



PL 001-02

RULES FOR THE USE OF NINAS LOGO AND ACCREDITATION SYMBOLS

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Date of Approval:	10/04/2023
Date of Implementation:	10/04/2023



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1. Definitions

ACCREDITATION CERTIFICATE: Formal document or a set of documents stating that accreditation has been granted for a defined scope.

NiNAS LOGO: A logo used only by NiNAS to identify itself. The NiNAS logo is a registered trademark.

NiNAS ACCREDITATION SYMBOLS: Are symbols issued by NiNAS for use by a NiNAS accredited organisation (CAB) to indicate their accreditation status. An accreditation symbol is a combination of NiNAS logo, name of a conformity assessment activity and a number used to show a CAB's direct conformity with a set of accreditation requirements. Accreditation symbols as used in these rules shall mean the accreditation symbols referred to in ISO/IEC 17011:2017.

SCOPE OF ACCREDITATION: Specific conformity assessment services for which accreditation is sought or has been granted.

NiNAS ACCREDITED ORGANISATION: Means a conformity assessment body (CAB) accredited by NiNAS as a laboratory, certification body, inspection body, proficiency testing provider and reference material provider.

2. Normative Documents

- a) ISO/IEC 17000
- b) ISO/IEC 17011



3. Introduction

The Nigeria National Accreditation System (NiNAS) was established on 25th March, 2015 (as the Nigeria National Accreditation Service) as a not-for-profit organisation under the Incorporation of Trustee Companies and Allied Matters Act 1, 1990 Part C. However, in November, 2019, NiNAS was re-incorporated with expanded mandate as a company limited by guarantee. NiNAS is governed by a Board of Directors and was designated as the sole national accreditation body (NAB) of Nigeria with the mandate to assess the competence of conformity assessment bodies (CABs) both in Nigeria, the West African sub-region and beyond.

This document and the accompanying Annex (collectively known as the “Rules”) contain the Terms and Conditions on the use of NiNAS Logo and Accreditation Symbols) or any reference to NiNAS accreditation by an accredited conformity assessment body (CAB). It should be read in conjunction with the contractual agreement between NiNAS and its accredited CABs on the use of NiNAS accreditation symbol (see Appendix A). This document is prepared in line with the requirements of Clause 4.3 of ISO/IEC 17011:2017. In this document any reference to accreditation symbol means a combination of NiNAS’ logo and a number assigned to a CAB by NiNAS.

The DG/CEO of NiNAS reserves the right to vary or change the conditions set out in this publication (Rule) without prior notice.

This Rule is available for download on the NiNAS web site at <http://www.ninas.ng/publications/ninas-brand/>



4.0 NiNAS Logo and Accreditation Symbol

4.1 NiNAS Logo

The “NiNAS Logo” is for the exclusive use by NiNAS. Accredited organisations, may use the “NiNAS accredited” symbols, and/or make a narrative reference to their NiNAS accreditation, but may not use NiNAS logo in such references.

4.2 NiNAS Accreditation Symbol

The NiNAS Accreditation Symbol (known as “accreditation symbol” in ISO/IEC 17011 standard), is a registered trademark under the laws of Nigeria and has been created to work with the primary colour of the NiNAS Logo. NiNAS is the owner of all rights worldwide in and to the NiNAS Accreditation Symbol, and is the entity responsible for the protection of the symbol. In this regard, NiNAS as the trademark owner has the sole rights to use and license the use of, the Accreditation Symbol.

5.0 Form and Display of NiNAS Accreditation Symbol

- 5.1 The form of NiNAS Accreditation Symbol is shown below in the figure. It shall be displayed only in the form, scaling and colour approved by NiNAS.
- 5.2 The NiNAS Accreditation Symbol may be reproduced in black and white or in colour provided the approved colours are used.



Testing
No. T0001

Black



Testing
No. T0001

Colour

- 5.3 Accredited CABs shall only use the Accreditation Symbol in conjunction with their relevant accreditation number. The organisation's accreditation number shall be printed centrally immediately under the NiNAS accreditation symbol. The accreditation number shall appear in a four (4) digit format provided by NiNAS.
- 5.4 The NiNAS Accreditation Symbol may be displayed on a CAB's stationery/letterhead subject to the following conditions:
- a). only if the logo or title of the accredited organisation is also shown;
 - b). the NiNAS Accreditation Symbol is not given more prominence than the title or logo of the accredited organisation; and
 - c). the Symbol is used not more than once for each NiNAS accreditation.



5.5 For electronic reproduction of the NiNAS Accreditation Symbol, the following shall apply:

- a) the NiNAS Accreditation Symbols are to be reproduced so that infilling does not occur;
- b) degradation and/or distortion of the NiNAS Accreditation Symbol graphic is avoided; and
- c) electronic versions of the NiNAS Accreditation Symbols shall be obtained from NiNAS.

5.6 The NiNAS Accreditation Symbol shall have a minimum height of 20 mm and minimum width of 25 mm.

5.7 Accredited organisations shall base all reproductions of the NiNAS Accreditation Symbols on the master versions shown in Appendix B of this Rule which are available as electronic files from NiNAS. The images in Appendix B are for illustration only, and redrawn approximations shall not be used

6.0 Use of NiNAS Accreditation Symbol

6.1 General

6.1.1 The NiNAS Accreditation Symbol and reference to accreditation (granted by NiNAS) may only be used once accreditation has been granted in line with NiNAS procedures.

6.1.2 An accredited CAB shall take all reasonable steps to ensure at all times that the only NiNAS accreditation symbol it uses is the accreditation symbol provided to it by NiNAS.



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- 6.1.3 The NiNAS Accreditation Symbol shall be used by an accredited CAB only under the name or the registered trade name of the legal entity which holds accreditation.
- 6.1.4 Accredited organisations may make reference to NiNAS accreditation provided they ensure that NiNAS accreditation is not stated or implied for non-accredited activities, sectors, or locations.
- 6.1.5 The scope(s) of accreditation shall be clearly defined in all quotations that contain the NiNAS Accreditation Symbol or refer to NiNAS accreditation.
- 6.1.6 The NiNAS Accreditation Symbols shall not be used in such a way as to suggest that NiNAS has certified, or approved, any product or any service supplied by an accredited organisation, or in any other misleading manner.
- 6.1.7 The NiNAS Accreditation Symbols shall not be used in any way that may mislead the reader about the status of an accredited organisation.
- 6.1.8 The NiNAS Accreditation Symbol shall not be used in such a way as to imply or suggest that NiNAS accepts responsibility for activities carried out under the scope of accreditation.

6.2 Use of NiNAS Accreditation Symbols on Publicity Materials

- 6.2.1 NiNAS accredited organisations may incorporate NiNAS Accreditation Symbol(s) in publicity material that refers to accredited services, provided that the conditions relating to their reproduction contained in this document are met.



6.2.2 The term “publicity materials” shall not include notices, labels, documents, or written announcements affixed to or otherwise appearing on goods or products.

7.0 Reference to Accreditation

7.1 When an accredited organisation wishes to make reference to its NiNAS accreditation instead of using the NiNAS Accreditation Symbol, it shall without variation use the phrases:

- A NiNAS-accredited calibration laboratory-No. 0000
- A NiNAS-accredited testing laboratory-No. 0000
- A NiNAS-accredited medical laboratory-No. 0000
- A NiNAS-accredited inspection body-No. 0000
- A NiNAS-accredited proficiency testing provider-No. 0000
- A NiNAS-accredited reference material producer-No. 0000
- A NiNAS-accredited certification body-No. 0000

7.2 An accredited organisation that wishes to make reference to NiNAS accreditation in the forms indicated above shall seek and obtain a written approval from NiNAS. The accredited organisation shall take all reasonable steps to ensure that this wording is used precisely by any customer when referring to the use of an accredited organisation.

8 Suspension and Withdrawal of NiNAS Accreditation

8.1 Upon withdrawal or suspension of relevant NiNAS accreditation, the accredited organisation shall cease to issue conformity assessment certificates, reports and quotation displaying NiNAS Accreditation Symbols or references to NiNAS accreditation (including marks displayed on websites).



8.2 Upon suspension or withdrawal of NiNAS accreditation, accredited organisations shall immediately cease distribution and use of all items on which the NiNAS Accreditation Symbol is displayed and this shall include the removal of Accreditation Symbols displayed on websites and stationery.

8.3 In the event that a NiNAS accredited organisation's accreditation is suspended or withdrawn, the organisation shall take all reasonable steps to ensure that it and its licensees immediately cease use of stationery, literature, websites and advertisements bearing the NiNAS Accreditation Symbol or reference to NiNAS accreditation.

9. Misuse of NiNAS Accreditation Symbols

9.1 The NiNAS Accreditation Symbols shall not be used in any way that contravenes the provisions in Section 6 above and in other section contained in this rule.

9.2 The NiNAS Accreditation Symbols shall not be used in any misleading manner such as, the use of the symbols in such a way as to imply that NiNAS has certified or approved any product, person, or service certified by a NiNAS accredited organisation.

9.3 The NiNAS Accreditation Symbol shall not be used in a way as to imply that NiNAS accepts responsibility for activities carried out under the scope of accreditation and/or certification. This includes the quality or performance of certified product, person or service, and the accuracy or correctness of the results reported or decisions taken by the accredited organisation.

9.4 Clients of NiNAS accredited organisations shall not use the NiNAS Accreditation Symbols

9.5 All the conditions stated in 8.1 to 8.2 shall also apply to references to NiNAS accreditation.



10. Changes

10.1 Whenever any changes are made to the NiNAS Accreditation Symbol, NiNAS will inform accredited organisations of such changes and proper use, and accredited organisations shall promptly conform to all modifications.

11 Sanctions

11.1 Any use of the NiNAS Accreditation Symbol or reference to accreditation that might contravene the conditions set out in this Rule will be considered a misuse of the symbol (or reference to accreditation). Such an action shall be subject to adverse action which may include:

- a request for corrective action;
- withdrawal of NiNAS accreditation;
- publication of the transgression;
- legal actions; or
- any other actions deemed necessary by NiNAS to maintain the integrity of its symbol and accreditation activities.

12. Agreement for the Use of NiNAS Accreditation Symbols by an Accredited CAB

In the event that an applicant CAB is granted accreditation by NiNAS, it shall abide by the Agreement contained in Appendix A of this Rule. Submitting a signed copy of an application for accreditation by a CAB does not require the signing of a separate application for the use of NiNAS Accreditation Symbol.

13. Monitoring of the Use of the Accreditation Symbol

During on-site assessments, NiNAS assessors shall monitor the accredited organisation's use of the accreditation symbol. Assessors shall endeavor



to collect objective evidence of the accredited organisation’s use of the symbol and make same available to NiNAS. The objective evidence may include a documented procedure to enforce the proper use and protection of the NiNAS accreditation symbol.



Appendix A:

Agreement for the Use of the NiNAS Accreditation Symbol by an Accredited CAB

1. BACKGROUND

NiNAS is the trademark owner of the NiNAS logo and NiNAS Accreditation Marks (referred to as “symbol” in clause 4.3 of ISO/IEC 17011:2017) in Nigeria and worldwide. The accredited CAB has been granted accreditation by NiNAS, pursuant to a separate agreement already signed during the application process. As part of its accreditation, NiNAS wishes to permit the accredited CAB to use the NiNAS Accreditation Symbol(s), in accordance with the provisions of this agreement and **Rules for the Use of NiNAS Accreditation Symbols** (as contained in this document).

The Nigeria National Accreditation System, NiNAS, is registered in Nigeria as a not-for-profit organisation on 25th March, 2015, under the Incorporation of Trustee Companies and Allied Matters Act 1, 1990 Part C. NiNAS was re-incorporated in November, 2019 as company limited by guarantee.

The NiNAS Accreditation Symbol as used in this document is a combination of NiNAS logo, name of a conformity assessment activity and a number, issued by NiNAS to a CAB to indicate its accreditation status. Both the NiNAS logo and accreditation symbols are registered trademarks.



2. THIS AGREEMENT (EFFECTIVE AS OF THE DATE NiNAS GRANTS ACCREDITATION TO THE CAB), BY AND BETWEEN

the Nigeria National Accreditation System Ltd/GTE(herein known as “NiNAS”) with registration number RC 1630107

AND NiNAS ACCREDITED CAB (CONFORMITY ASSESSMENT BODY)

CAB Name:

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Company Number (if applicable):

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NiNAS Accreditation Number:

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Address:

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Herein referred to as the **accredited CAB**



3. GRANT

In consideration of the obligations of the accredited CAB under this agreement, NiNAS grants the accredited CAB a non-exclusive license to use the NiNAS Accreditation Symbol(s) strictly in accordance with the provisions of this agreement and Rules Governing the Use of NiNAS Accreditation Symbols.

4. ACCREDITED CAB'S OBLIGATIONS AND REQUIREMENTS

- a) The accredited CAB shall ensure that it holds permission from NiNAS through this signed Agreement, before using the NiNAS Accreditation Symbol(s)
- b) The accredited CAB shall ensure that, at all times, its use of the NiNAS Accreditation Symbol does not breach any requirements set out in the Rules for Use.
- c) The accredited CAB agrees to adhere to the Rules for the Use of the NiNAS Accreditation Symbol at all times, this includes the provisions of this agreement, the provisions of the NiNAS Accreditation Agreement and the Rules for Use.
- e) The NiNAS Accreditation Symbol shall only be reproduced in the manner prescribed in Sections 6 and 7 of the Rules for Use.
- f) The accredited CAB will indemnify NiNAS against all liabilities, costs, expenses, damages and losses (including, but not limited to any direct, indirect or consequential losses, loss of profit, loss of reputation and all interest, penalties and legal costs, calculated on a full indemnity basis) due to the accredited CAB's:
 - i) exercise of its rights under this agreement (including, but not limited to, any claim made against NiNAS for actual or alleged infringement of a



third party's intellectual property rights arising out of or in connection with the accredited CAB's exercise of its rights); or

NiNAS will give the accredited CAB a written notice of any intended action under this clause 4(f) above, to which the accredited CAB has three (3) weeks to answer before NiNAS shall be entitled to take proceedings against the accredited CAB. During this time the accredited CAB must take all reasonable steps to restore the situation to compliance with this agreement, working in close cooperation with NiNAS.

5. SUSPENSION AND TERMINATION

a) The accredited CAB's rights under this agreement shall automatically and immediately be suspended during any period where the accredited CAB either voluntarily suspends its accreditation or has such a suspension imposed by NiNAS. The accredited CAB's rights under this agreement shall be automatically reinstated when the suspension of the accredited CAB's accreditation is lifted and the relevant accreditation reinstated. For the avoidance of doubt, the accredited CAB shall not use the NiNAS Accreditation Symbol during any period of suspension.

b) NiNAS reserves the right to terminate this Agreement by giving notice in writing if the accredited CAB is in default of its obligations under this Agreement.

c) This Agreement will terminate automatically and immediately without the need for prior notification if:

i) the accredited CAB becomes insolvent, or if an order is made or a resolution is passed for the winding up of the accredited CAB, or if an administrator, administrative receiver or receiver is appointed in respect of the whole or any part of the accredited CAB's assets or business, or if the accredited CAB makes any composition with its creditors or takes or suffers any similar or analogous action in consequence of debt.



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- ii) the accredited CAB has its accreditation withdrawn by NiNAS;
 - iii) the accredited CAB voluntarily withdraws its accreditation;

or on the occasion that:

- iv) NiNAS is suspended from the AFRAC MRA.
 - v) NiNAS is suspended from IAF MLA and/or ILAC MRA.
- d) Upon the termination of this Agreement, the accredited CAB no longer has the right to use the NiNAS Accreditation Symbol and the accredited CAB shall cease all such use.

6. LAW AND JURISDICTION

This Agreement shall be governed and construed in accordance with Nigerian Laws and the Parties irrevocably agree that the Nigerian courts are to have jurisdiction to settle any disputes and to entertain any suit, action or proceedings (a) arising out of or in connection with this Agreement or (b) relating to any non-contractual obligations from or in connection with this Agreement.

7. DECLARATION

I declare that I am authorised to enter into this agreement on behalf of the applicant CAB.

N.B: All the necessary fields in this appendix shall be filled by the authorised personnel of the applicant CAB. Please indicate the discipline in which the applicant CAB is applying for accreditation.

Testing

Calibration

Medical



NIGERIA NATIONAL ACCREDITATION SYSTEM

PL 001 –Rules for the Use of NiNAS Accreditation Symbols

Issue 02

Inspection

Certification body for management systems

Certification body for persons

Certification body for products, services and processes

Pleas tick the relevant schemes above

This Agreement has been entered into on the date that NiNAS grants accreditation to the applicant CAB.



NIGERIA NATIONAL ACCREDITATION SYSTEM

PL 001 –Rules for the Use of NiNAS Accreditation Symbols

Issue 02

Appendix B: Forms of NiNAS Accreditation Symbols



Colour



NIGERIA NATIONAL ACCREDITATION SYSTEM

PL 001 –Rules for the Use of NiNAS Accreditation Symbols

Issue 02



Black



References

1. ISO/IEC 17000:2004, Conformity assessment - Vocabulary and general principles
2. ISO/IEC 17011:2017, Conformity assessment - General requirements for accreditation bodies accrediting conformity assessment bodies.
3. F 072A: NiNAS Application Form for Accreditation
4. ILAC P8 ILAC Mutual Recognition Arrangement (Arrangement): Supplementary Requirements for the Use of Accreditation Symbols and for Claims of Accreditation Status by Accredited Conformity Assessment Bodies
5. ILAC R4 Use of the ILAC Logo
6. ILAC R7 Rules for the Use of the ILAC MRA Mark
7. IAF ML 2 General Principles on the Use of the IAF MLA Mark



9. Document History

Modification No/Date	Proposed by	Page No.	Summary of Modification
30/07/2020	Quality Manager	All	<ul style="list-style-type: none">• Updated to reflect NiNAS new organisational structure;• Inclusion of how NiNAS meets the requirements of clauses 4.3.3a and 4.3.3b
30/07/2020	Quality Manager	12	Introduction of the ‘Monitoring of the Use of Accreditation Symbols’

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