

	<b>American Association for Laboratory Accreditation</b>	
	<b>C104 – General Checklist: Reference to A2LA Accredited Status – A2LA Advertising Policy</b>	<b>Document Revised: March 26, 2012</b>
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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. **A2LA staff are more than willing and able to work with any organization in developing materials to promote their accreditation to ensure that the requirements of P101 are met. A2LA-accredited organizations are encouraged to contact the A2LA Director of Quality (Teresa Barnett, [tbarnett@A2LA.org](mailto:tbarnett@A2LA.org)) for any questions related to P101 and for assistance in developing promotional materials.**

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.

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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.

<b>CAB Name:</b>			
<b>Address:</b>			
<b>Contact:</b>			
<b>Phone:</b>		<b>Email:</b>	
<b>Master Code:</b>		<b>Assessment ID:</b>	
<b>Certificate(s):</b>		<b>Conformity Standard:</b>	
<b>Assessment Dates:</b>		<b>Assessment Type:</b>	
<b>Assessor(s):</b>		<b>Assessor Signature(s):</b>	
<b>AcO:</b>			



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Requirement	{RESERVED FOR A2LA ASSESSORS ONLY}			
	Compliance			Comments
	Y	N	NA	
<b>PART A. GENERAL REQUIREMENTS</b>				
<b>A1 General Use</b>				
A1.3 Accredited organizations may use the “A2LA Accredited” symbol and/or may make a narrative reference to their A2LA accreditation, but may not use the “A2LA” logo in such references.				
A1.4 The organization shall have a policy for controlling the use of the term “A2LA” and the “A2LA Accredited” symbol.				
A1.6 The “A2LA Accredited” symbol shall not be used by applicants for A2LA accreditation.				
A1.7 The “A2LA Accredited” symbol shall be used by an A2LA accredited organization only under the name by which it holds A2LA accreditation.				
A1.8 Accreditation claims 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 accredited organization or its parent organizations are involved.				
A1.9 A2LA accreditation is site specific. Accreditation claims shall be related only to the specific accredited location that is covered under the A2LA Scope of Accreditation, and not with any other non-accredited locations.				



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Requirement	{RESERVED FOR A2LA ASSESSORS ONLY}			
	Compliance			Comments
	Y	N	NA	
A1.10 When promoting or providing proof of accreditation, accredited organizations shall use the scope(s) of accreditation, as this document details the specific activities which are accredited. The certificate shall be used for display purposes and may also accompany the scope.				
A1.11 It is the responsibility of the accredited organization to communicate this Advertising Policy and its requirements to the necessary corporate/marketing representatives to ensure that all requirements are met.				
<b>A2 Symbol Reproduction</b>				
A2.1 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.”				
A2.2 While there are no restrictions on the size and color of the “A2LA Accredited” symbol reproduction, the symbol must maintain its form.				
<b>A3 Accredited vs. Non-Accredited Work</b>				
A3.1 When a client requests the performance of work that appears on an organization’s A2LA Scope of Accreditation, the work 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 report or certificate, unless the conditions of Section A3.2 are met. It is important to note, however, that the “A2LA Accredited” symbol must be included on any certificate or report intended to demonstrate measurement traceability in accordance with the A2LA Policy on Measurement Traceability, Section T2 (See Section B2.7)				



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	Compliance			Comments
	Y	N	NA	
A3.2 If a client requests performance of work that appears on an organization’s A2LA Scope of Accreditation but does not want or need the work to be performed under accredited conditions, these requests and the exceptions to the accreditation requirements must be clearly documented in the accredited organization’s contract review records (e.g., reference ISO/IEC 17025, Section 4.4.1a). When this work is not performed in accordance with all of the A2LA requirements for accreditation, the resulting report or certificate cannot be endorsed with the “A2LA Accredited” symbol.				*
<b>PART B. SPECIFIC REQUIREMENTS</b>				
<b>B1 Advertising, Publicity &amp; Business Solicitation</b>				
<b>NOTE TO ASSESSORS:</b> ____ Check here if the organization does not promote their A2LA accreditation on any advertising, publicity items or business solicitations. The remainder of B1 will then be considered “NA”.				
<b>- Promotional Materials -</b>				
B1.2 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), these materials must be approved in advance in writing by the A2LA Director of Quality, prior to distribution/publication.				*
<b>- Proposals or Quotations -</b>				



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	<b>Compliance</b>			<b>Comments</b>
	<b>Y</b>	<b>N</b>	<b>NA</b>	
B1.3 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.				
<b>- Letterhead or Stationary -</b>				
B1.4 Where the “A2LA Accredited” symbol is printed on letterhead or other corporate stationery, such stationery shall not be used for work proposals, quotes, or reporting of results <b>exclusively</b> outside the A2LA Scope of Accreditation, or for certifying a product or other item.				
<b>- Products or Product Literature -</b>				
B1.5 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. (See Sections B6-B9 for any exceptions to this requirement.)				
B1.6 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.				
<b>- Business Cards -</b>				
B1.7 The “A2LA Accredited” symbol shall not be displayed on business cards in a manner that might imply personnel certification.				
<b>- Clothing -</b>				



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	Y	N	NA	
B1.8 The “A2LA Accredited” symbol may be displayed on clothing (e.g., lab coats, uniforms, etc.) only when accompanied by an indication of the type of entity accredited (e.g., laboratory, inspection body, etc.) and only upon receipt of advanced, written approval from the A2LA Director of Quality.				*
<b>- Scopes of Accreditation as Marketing Materials -</b>				
B1.9 A2LA encourages the use of an accredited organization’s actual A2LA Scope of Accreditation for marketing purposes, whenever practical. In such cases, the accredited organization may wish to include their own company logo on the Scope for branding and identification purposes in the marketplace. This is acceptable, provided the following minimum requirements are met. Failure to do so may result in an adverse accreditation action.				
B1.9.1 The Scope must remain on A2LA letterhead and the A2LA logo may not be resized, modified, edited or in any way obstructed.				
B1.9.2 The accredited organization’s logo may not be larger than the A2LA logo in the letterhead of the document and may not be placed in such a way as to imply a partnership or agreement.				



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	<b>Y</b>	<b>N</b>	<b>NA</b>	
<p>B1.9.3 The textual content of the Scope itself (in its entirety) must remain exactly the same as the official version published by A2LA as presented in the searchable directory on the A2LA website. While changes to font, color and other aesthetics of the Scope (excluding the A2LA logo) is permitted, reorganizing, restructuring and otherwise modifying the textual content of the Scope is prohibited.</p>				
<p>B1.9.4 A note/footer must be added to the document, identifying it as a “marketing version” of the A2LA Scope of Accreditation. The exact language to be used for this note/footer is as follows:</p> <p style="padding-left: 40px;"><i>“This is a marketing version of the official A2LA Scope of Accreditation. It has been modified from the official version to contain the logo of the accredited organization and this modification has been approved by A2LA. The content of the Scope itself has not been altered. The official version of the Scope of Accreditation may be found at: <a href="https://www.a2la.org/scopepdf/XXXX-XX.pdf">https://www.a2la.org/scopepdf/XXXX-XX.pdf</a>” (where XXXX-XX is the organization’s A2LA certificate number).</i></p> <p>Alternately, a QR code (provided by A2LA) linking directly to the official version of the Scope of Accreditation may be used in place of the link to the A2LA Directory of Accredited Organizations.</p>				



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	Y	N	NA	
B1.9.5 Proposed drafts of the Scope of Accreditation displaying the accredited organization’s logo must be submitted to the A2LA Director of Quality, Teresa Barnett ( <a href="mailto:tbarnett@A2LA.org">tbarnett@A2LA.org</a> ), in advance for review and written approval.				*
B1.9.6 If the official A2LA Scope of Accreditation is changed during the course of the accreditation process, the organization must promptly act to modify the marketing version of the Scope accordingly. This includes (but is not limited to) extensions or renewals of the anniversary date and additions to or removals from the Scope. The modified document must again be submitted to the A2LA Director of Quality for review and written approval before the modification is utilized.				*
<b>B2 General Certificates &amp; Reports</b>  <b>NOTE TO ASSESSORS: Review a sampling of reports/certificates and confirm the following.</b>  <b>NOTE TO ASSESSORS: ____ Check here if the organization does not promote their A2LA accreditation on certificates or reports. The remainder of B2 will then be considered “NA”.</b>				
B2.1 The “A2LA Accredited” symbol or accreditation claim shall not be used in any manner which gives the impression that A2LA accepts responsibility for any results, or for any opinions or interpretations derived from those results, or that A2LA approves of any product or item tested, calibrated, inspected, certified or produced.				



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	<b>Y</b>	<b>N</b>	<b>NA</b>	
B2.2 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) 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.).				
B2.4 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.				
B2.5 Where both accredited and non-accredited activities are included on an endorsed report or certificate, non-accredited results shall be <b>clearly and unambiguously</b> identified as such. This can be done by placing an asterisk after each such result along with a footnote stating, for example: <i>“The test/calibration/inspection results are not covered by our current A2LA accreditation.”</i>				
B2.6 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. (For example, if an organization is accredited in the Environmental Field for only wet chemistry and metals, any gas chromatographic data reported would need to be identified as non-accredited.)				



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	<b>Y</b>	<b>N</b>	<b>NA</b>	
<p>B2.7 If the intent is to ensure that the client meets the requirements of the A2LA Traceability Policy (P102), 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, an indication of the type of entity accredited (See Section B2.2) and the measurement uncertainty.</p>				
<p>B2.8 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.</p>				
<p><b>B3 Opinions &amp; Interpretations</b></p> <p><b>NOTE TO ASSESSORS:</b> ____ Check here if the organization does not include opinions or interpretations on certificates or reports. The remainder of B3 will then be considered “NA”.</p>				
<p>B3.1 Where statements of opinions and interpretations are included on an organization’s endorsed report or certificate, such statements must be based on results from work for which the organization is accredited; otherwise the accredited organization is required to include a disclaimer such as the following in the certificate or report: <i>“The opinions/interpretations identified/expressed in this report are outside the scope of this organization’s A2LA Accreditation.”</i></p>				



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	Compliance			Comments
	Y	N	NA	
<b>B4 Subcontracted Activities</b>				
<b>NOTE TO ASSESSORS:</b> _____ Check here if the organization does not subcontract work or does not promote their A2LA accreditation on certificates or reports. The remainder of B4 will then be considered “NA”.				
B4.1 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:				
B4.1.1 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				
B4.1.2 The accredited organization has informed the client <b>in writing</b> of the proposed subcontracting and has obtained prior approval (e.g., ISO/IEC 17025, Section 4.5.2); and				*
B4.1.3 The subcontracted work appears on the organization’s own Scope of Accreditation; and				
B4.1.4 The accredited organization has obtained approval from their subcontractor to report excerpts from the subcontractor’s report or certificate (where relevant); and				*
B4.1.5 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, Section 5.10.6).				



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	Compliance			Comments
	Y	N	NA	
B4.2 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, the final report shall not include the “A2LA Accredited” and shall not imply A2LA accreditation for the work done.				
B4.3 If the final report or certificate contains only results of the subcontracted work and 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.				
B4.4 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:				
B4.4.1 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.				
B4.4.2 The accredited organization has informed the client <b>in writing</b> of the proposed subcontracting done and has obtained prior approval (e.g., ISO/IEC 17025, Section 4.5.2); and				*
B4.4.3 The accredited organization has obtained approval from their subcontractor to report excerpts from the subcontractor’s report or certificate (where relevant); and				*



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	Y	N	NA	
B4.4.4 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, Section 5.10.6); and				
B4.4.5 Any work performed outside of the A2LA accredited organization’s own Scope of Accreditation and performed by a subcontractor not accredited by A2LA (or by an A2LA recognized MRA partner) is clearly identified as “non-accredited”; and				
B4.4.6 Any work within the A2LA accredited organization’s own Scope of Accreditation but performed by a subcontractor not accredited by A2LA (or by an A2LA recognized MRA partner) is clearly identified as “non-accredited”.				
<b>B5 Dimensional Testing Certificates &amp; Reports</b>				
<b>NOTE TO ASSESSORS:</b> ____ Check here if the organization does not perform dimensional testing or does not promote their A2LA accreditation on certificates or reports. The remainder of B5 will then be considered “NA”.				
B5.1 For all dimensional testing parameters for which the unit under test <u>does</u> serve as a link in the traceability chain, where an accredited, endorsed test report is issued, the organization shall identify on the test report that the test(s) conducted is performed in accordance with R205 – <i>Specific Requirements: Calibration Laboratory Accreditation Program</i> and is deemed equivalent with a calibration certificate.				*



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	Compliance			Comments
	Y	N	NA	
B5.2 For all dimensional testing parameters for which the unit under test <b><i>does not</i></b> serve as a link in the traceability chain, where an accredited, endorsed test report is issued, the organization shall <u>not</u> indicate in any way that the test report is deemed equivalent with a calibration certificate.				
B5.3 For dimensional testing parameters for which the unit under test <b><i>does</i></b> serve as a link in the traceability chain for some parameters but <b><i>does not</i></b> serve as a link in the traceability chain for other parameters, where an accredited, endorsed calibration certificate or test report is issued the organization must distinguish those results that <u>are</u> performed in accordance with R205 and deemed equivalent to a calibration from those that <u>are not</u> deemed equivalent to a calibration. Use of an asterisk with language to this effect would be acceptable.				
<b>B6 Calibration Labels</b>				
<b>NOTE TO ASSESSORS:</b> ____ Check here if the organization does not utilize calibration labels that reference A2LA. The remainder of B6 will then be considered “NA”.				
B6.1 Calibration labels containing the “A2LA Accredited” symbol <b>may</b> 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, then the “A2LA Accredited” symbol may not be affixed to the equipment calibrated unless the label <b>clearly</b> delineates the accredited parameters vs. non-accredited parameters calibrated.				



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	Y	N	NA	
B6.2 Calibration labels containing the “A2LA Accredited” symbol shall include at least the following information:				
B6.2.1 The name of the accredited calibration organization or its A2LA Certificate number;				
B6.2.2 The instrument identification;				
B6.2.3 The date of the current calibration;				
B6.2.4 Cross reference to the accredited calibration certificate issued with respect to this calibration.				
<b>B7 Inspection Labels (Relevant to the ISO/IEC 17020 Inspection Body Accreditation Program only)</b>				
<b>NOTE TO ASSESSORS:</b> ____ Check here if the organization assessed is not an Inspection Body or if an assessed Inspection Body does not utilize inspection labels. The remainder of B7 will then be considered “NA”.				
B7.1 Inspection labels containing the “A2LA Accredited” symbol <b>may</b> be affixed only to products that have been inspected by the accredited inspection body under their Scope of Accreditation.				
B7.2 Inspection labels containing the “A2LA Accredited” symbol shall include at least the following information:				
B7.2.1 The name of the accredited inspection body and/or its A2LA Certificate number.				
B7.2.2 The product identification.				



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	Y	N	NA	
B7.2.3 The date of the current inspection.				
B7.2.4 Cross-reference to the accredited inspection certificate issued with respect to this inspection.				
<b>B8 Reference Material Producer Labels and Certificates (Relevant to the ISO Guide 34 Reference Material Producer Accreditation Program only)</b>  <b>NOTE TO ASSESSORS:</b> ____ Check here if the organization assessed is not a Reference Material Producer or if an assessed Reference Material Producer does not utilize labels and does not promote their accreditation on certificates. The remainder of B8 will then be considered “NA”.				
B8.1 A2LA does not permit the use of the A2LA Accreditation Symbol on reference material labels because of the potential for misrepresentation as product certification.				
B8.2 The reference material producer labels shall meet the requirements stipulated in ISO Guide 34, Clause 5.7.5.				
B8.3 The label 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.				
B8.4 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 <i>P102 – A2LA Policy on Measurement Traceability</i> for additional clarification and requirements that must be met.)				



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	Compliance			Comments
	Y	N	NA	
<b>B9 Proficiency Testing Provider Labels (Relevant to the ISO/IEC 17043 Proficiency Testing Provider Accreditation Program only)</b>  <b>NOTE TO ASSESSORS:</b> ____ Check here if the organization assessed is not a Proficiency Testing Provider. The remainder of B9 will then be considered “NA”.				
B9.1 A2LA does not permit the use of the A2LA Accreditation symbol on proficiency testing item labels because of the potential for misrepresentation as product certification.				
<b>PART C. THE COMBINED “ILAC MRA – A2LA ACCREDITED” SYMBOL</b>  <b>(For use exclusively in conjunction with activities covered under A2LA’s ILAC Scope of Recognition, which includes testing and calibration laboratories only as of November 2000)</b>  <b>NOTE TO ASSESSORS:</b> ____ Check here if the organization does not utilize the combined “ILAC MRA – A2LA Accredited” symbol. The remainder of C1 will then be considered “NA”.				
<b>C1 General Use</b>				
C1.1 Accredited laboratories may use the combined “ILAC MRA – A2LA Accredited” symbol in order to demonstrate accreditation by a signatory of the ILAC arrangement.				
C1.2 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.				
C1.3 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 color breakdowns contained in P101.				

Requirement	{RESERVED FOR A2LA ASSESSORS ONLY}			
	Compliance			Comments
	Y	N	NA	
C1.4 The combined symbol shall not be used on business cards.				
C1.5 Laboratories wishing to use the combined symbol must present their proposed usage to the A2LA Director of Quality for review and shall not begin actual use of the combined symbol until they have received written approval from A2LA.				*
C1.6 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.				*
C1.7 All requirements of Section A and Sections B1-B6 of this Advertising Policy are also applicable to use of the combined symbol (e.g., policy and procedure, reproduction, use on marketing materials, etc.).				

**DOCUMENT REVISION HISTORY**

DATE	DESCRIPTION
March 26, 2012	<ul style="list-style-type: none"> <li>➤ Clarified the Note to Assessors in B6 to state that the section is N/A if the lab does not use calibration labels “that reference A2LA”.</li> <li>➤ Added Section B1.9.</li> <li>➤ Added Section A1.3.</li> </ul>