



**Egyptian Accreditation Council
EGAC**

**THE USE OF EGAC ACCREDITED SYMBOL
R04G**

Prepared by: EGAC Quality General Manager
Ashraf Saif

Reviewed by: EGAC Accreditation Director
Mohamed Osman

Authorized by: EGAC Executive Director
Hany El Desouki

Table of Modification

Mod. No./Date	Proposed by	Page No.	Modification in brief (old/new, added, cancelled)
8.1/Mar 2013	Quality Manager	8/11 & 9/11	Adding use of symbol in inspection CABs & add more restriction on use of EGAC symbol
8.2/Aug 2016	Quality Manager	All	No changes, just revision for all regulation
8.3/Dec 2016	Quality Manager	11/13	Adding a regulation references
8.4/Feb 2017	Quality Manager	11/12	Adding Examples of accrediting symbol for Medical, Proficiency testing, Product certification & Person certification scopes
8.5/Apr 2017	Quality Manager	3/13, 10/13, 11/12 & 12/13	- Adding rules for use of FSMS Symbol - Referring to use of ILAC/IAF Marks - Refereeing to IAF ML 2 - Adding Example of accreditation symbol for FSMS certification

INDEX

1. GENERAL FORMAT AND DISPLAY OF THE EGAC ACCREDITED SYMBOL OR REFERENCE TO EGAC ACCREDITATION.
2. USE OF EGAC ACCREDITED SYMBOL OR REFERENCE TO EGAC ACCREDITATION BY LABORATORIES:
3. USE OF THE EGAC ACCREDITED SYMBOL OR REFERENCE TO EGAC ACCREDITATION ON CALIBRATION CERTIFICATES AND CALIBRATION LABELS
4. USE OF THE EGAC ACCREDITED SYMBOL OR REFERENCE TO EGAC ACCREDITATION ON TEST REPORTS AND TEST CERTIFICATES
5. USE OF THE EGAC ACCREDITED SYMBOL OR REFERENCE TO EGAC ACCREDITATION ON QUALITY MANAGEMENT SYSTEM CERTIFICATES
6. USE OF THE EGAC ACCREDITED SYMBOL OR REFERENCE TO EGAC ACCREDITATION FOR PERSONNEL CERTIFICATION
7. USE OF THE EGAC ACCREDITED SYMBOL OR REFERENCE TO EGAC ACCREDITATION FOR ENVIRONMENTAL CERTIFICATION
8. USE OF THE EGAC ACCREDITED SYMBOL OR REFERENCE TO EGAC ACCREDITATION ON INSPECTION REPORTS
9. USE OF THE EGAC ACCREDITED SYMBOL OR REFERENCE TO EGAC ACCREDITATION IN PUBLICITY MATERIAL:
10. USE OF THE EGAC ACCREDITED SYMBOL OR REFERENCE TO EGAC ACCREDITATION FOR FSMS CERTIFICATION
11. OTHER RESTRICTIONS ON THE USE OF EGAC ACCREDITED SYMBOL OR REFERENCE TO EGAC ACCREDITATION
12. USE OF THE ILAC/IAFMARK OR REFERENCE TO IAF RECOGNITION FOR ACCREDITED CABs
13. REFERENCES
 - APPENDIX 1
 - APPENDIX 2
 - APPENDIX 3



CONDITIONS FOR USE OF EGAC ACCREDITED SYMBOL OR REFERENCE TO EGAC ACCREDITATION

INTRODUCTION:

This document sets out the conditions for the use of the Egyptian Accreditation Council (EGAC) Accredited symbol or reference to EGAC accreditation by EGAC accredited organizations. EGAC accredited organizations are required to use the EGAC accredited symbol or refer to EGAC accreditation where appropriate. Reference to an accredited organization in this document implies all accredited organizations. Note that when testing laboratories are mentioned these includes medical laboratories.

1. GENERAL FORMAT AND DISPLAY OF THE EGAC ACCREDITED SYMBOL OR REFERENCE TO EGAC ACCREDITATION.

- 1.1. The EGAC Logo is to be used by EGAC only. Accredited organizations may use the EGAC accredited symbol and/or may make a reference to their EGAC accreditation, but may not use the EGAC Logo in such reference.
- 1.2. The EGAC accredited symbol shall be displayed only in the appropriate format, size, color and wording as provided by EGAC in an electronic form and as explained in Appendix 2 of this regulation.
- 1.3. Where an organization wishes to refer to its EGAC accreditation instead of using the symbol it shall without variation use the relevant phrase “An EGAC accredited (Calibration laboratory) (Testinglaboratory) (Certification body) (Inspection body) No.000000 “
- 1.4. All quotations that contain the EGAC accredited symbol or refer to EGAC accreditation shall clearly indicate those activities that are not EGAC accredited.
- 1.5. An organization accredited by EGAC is entitled to display the EGAC accredited symbol or make reference to EGAC accreditation on sheets of its stationery (e.g. Letterhead paper, Quotations, Brochures) or other items relevant to the accredited activity, subject to the organization identifying the specific areas for which it is accredited.

(i.e. calibration, testing, quality measurement systems, product certification, personnel, environmental,...etc)
- 1.6. An organization accredited by EGAC shall, in addition to all other requirements detailed in this document, display, on any documentation it chooses, the EGAC accreditation number with the EGAC accredited symbol.
- 1.7. An EGAC accredited organization may not imply in their use of the EGAC accredited symbol or in any reference to EGAC accreditation that EGAC approves their product, service or system.
- 1.8. An EGAC accredited organization that holds accreditation in more than one field shall ensure that it does not imply accreditation for any field which it does not have accreditation for.



**Egyptian Accreditation Council
EGAC**

- 1.9. Irrespective of whether a supplier of a product is certified by an accredited organization for product certification, the supplier may not place the EGAC accredited symbol on the product.
- 1.10. Failure to comply with these requirements may lead to denial, suspension or withdrawal of accreditation and/or legal action. (see item 9.5)

2. USE OF EGAC ACCREDITED SYMBOL OR REFERENCE TO EGAC ACCREDITATION BY LABORATORIES:

- 2.1. A calibration laboratory accredited by EGAC is entitled to display the EGAC accredited symbol or refer to EGAC accreditation on sheets of its stationery used to report calibration data provided that the format of these sheets complies with the requirements set out in item 3 of this document and the requirements of EGAC are met.
- 2.2. A calibration laboratory accredited by EGAC that holds accreditation for site calibration shall use its calibration accreditation number with the EGAC accredited symbol or reference to EGAC accreditation in the same way as for calibrations carried out in the accredited permanent laboratory.
- 2.3. A testing laboratory accredited by EGAC is entitled to display the EGAC accredited symbol or make reference to EGAC accreditation on sheets of its stationery used to report test results, provided that the words “ Test Report “ appear as a heading on the first sheet and the conditions of section 8 of this document and the requirements of EGAC are met.
- 2.4. A testing laboratory accredited by EGAC that holds accreditation for site/branch testing may use its site/branch testing accreditation number where relevant with the EGAC accredited symbol or any reference to EGAC accreditation in the same way as for an accredited permanent laboratory.
- 2.5. EGAC Accredited Laboratory that holds accreditation for both calibration and testing shall ensure that the use of the symbol clearly indicates whether the results refer to testing or calibration.

3. USE OF THE EGAC ACCREDITED SYMBOL OR REFERENCE TO EGAC ACCREDITATION ON CALIBRATION CERTIFICATES AND CALIBRATION LABELS

- 3.1. The EGAC accredited symbol shall be displayed only on Calibration Certificates, which contain exclusively results from calibrations that have been carried out in accordance with EGAC requirements and are within the accredited scope of the laboratory concerned.
- 3.2. The EGAC accredited symbol, or reference to EGAC accreditation, shall not be incorporated into a Calibration Certificate or Calibration Label not containing or relating wholly to results from accredited calibrations except as permitted in section 9.
- 3.3. EGAC Policy on Disclaimers
A calibration laboratory accredited by EGAC may, by prior agreement of the EGAC Executive Director, be permitted to report measured values beyond the scope of its accreditation. The measured values concerned shall be clearly identified on the Calibration Certificate, and shall form only a small part of the certified measurements.

- 3.4. All data that result from non-accredited activities shall be separated in separate report and that report shall not have any reference to EGAC accreditation or EGAC symbol.
- 3.5. Sub-contracted Calibration Results
Where a laboratory wishes to issue a Calibration certificate incorporating the EGAC accredited symbol or reference to EGAC accreditation and results from sub-contracted calibrations , it is allowed to use one report in case that sub-contractor is accredited in the same scope of calibration carried out .Unless that it is obliged to use two separate reports in case that sub-contractor is not accredited in the same scope of calibration carried out.
- 3.6. A calibration laboratory accredited by EGAC should, wherever practical, use a label of approved design only on a measuring instrument for which an EGAC accredited Calibration Certificate has been issued subject to the following conditions:
- i. That the laboratory has issued an EGAC accredited Calibration Certificate for the calibration of the instrument referred to on the label;
 - ii. That the laboratory holds EGAC accreditation for the calibrations referred to;
 - iii. That the label relates only to the calibration carried out on the date given on the label;
 - iv. That the label does not of itself imply compliance with a specification, approval of quality or permanence of calibration;
 - v. That on recalibration of the instrument the previous label should be removed and replaced by a new label relating to the latest calibration;
 - vi. That the label conforms with the design, color and permanence requirements given in Appendix 3 of this document;
 - vii. That the label is controlled and used in the manner described in Appendix 3 of this document.

4. USE OF THE EGAC ACCREDITED SYMBOL OR REFERENCE TO EGAC ACCREDITATION ON TEST REPORTS AND TEST CERTIFICATES

- 4.1. The EGAC accredited symbol or reference to EGAC accreditation should be displayed on all Test Reports which contain exclusively results from tests within the accredited scope of the laboratory concerned.
- 4.2. Sub-contracted Test Results
Where a laboratory wishes to issue a Test Report incorporating the EGAC accredited symbol or reference to EGAC accreditation and results from sub-contracted tests, it is allowed to use one report in case that sub-contractor is accredited in the same scope of test carried out. Unless that it is obliged to use two separate reports in case that sub-contractor is not accredited in the same scope of test carried out.
- 4.3. EGAC Policy on Disclaimers
- 4.3.1. The EGAC accredited symbol or reference to EGAC accreditation may also be used on Test Reports that only contain test results from only accredited tests, opinions, interpretations, or material relating to investigational activities.
- 4.3.2. All data result from non-accredited activities shall be separated in a separate report and that report shall not have any reference to EGAC accreditation or EGAC symbol.

4.4. Disclaimer for Opinions, Interpretations etc.

When a laboratory issues Test Reports incorporating the EGAC accredited symbol or reference to EGAC accreditation and containing opinions, interpretations, or other material relating to investigational activities, the following disclaimer shall be incorporated:

"Opinions and interpretations expressed herein are outside the scope of EGAC accreditation".

4.5. Location of Disclaimer

When a laboratory issues Test Reports incorporating the EGAC accredited symbol or reference to EGAC accreditation and any of the above disclaimers, the disclaimers shall preferably be included on the front cover or first page of each Test Report or wherever the symbol or reference to accreditation occurs.

4.6. **Special Rules for Medical Test Reports**

EGAC emphasizes that a test is not accredited if the analyte, the test method, or the instrument used is not in the laboratory scope of accreditation. If the laboratory has accredited and unaccredited tests and it wants to put the accreditation symbol on the test report, then the laboratory will either separate unaccredited tests from the accredited ones in separate reports, as described above, or follow the following rules (as shown in the example: figure 1):

- a. The test report will include the laboratory's default sequence of the tests performed by the laboratory.
- b. A symbol (#) shall be put before the unaccredited test name, with the same font, such that the space between the symbol and the test name is about 1.0 cm.
- c. The accredited test name shall have the same starting point as the unaccredited test name, leaving a space before accredited test name equal to the space before the unaccredited test name.
- d. Phrase at the end of the report with the same font shall explain as follows:

(# This test is not accredited by EGAC nor recognized by ILAC.) with the same font as the rest of the report.

Test Report			
<u>Test</u>	<u>Result</u>	<u>Unit</u>	<u>Reference Range</u>
# Non accredited test name	(..... -)
Accredited test name			(..... -)
Accredited test name			(..... -)
# Non accredited test name			(..... -)
Accredited test name	(..... -)
.....			
# This test is not accredited by EGAC nor recognized by ILAC.			

Figure 1

5. USE OF THE EGAC ACCREDITED SYMBOL OR REFERENCE TO EGAC ACCREDITATION ON QUALITY MANAGEMENT SYSTEM CERTIFICATES

- 5.1. The EGAC accredited symbol shall be displayed only on Quality Management System Certificates which have been issued by an EGAC accredited certification organization.
- 5.2. The EGAC accredited symbol, or reference to EGAC accreditation shall not be incorporated into a Quality Management System certificate not containing a statement identifying the title and number of the standard against which the Certification was done. (i.e. ISO 9001/2015, ... etc.)
- 5.3. An organization accredited by EGAC shall ensure that the EGAC accredited symbol used by them is approved by EGAC and conforms to the approved EGAC accredited symbol design.
- 5.4. Accredited and non-accredited functions:
Certificates containing reference to accredited and non- accredited functions may not contain the EGAC accredited symbol without first obtaining the written consent of the EGAC Executive Director.

6. USE OF THE EGAC ACCREDITED SYMBOL OR REFERENCE TO EGAC ACCREDITATION FOR PERSONNEL CERTIFICATION

- 6.1. The EGAC accredited symbol shall be displayed only on certificates which have been issued by an EGAC accredited Personnel Certification Organization.
- 6.2. The EGAC accredited symbol or reference to EGAC accreditation shall not be incorporated into a Personnel Certificate not containing a statement identifying the title and number of the standard against which the certification was done or other means of identifying the scope of the certification (i.e. ISO/ IEC 17024:2013,etc)
- 6.3. An organization accredited by EGAC shall ensure that the EGAC accredited symbol used by them is approved by EGAC and conforms to the approved EGAC accredited symbol design.
- 6.4. Accredited and non-accredited functions
Certificates containing reference to accredited and non-accredited functions may not contain the EGAC accredited symbol the without first obtaining the written consent of the EGAC Executive Director.
- 6.5. Disclaimer for opinions, interpretations, etc.
When a certificate incorporating the EGAC accredited symbol or reference to EGAC accreditation and containing opinions, interpretations, or other material relating to accreditation activities, the following disclaimer shall be incorporated:
"Opinions and interpretations expressed herein are outside the scope of EGAC accreditation".
- 6.6. Location of disclaimer
When a certificate incorporating the EGAC accredited symbol or reference to EGAC accreditation and any of the above disclaimers, the disclaimers shall preferably be included on the front cover or first page of each certificate or wherever the symbol or reference to accreditation occurs



7. USE OF THE EGAC ACCREDITED SYMBOL OR REFERENCE TO EGAC ACCREDITATION FOR ENVIRONMENTAL CERTIFICATION

- 7.1. The EGAC accredited symbol shall be displayed only on certificates which have been issued by an EGAC accredited Environmental Management System Certification organization.
- 7.2. The EGAC accredited symbol or reference to EGAC accreditation shall not be incorporated into an Environmental Certificate not containing a statement identifying the title and number of the standard against which the certification was done or other means of identifying the scope of the certification (i.e. ISO 14001 Latest version , ...etc).
- 7.3. An organization accredited by EGAC shall ensure that the EGAC accredited symbol used by them is approved by EGAC and conforms to the approved EGAC accredited symbol design.
- 7.4. Accredited and non-accredited functions
Certificates containing reference to accredited and non- accredited functions may not contain the EGAC accredited symbol without first obtaining the written consent of the EGAC Executive Director.
- 7.5. Disclaimer for opinions, interpretations etc.
When a certificate incorporating the EGAC accredited symbol or reference to EGAC accreditation and containing opinions, interpretations, or other material relating to accreditation activities, the following disclaimer shall be incorporated:
"Opinions and interpretations expressed herein are outside the scope of EGAC accreditation".
- 7.6. Location of disclaimer
When a certificate incorporating aEGAC accredited symbol or reference to EGAC accreditation and any of the above disclaimers, the disclaimers shall preferably be included on the front cover or first page of each certificate or wherever the symbol or reference to accreditation occurs.

8. USE OF THE EGAC ACCREDITED SYMBOL OR REFERENCE TO EGAC ACCREDITATION ON INSPECTION REPORTS

- 8.1. The EGAC accredited symbol or reference to EGAC accreditation should be displayed on all Inspection Reports which contain exclusively results from inspection within the accredited scope of the IB concerned.
- 8.2. Sub-contracted Inspection Results
Where an IB wishes to issue a Inspection Report incorporating the EGAC accredited symbol or reference to EGAC accreditation and results from sub-contracted tests, it is allowed to use one report in case that sub-contractor is accredited in the same scope of test carried out. Otherwise it is obliged to use two separate reports in case that sub-contractor is not accredited in the same scope of test carried out.
- 8.3. The EGAC accredited symbol or reference to EGAC accreditation may also be used on Inspection Reports that only contain inspection results from only accredited inspections, opinions, or interpretations relating to investigational activities.



8.4. All data result from non-accredited activities shall be separated in a separate report and that report shall not have any reference to EGAC accreditation or EGAC symbol.

9. USE OF THE EGAC ACCREDITED SYMBOL OR REFERENCE TO EGAC ACCREDITATION IN PUBLICITY MATERIAL:

9.1. Accredited organizations are entitled to incorporate the EGAC accredited symbol in publicity material that refers to accredited services provided that the conditions in this document are met. Accredited organizations are also entitled to make general reference to EGAC accreditation provided that they ensure that EGAC accreditation is not implied for non-accredited activities.

Note: Where reference is made to having EGAC Accreditation the organization must ensure that it does not imply accreditation for areas not accredited.

9.2. The EGAC accredited symbol shall not be used in literature relating to a product unless it is directly located adjacent to the reference to the accredited function.

9.3. Approval for the use of the EGAC accredited symbol or any reference to EGAC accreditation in publicity material relating to a product must be obtained from EGAC.

10. USE OF THE EGAC ACCREDITED SYMBOL OR REFERENCE TO EGAC ACCREDITATION FOR FSMS CERTIFICATION

10.1. The EGAC accredited symbol shall be displayed only on certificates which have been issued by a EGAC accredited Environmental Management System Certification organization.

10.2. The EGAC accredited symbol or reference to EGAC accreditation shall not be incorporated into an Environmental Certificate not containing a statement identifying the title and number of the standard against which the certification was done or other means of identifying the scope of the certification (i.e. ISO 22000 & ISO 22003 Latest version , ...etc).

10.3. An organization accredited by EGAC shall ensure that the EGAC accredited symbol used by them is approved by EGAC and conforms to the approved EGAC accredited symbol design.

10.4. Accredited and non-accredited functions

Certificates containing reference to accredited and non- accredited functions may not contain the EGAC accredited symbol without first obtaining the written consent of the EGAC Executive Director.

10.5. Location of disclaimer

When a certificate incorporating a EGAC accredited symbol or reference to EGAC accreditation and any of the above disclaimers, the disclaimers shall preferably be included on the front cover or first page of each certificate or wherever the symbol or reference to accreditation occurs.

11. OTHER RESTRICTIONS ON THE USE OF EGAC ACCREDITED SYMBOL OR REFERENCE TO EGAC ACCREDITATION

- 11.1. The EGAC accredited symbol or any reference to EGAC accreditation shall not be displayed on a test item, or product (or attachment thereto) or used to imply product certification.
- 11.2. The EGAC accredited symbol or any reference to EGAC accreditation shall not be used in such a way as to imply that EGAC accepts responsibility for the accuracy of a calibration or test result, or any opinions or interpretations derived thereon, or approves a calibrated instrument, test item or product.
- 11.3. Subject to conditions stated in this document, the use of the EGAC accredited symbol or reference to EGAC accreditation on items other than reports or certificates is not discouraged, but shall be subject to agreement by EGAC.
- 11.4. An accredited organization shall upon suspension of EGAC accreditation immediately cease to issue certificates and any other materials displaying the EGAC accredited symbol or containing references to EGAC accreditation
- 11.5. EGAC shall take appropriate action to deal with incorrect use of any of its accreditation symbols or reference to accreditation. This action may include:
 - Request for corrective actions;
 - Withdrawal of certificates/ reports;
 - Publication of transgression, and if necessary
 - Suspension / withdrawal of accreditation and / or legal action.

12. USE OF THE ILAC/IAF MARK OR REFERENCE TO ILAC/IAF RECOGNITION FOR ACCREDITED CABs

- 12.1. The ILAC/ IAF Mark shall be displayed only on certificates which have been issued by EGAC accredited CABs only if they have signed the ILAC/ IAF agreement which is available in the EGAC accrediting departments.
- 12.2. The ILAC/ IAF Mark shall be used by the CAB only if their accredited scopes are within the EGAC recognized scope with ILAC/IAF.
- 12.3. An organization accredited by EGAC shall ensure that the ILAC/ IAF Mark are used by them in accordance with the rules of the agreement they already signed.
- 12.4. Accredited and non-accredited functions
Certificates containing reference to accredited and non- accredited functions may not contain the ILAC/IAF Marks or EGAC accredited symbol.
- 12.5. Accredited CABs cannot use ILAC/IAF Mark without being combined with EGAC symbol and their own symbol.

13. REFERENCES

- ILAC R4
- ILAC R7
- IAF ML 2



APPENDIX 1

EGAC accreditation symbol display

The Accredited Body may use the EGAC accredited symbol shown on its certificates (or elsewhere as described above) only in conjunction with the Accredited Body's mark, as follows:

1. The EGAC accredited symbol shall not be more prominent than any other logo on the Accredited Bodies certificates/reports or any other documents (e.g. Letterheads, quotations, brochures etc.)
2. Any enlargements or reductions in size shall retain the same proportions as in the EGAC master symbol.
3. The legibility of the wording that forms part of the symbol shall determine the smallest symbol size.

APPENDIX 2

EGAC accredited symbol – example





Accredited
Body's
Mark



Example for how the symbol
should appear by your mark

APPENDIX 3

Label design, use and control

1. CALIBRATION LABEL DESIGN

1.1. Only labels of approved design shall be used.

1.2. The following information is to be indelibly marked on the label:

- a) EGAC accredited symbol and accreditation number in conjunction with the Accredited Body's mark (according to App 1 above)
- b) Instrument identification
- c) Date of calibration
- d) Laboratory name (optional)
- e) Certificate number
- f) Recalibration date e.g. "Recalibration due Jan 2007".

The recalibration date is to be marked on the label by the customer for whom the calibration work was done, or by the calibration laboratory if so instructed by the customer.

2. CONTROL AND USE OF CALIBRATION LABELS

The Head of Laboratory is responsible for the storage and use of labels.

With the agreement of the customer, the label should be affixed to the calibrated instrument by the laboratory that carried out the calibration. Where it is not practical to affix the label to the instrument (eg. gauge blocks) the label may be fixed to the container. The label should be placed in a position where it can readily be seen when the instrument is in use. The label design, material, and method of fixing shall be such that it does not affect the performance of the instrument and can be replaced by a new label when the instrument is recalibrated.