



Policy on Use of the IOAS Accreditation Symbol and name on Certification Documents

A Preamble

1 Introduction and purpose of the policy

Certification bodies accredited by the IOAS are required to indicate on their certificates, reports and in publicity material that they are accredited, by use of an IOAS accreditation symbol. The purpose of this policy is to regulate the use and format of the IOAS accreditation symbol and/or name on certification documents and publicity materials issued by accredited bodies so as to ensure clarity on which activities are accredited.

2 Scope

The policy is solely related to issues regarding the use of the IOAS accreditation symbol and name on certification documents and publicity materials issued by accredited bodies. It refers to but does not cover use of the IFOAM Seals, accreditation symbols specific to IFOAM accreditation, and compliance with IFOAM Norms which are separately covered by documents [PL0521](#) and [PL0513](#).

3 Definitions

Reference is made to the IOAS General Operating Manual for general definitions

4 Access and Distribution

This document is distributed to the Certification Bodies immediately upon finalizing any changes. In addition it is distributed to the Board and Accreditation Committee annually. Staff are informed of changes as soon as they have been finalized. Interested parties may obtain a copy on request.

5 Authority and revision

This policy is approved by the IOAS Board of Directors. It is the responsibility of the IOAS Executive Director and the IOAS board to review the appropriateness of the policy from time to time. It may be revised when the need arises. Its effectiveness in meeting the quality policy of the IOAS will be assessed during Internal Review and any measures for improvement notified to the Executive Director and the Board.

B Policy

1 In order that it is clear that certification documents issued by certification bodies are issued within the accredited scope of the IOAS, such certification documents must bear an indication of that accreditation.

2 For certification bodies accredited against IFOAM Norms, IOAS document [PL0521](#) sets down rules on use of the IFOAM Seal and reference to compliance with IFOAM Norms. Use of the IFOAM Seal is regulated by separate agreement with IFOAM.

3 For certification bodies accredited against ISO/IEC17065 use of the IFOAM Seal or reference to compliance with IFOAM Norms is not permitted unless the certification body is also accredited under those Norms.

4 Certification bodies accredited by the IOAS are however obliged in the accreditation contract (document PL0502) to indicate on certification documents either:

- The IOAS accreditation symbol; or
- The acronym 'IOAS' along with the contract number of the certification body as indicated on the accreditation certificate issued by the IOAS. Statements on certificates are permitted such as 'This certificate is issued within the scope of the accreditation for product certification issued by the IOAS. Registration number: (your contract number with IOAS)'.

5 An exception to 4 is permitted when the certification body is also accredited by another accreditation body for the specified scope and the use of that body's logo or name is preferred for market reasons.

6 Use of the IOAS accreditation symbol is also permitted on certification body web pages and printed publicity materials which are generic in nature or which specifically refer to the certification activities that are covered by the IOAS accreditation. Use of the IOAS logo is not permitted on pages that only refer to programmes not covered by the IOAS.

C Procedure

1 In order that the uniform use of the IOAS accreditation symbol is achieved on accredited certification body certification documents and on publicity material, this document is issued to all accredited certification bodies on signing the accreditation contract:

- The IOAS accreditation symbol is in the format of that which appears below.



- The symbol is based on the IOAS company logo with the addition of the words 'Product Certification' which denotes the activity to which the accreditation refers along with the contract number of the certification body allocated by the IOAS.
- Each certification body will, on accreditation, be issued an electronic version of their unique symbol indicating the correct contract number.

- This symbol must be used by all accredited certification bodies without alteration unless the text option stated at 4 is preferred or the exception at 5 is used. It may also be used by certification bodies accredited by the IOAS under other product certification schemes.
- The IOAS accreditation symbol may not be used by certification bodies under schemes in which the IOAS does not make the accreditation decision.
- In all cases the symbol may be used in its actual colour or in black and white and must keep its proportions. No other colour variations are accepted.
- The size of the accreditation symbol must not be so small that the contract number is illegible.

2 The correct use of the IOAS accreditation symbol or name and statement as at 4 above on certification documents and publicity materials will be verified as part of IOAS surveillance measures.