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STANDARDS
MALAYSIA

**DEPARTMENT OF STANDARDS MALAYSIA
SCHEME FOR THE ACCREDITATION OF CERTIFICATION BODIES
(The ACB Scheme)**

ACB 2

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**TERMS AND CONDITIONS GOVERNING THE USE OF ACB SYMBOL OR REFERENCE
TO STANDARDS MALAYSIA ACCREDITATION BY CERTIFICATION BODIES**

Authority to issue

**Director General
Department of Standards Malaysia**

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1. INTRODUCTION

- 1.1 Certification Bodies (CB) accredited by the Department of Standards Malaysia (STANDARDS MALAYSIA) are given the right to use a STANDARDS MALAYSIA Accreditation Symbol (hereinafter referred to as “**the ACB Symbol**”) subject to the terms and conditions of this document and the rules of procedure and requirements administered by the STANDARDS MALAYSIA.
- 1.2 The Symbol thus provides industry with a clear and public demonstration that those products, processes or services have been certified by STANDARDS MALAYSIA accredited certification body.
- 1.3 The requirements of this document is applicable to the Scheme for the Accreditation of Certification Bodies (ACB Scheme) currently operated by STANDARDS MALAYSIA.

NOTE:

STANDARDS MALAYSIA Accreditation Symbol is **NOT** the same as STANDARDS MALAYSIA organisation Logo with the word “STANDARDS MALAYSIA” which appears on STANDARDS MALAYSIA letterhead. In order to avoid confusion of the term “STANDARDS MALAYSIA Accreditation Symbol” with the STANDARDS MALAYSIA Organisation Logo, the term “**ACB Symbol**” is preferred over the term “STANDARDS MALAYSIA Accreditation Symbol”. If clarification is required, STANDARDS MALAYSIA Secretariat should be consulted.

2. APPLICATION AND SCOPE

- 2.1 This document sets out the terms and conditions governing the use of ACB Symbol or reference to STANDARDS MALAYSIA accreditation by STANDARDS MALAYSIA accredited certification bodies and their certified organisations.
- 2.2 These conditions shall be met by all STANDARDS MALAYSIA accredited certification bodies and their certified organisations, as appropriate.

3. REFERENCES

- 3.1 Standards of Malaysia Act 1996 (Act 549)
- 3.2 MS ISO/IEC 17011 -“ General requirements for accreditation bodies accrediting conformity assessment bodies “
- 3.3 MS ISO/IEC Guide 62-“ General requirements for bodies operating certification / registration of quality systems”
- 3.4 MS ISO/IEC Guide 66 -“ General requirements for bodies operating assessment and certification / registration of environmental management systems”
- 3.5 MS ISO/IEC Guide 65 - “General requirements for bodies operating product certification systems”
- 3.6 ISO/IEC 17030:2003 – “Conformity assessment-General requirements for third party marks of conformity”

4. DEFINITIONS

- 4.1 For the purpose of this document, definitions in the relevant ISO standards and the relevant ISO/IEC Guides shall apply. The following definitions and abbreviations shall also apply.

Accreditation: Third-party attestation related to a conformity assessment conveying formal demonstration of its competence to carry out specific conformity assessment tasks.

Accredited Certification Body: A body that has been accredited by STANDARDS MALAYSIA in accordance with specific STANDARDS MALAYSIA criteria, procedures and requirements to operate, on a continuing basis, as a certification body.

ACB Symbol: Symbol issued by STANDARDS MALAYSIA under the Scheme for the Accreditation of Certification Bodies (the ACB Scheme) to be used by accredited certification bodies to indicate their accredited status.

Accreditation system: A system that has its own rules of procedure and management for the conduct of assessment and for granting of accreditation.

Certification Body (hereinafter referred to as CB): An impartial body, governmental or non-governmental, possessing the necessary competence and reliability to operate a certification system and in which those with an interest in the process of certification are represented without any single interest predominating.

STANDARDS MALAYSIA Secretariat (hereinafter referred to as Secretariat): Staff employed by STANDARDS MALAYSIA with delegated powers to implement the policies and procedures of STANDARDS MALAYSIA and manage accreditation activities.

5. RIGHT TO USE THE ACB SYMBOL

- 5.1 Subject to such limitations or conditions imposed by STANDARDS MALAYSIA Terms and conditions, ACB 1 and requirements of this document, STANDARDS MALAYSIA accredited certification bodies are entitled to use the ACB Symbol or refer to their accreditation status on all its stationery and literature and publicity material.
- 5.2 STANDARDS MALAYSIA and its Secretariat have the right to use the ACB Symbol on all its stationery and literature.

6. FORM, SIZE AND COLOUR OF THE ACB SYMBOL

- 6.1 The ACB Symbol is as shown in Figure 1. It shall be reproduced and shall be reprinted according to the following specifications;
- i) in colours coding as shown in Figure 2; or
 - ii) in black and white as shown in Figure 3; or
 - iii) in a size for any uniformly enlarged or reduced, which make all the words of the ACB Symbol clearly distinguishable.
- 6.2 When used on paper, it may also be embossed or stamped.

7. CONDITIONS FOR USE OF THE ACB SYMBOL OR REFERENCE TO STANDARDS MALAYSIA ACCREDITATION

7.1 General

- 7.1.1 A certification body accredited by STANDARDS MALAYSIA is entitled to display the ACB Symbol and/or make reference to STANDARDS MALAYSIA accreditation on sheets of its or other items that relates in whole or in part to the certification body's accredited activity or accredited scope, subject to the conditions set out below.
- 7.1.2 Accredited certification body that holds STANDARDS MALAYSIA accreditation shall use the ACB Symbol accompanied by the accreditation standard used and the respective Accreditation Nos. beneath the ACB Symbol as shown in Figure 1.
- 7.1.3 Under no circumstances can an accredited body nor a certified supplier use the ACB Symbol in isolation of the Certification mark to which it relates.
- 7.1.4 The ACB Symbol or reference to STANDARDS MALAYSIA accreditation shall not be misused, including false claims as to STANDARDS MALAYSIA accreditation and false use of the ACB Symbol by accredited certification body, applicant and non-accredited certification body.
- 7.1.5 STANDARDS MALAYSIA has the right to take action in terms of misused, false claims and false use of the ACB Symbol or reference to STANDARDS MALAYSIA accreditation. Such actions include corrective action, withdrawal of certificate, publication of the transgression for accredited certification bodies and immediate discontinuation of their applications for applicants. Legal action, if necessary, can also be taken against them and also against non-accredited certification bodies as stipulated in Section 18 (1) of Act 549, Standards of Malaysia Act 1996.
- 7.1.6 The ACB Symbol or reference to STANDARDS MALAYSIA accreditation shall not be used in such a way to suggest or imply that STANDARDS MALAYSIA has certified or approved product, process, system, person or licensee of the accredited certification bodies, applicant or non-accredited certification bodies in any misleading manner.
- 7.1.7 STANDARDS MALAYSIA reserves the right to impose other requirements with regard to the use of the ACB Symbol in consultation with individual certification bodies and their licensees. Such requirements shall be formally documented.

7.2 Accredited certification bodies

7.2.1 The certification body's accreditation number(s), shall be displayed beneath the ACB Symbol at all times.

7.2.2 On any individual unfolded portion of the sheet of stationery, the ACB Symbol may be displayed:

- (i) only if the ACB Symbol or title of the certification body concerned is also shown;
- (ii) with no more prominence than the ACB Symbol or title of the certification body concerned;
- (iii) and should be positioned in a manner that ensures the relationship between the ACB Symbol and the certification mark is obvious.
- (iv) no more than once for every STANDARDS MALAYSIA accreditation for each system certification or product certification.

7.2.3 To ensure there is no confusion on its association with STANDARDS MALAYSIA accreditation, an accredited certification body should use a different certification mark for each certification scheme to enable easy discrimination between it and any other certification mark, including other marks used by the certification body itself.

7.3 Licensees or certified organisations

7.3.1 Licensees or certified organisations of accredited certification bodies may make reference to STANDARDS MALAYSIA accreditation by virtue of its certification status granted by a STANDARDS MALAYSIA accredited certification body subject to the requirements of this document and the following limitations or conditions:

- (a) the accredited certification bodies undertake the responsibility to ensure this requirement is an element of the CB's regulations and an element of their regular surveillance audits or checks.
- (b) under no circumstances shall the ACB Symbol be used on a product, or in any way that be interpreted or implied as denoting product conformity within the framework of a system certification program;

However, it may be placed on large product packaging used for transportation provided it contains the following text in a manner that makes it obvious that the text and certification mark are linked, *"manufactured (See note 1) under a quality system certified as complying with ISO 9001 by an accredited certification body."*

Note 1: Variation of the word “manufactured” such as “assembled”, “packaged”, “bottled”, “blended”, “serviced” etc. should be used appropriately to denote in more explicit and factual way that would remove any reasonable doubt of an ordinary consumer.

- (c) The certification mark in association with the ACB Symbol, also include the name of the licensee or its legally registered identification mark
- d) A certification mark in association with the ACB Symbol may be used within the framework of a product certification programme;

8. Restriction on use of the ACB Symbol

- 8.1 Publicity material shall not include notices, labels, documents or written announcements affixed to or otherwise appearing on goods or products unless the goods or products have been manufactured under an accredited product certification scheme. This restriction shall also apply to primary (e.g blister packs) packaging and promotional products.
- 8.2
 - a) The ACB Symbol shall not be displayed for the following;
 - i) on vehicles, except in publicity material containing the ACB Symbol as part of a larger advertisement;
 - ii) on buildings and flags
 - b) The ACB Symbol may be displayed on internal walls and doors; and on exhibition stands
- 8.3 Upon suspension of STANDARDS MALAYSIA accreditation, an accredited certification body shall immediately cease to use and distribute any certificates, stationery and literature bearing the ACB Symbol or making reference to STANDARDS MALAYSIA accreditation.
- 8.4 Upon termination of STANDARDS MALAYSIA accreditation, an accredited certification body shall immediately cease distribution of all items on which the ACB Symbol is displayed.
- 8.5 If STANDARDS MALAYSIA accreditation is withdrawn from an accredited body in respect of a certification system whereby it owns and licenses a certification mark, it shall take all reasonable steps to ensure that its licensees immediately cease use of any stationery and literature bearing the ACB Symbol or reference to STANDARDS MALAYSIA accreditation.



Accreditation Standard used
Accreditation No: XX DDMMYYYY CB 00

Figure 1: The ACB Symbol

Note:

- i) **XX** refers to acronym of accreditation programme (e.g QS, EMS);
- ii) **DDMMYYYY** refers to the expiry date of first cycle of accreditation (for Quality Management System programme only);
- iii) **DDMMYYYY** refers to the date of accreditation granted for other accreditation programmes;
- iv) **CB** refers to certification body;
- v) **00** sequential number of accredited certification body.

Example of ACB Symbol for QMS programme;



MS ISO/IEC Guide 62:1999
QS 28102007 CB 20

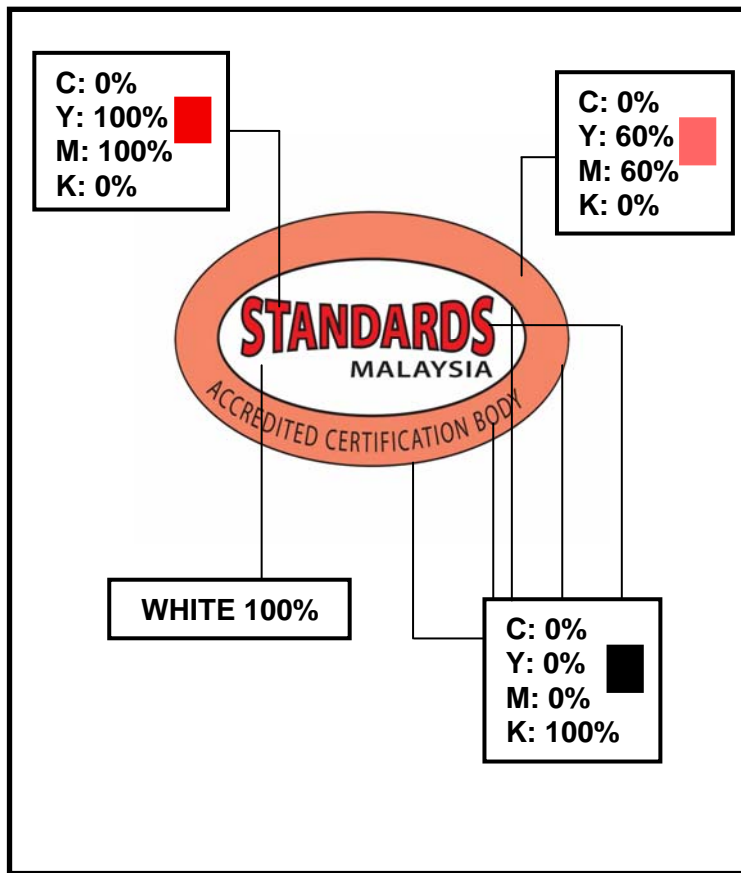


Figure 2: The ACB Symbol in colour

Note:

C = Cyan
Y = Yellow

M = Magenta
K = Black

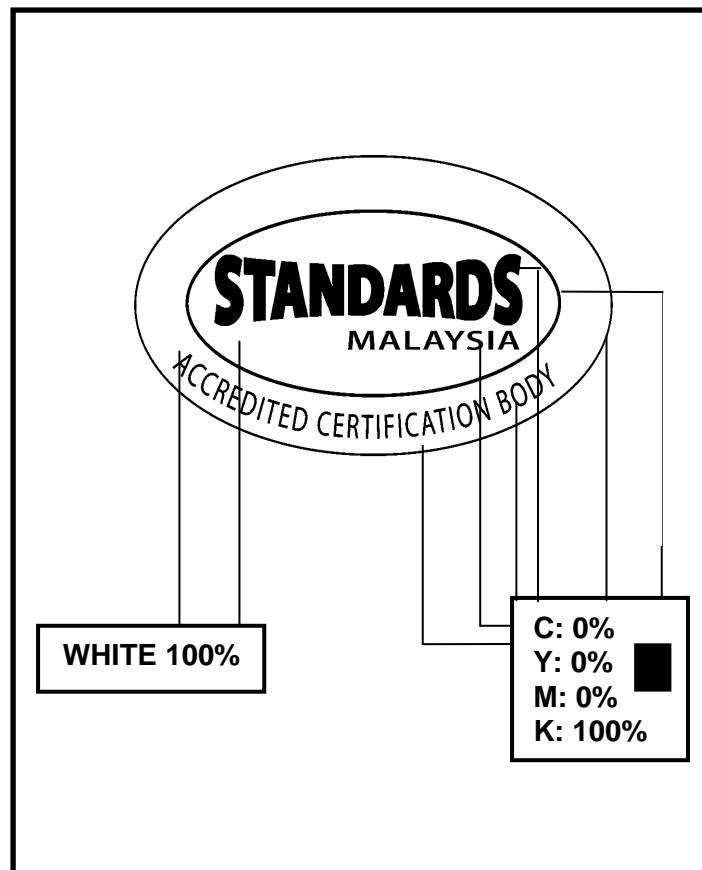


Figure 3: The ACB Symbol in black and white

Note:

C = Cyan
Y = Yellow

M = Magenta
K = Black