	Philippine Accreditation Bureau Management System Accreditation Guidelines for the Use of PAB MSA Symbol and Reference to Accreditation	Document ID	MSA/GD01
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## 1 Scope

- 1.1 This document describes the proper use of PAB MSA Accreditation Symbol and Certificate by the accredited CB and by those organizations which have been certified by said bodies, in accordance with the MSA accreditation criteria.
- 1.2 The use of accreditation symbol shall be verified during the assessment, be it an office based or witness audit.
- 1.3 The accredited CB may refer to its accredited status by means of displaying the Certificate of Accreditation issued by the PAB or by using the PAB MSA Accreditation Symbol operated by PAB for this purpose. The use and display of the symbol and certificate however are regulated to prevent uncontrolled use that might be detrimental to its customers and end users.

## 2 Guidelines Details

### 2.1 Reference to Accredited Status


- An accredited body may announce or publish as being accredited by PAB MSA to perform conformity assessment work.
- It may put PAB MSA Accreditation Symbol or a statement to indicate its accredited status on certificates, reports, stationeries and publicity materials.

### 2.2 Use of Certificate of Accreditation

- An accredited CB may display the Certificate of Accreditation issued by PAB MSA to indicate its accredited status. An accredited body may avail of additional certificates of accreditation through extended copies provided by PAB MSA upon request and at cost per copy.
- The accredited body shall control the distribution of extended copies.

### 2.3 Use of the PAB MSA Accreditation Symbol

- An accredited body may use the PAB MSA Accreditation Symbol to indicate its accredited status. Together with the accredited body's mark, it may be placed on any facilities of the accredited CB such as windows, building walls, vehicles, and other facilities of the CB. PAB MSA Symbol shall not be used in isolation of the accredited body's mark.
- An accredited CB shall only use the symbol for premises of the CB that are specifically included in the accreditation.
- When the symbol is used on business cards, it shall be used only by those who are conducting activities within the scope of accreditation.

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- In addition, the PAB MSA Accreditation Symbol may be used by an accredited body in its communication media, advertisement, either print or television, and related materials.
- Whenever the PAB MSA Accreditation Symbol is used, the whole and complete symbol shall appear.
- The size of the PAB MSA Accreditation Symbol can be enlarged or reduced depending on the needs of the user.
- The accredited CB may use the symbol on the certification certificates within the scopes accredited by PAB and it shall be used in such a manner that there is no misunderstanding between the accredited scope and not the accredited scope.
- The accredited CB shall use the accreditation symbol together with the accreditation number granted by PAB. When the accreditation number is used together with the certification mark of the accredited CB, the mark of certified organizations (hereinafter the certification mark, etc.) shall be clearly different to provide a clear distinction from the accreditation symbol.


## 2.4 Limitation on the Use of Certificate of Accreditation and Symbol

### 2.4.1 Certificate of Accreditation

- Any expired certificate of accreditation shall not be displayed in a manner that would give an impression that the certificate is still effective.
- When the accreditation is suspended or withdrawn and when notified by PAB, the body shall not display its certificate in a manner that would give an impression that the accreditation is still effective.
- The CB shall withdraw the certificates issued under their scope of accreditation. The CB shall provide its customers with information on the withdrawal of its accreditation and on its consequences.

### 2.4.2 PAB Accreditation Symbol

- The PAB MSA Accreditation Symbol shall not be used to imply that the PAO has approved the product, service or management system of a company certified by a PAO accredited body.
- The PAB MSA Accreditation Symbol shall not be used by an organization that is certified by a PAB accredited body particularly on its product or in a way that may be interpreted as product conformance.
- All documents, stationery and related materials bearing the PAB MSA Accreditation Symbol shall not be used three months after the certificate of accreditation has expired.

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- Accreditation Symbol shall not be used for those scopes removed from the accreditation.

#### 2.4.3 PAB Certificate of Accreditation and Symbol

- The accreditation symbol shall only be used during the effectivity period of the Certificate of Accreditation.
- The accredited CB shall cease to display or otherwise use the symbol and certificate as soon as practicable after:
  - a lapse of accreditation, suspension, withdrawal or cancellation;
  - the accredited CB has made a change to the management system that is not accepted by MSA.
  - the accredited CB failed to implement, within the prescribed time frame, a change to the system rules issued by PAB, or
  - any other circumstances arising from which could reasonably be expected to affect adversely the accredited CB's management system.

#### 2.5 Misuse of the Certificate of Accreditation and PAB MSA Accreditation Symbol

- Should an accredited body misuse the Certificate of Accreditation or the PAB MSA Accreditation Symbol, or make incorrect references to the provisions of the PAB MSA accreditation scheme that the PAB may consider misleading or unauthorized, the accreditation may be suspended or withdrawn as provided for in terms and conditions of the certificate of accreditation.

### 3 Revision History

Title	Issue	Revision	Effectivity Date	Amendments
MSA/GD01 – Guidelines for the Use of PAB MSA Symbol and Reference to Accreditation	1	0	March 2015	Initial Issue