Title: Use of accreditation mark

1. Scope

1.1 The purpose of this procedure is to define the rules and responsibilities for the use of accreditation and certification marks across University of Aberdeen, Institute of Medical Science (IMS).

1.2 This SOP applies to all documents using accreditation or certification mark across University of Aberdeen Institute of Medical Science (IMS). University of Aberdeen is working towards accreditation (ISO/IEC 17025:2017 with UKAS) within The IMS and is certified with LRQA to ISO 9001:2015 within The Rowett Institute for Nutrition and Health (RINH) and with KPMG to ISO 27001:2013 within the Data Safe Haven (DaSH).

2. Responsibilities

Technical Manager: Ensure only the appropriate mark and references are used in laboratory reports.

3. Procedure

2.1 Once either accreditation or certification is granted the appropriate mark may be used in correspondence, advertising and promotional material, internal walls and doors and on exhibition stands relating to the accreditation or certification, providing such material is not misleading and pertains to the work for which accreditation or certification is held.

2.2 ⚠️ On test reports from accredited laboratories work which is not accredited must be highlighted as such using an agreed symbol and disclaimer.

2.3 If non accredited work is used in providing an accredited opinion and interpretation, the non accredited work must be highlighted as such.

2.4 ⚠️ Both the accreditation and certification mark shall only be used with the appropriate accreditation or certification number below it. The certification mark may be used on vehicles however, without the certificate number.

Uncontrolled when printed. Please ensure that you are working on the most up to date version of this SOP.

Key to symbols ⚠️ = Important point to note ⚠️ = Warning
2.5⚠️ The accreditation or certification marks may **not** be used on any products or packaging.

2.6⚠️ The accreditation or certification marks may **not** be used on any presentation style certificates (e.g. academic qualifications).

2.7⚠️ The accreditation or certification marks may **not** be used in association with any activities, services or products outside of the scope of accreditation or certification.

2.8 Once attained the scope of accreditation for University of Aberdeen may be viewed on the UKAS website using the appropriate laboratory number.

2.9⚠️ Accreditation must not be claimed or inferred for work covered by certification.

4. Abbreviations and definitions

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>DaSH</td>
<td>Data Safe Haven</td>
</tr>
<tr>
<td>IMS</td>
<td>Institute of Medical Science</td>
</tr>
<tr>
<td>RINH</td>
<td>Rowett Institute for Nutrition and Health</td>
</tr>
</tbody>
</table>

5. Related documentation and references

UKAS accredited testing mark (Example)