



**TERMS AND CONDITIONS GOVERNING THE USE OF  
APO-AB ACCREDITATION SYMBOL BY  
ACCREDITED CERTIFICATION BODIES**

**APO-AB TOR 3002/2019 (Issue 1)**

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## 1. Introduction

This document specifies terms and conditions governing the use of APO-AB Accreditation symbol. The APO-AB Accreditation symbol is an attestation of the competence of accredited Certification Bodies (CBs) operating Certification of Persons. All accredited CBs and their certified persons may use APO-AB accreditation symbol or make reference to APO-AB accreditation scheme subject to the terms and conditions of this document and the rules of procedures and requirements of APO-AB; and for the scheme and scope of their accreditation only.

## 2. Scope

The scope of this document on the Use of APO-AB Accreditation symbol by all APO-AB accredited CBs and persons certified by the APO-AB accredited CBs under ISO/IEC 17024 and APO-AB Requirement.

## 3. References

**ISO/IEC 17024:2012**, Conformity assessment, General requirements for bodies operating certification of persons

**ISO/IEC TS 17027:2014**, Conformity assessment, Vocabulary related to competence of persons used for certification of persons

**ISO/IEC 17011:2017**, Conformity assessment — Requirements for accreditation bodies accrediting conformity assessment bodies

## 4. Definitions

**APO-AB:** Asian Productivity Organization Accreditation Body set up by the APO

**Accredited CB operating CoP:** A CB to which an APO-CoP accreditation certificate has been granted

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

**APO Certification of Persons Accreditation Scheme (APO-CoP):** The APO-CoP is an APO-AB accreditation scheme for the accreditation of CBs operating CoP and administered by the APO-AB

**Certification scheme for persons:** Competence and other requirements related to specific occupational or skilled categories of persons

**APO-AB Accreditation symbol:** Symbol issued by APO-AB under the Scheme for the Accreditation of Certification Bodies operating Certification of Persons; to be used by accredited CBs to indicate their accredited status

**Suspension:** Accreditation held in abeyance by the APO-AB. This term applies to all or part of the activities under the scope of accreditation of an accredited CB. No further CoP certificates may be issued by an accredited CB for the suspended activities

**Scheme Owner:** Organization responsible for developing and maintaining a certification scheme. (*Note: The organization can be the certification body itself, a governmental authority, or others*)

## **5. Terms and Conditions Governing the use of the APO-AB Accreditation symbol**

- 5.1 All APO-AB accredited CBs are entitled to use the APO-AB Accreditation symbol in conjunction with their certification mark or make reference to their accreditation status on all its organisation stationery and promotional materials under the scope of accreditation. APO-AB accredited CBs may use the APO-AB Accreditation symbol in its letterhead, CB issued certificates, in CB website, advertisements and other CBs' promotional materials that is related to the schemes accredited by APO-AB as per terms and conditions of this document.
- 5.2 When reference is made to their accreditation status, the CBs shall state the accreditation scheme and accreditation registration no. In respect to its scope of accreditation.
- 5.3 The accredited CB shall use different certification mark for each certification scheme/scheme owner to avoid misrepresentation and confusion on the accreditation status obtained from APO-AB.
- 5.4 CB shall not to make any statement regarding accreditation that may bring disrepute to APO-AB or are misleading and unauthorised.
- 5.5 If and when the accredited CB is suspended, CB shall immediately not conduct APO-AB accredited certification programmes and cease to issue certificates displaying the APO-AB accreditation symbol or make references to APO-AB accreditation. Suspended CB shall discontinue distribution of promotional materials in which APO-AB Accreditation symbol is displayed or reference make of APO-AB accreditation. CB shall have requirements to inform the certified individuals to ensure not to misuse the APO-AB Accreditation symbol after suspension and including reducing the accreditation scope.
- 5.6 Individuals certified by the accredited CB may use the APO-AB Accreditation symbol in conjunction with the CB certification mark on their name cards and personal letter heads to promote and attest their skills and capabilities. Refer to clause to 5.5, certified individuals also cease to use the APO-AB accreditation symbol.

## **6. Design, size and colour of APO-AB Accreditation symbol**

- 6.1 The APO-AB Accreditation symbol shall be printed or reproduced in the same form and size as in Figure 1.



**Figure 1. APO-AB Accreditation symbol**

- 6.2 The APO-AB Accreditation symbol and the CB Certification symbol should be of similar size and preferably presented together with the APO-AB accreditation symbol on the right.
- 6.3 APO-AB Accreditation symbol shall always be used according to its design proportion as shown above, Figure 1 and all the lettering readable and shall not be distorted.
- 6.4 When APO-AB accredited CB make reference to its APO-AB accreditation status and using the APO-AB Accreditation symbol, the APO-AB Certificate Number issued shall be mentioned.
- 6.5 The detail guideline for using the APO-AB Accreditation symbol is in Appendix 1.

## Appendix 1

### Detail guideline for using the APO-AB Accreditation symbol.

Symbol Styles

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#### STANDARD SYMBOL



#### SYMBOL WITHOUT TXT



#### APO-AB ACCREDITATION SYMBOL USED BY APO-AB ACCREDITED CB



### FULL-COLOR SYMBOL

#### FOR WEB (RGB)

- R: 243 G: 108 B: 36
- R: 10 G: 78 B: 141
- R: 0 G: 0 B: 80



CoP: 000000 CB: 000000

#### FOR PRINT (CMYK/PANTONE/DIC)

- C: 0 M: 72 Y: 98 K: 0/PANTONE: 1585c/DIC: 566
- C: 100 M: 78 Y: 16 K: 3/PANTONE: 294c/DIC: 641
- C: 100 M: 100 Y: 60 K: 22/PANTONE: 2768c/DIC: 256

### GRAY-SCALE SYMBOL

#### FOR WEB (RGB)

- R: 89 G: 89 B: 89
- R: 0 G: 0 B: 0



CoP: 000000 CB: 000000

#### FOR PRINT (CMYK)

- C: 0 M: 0 Y: 0 K: 65
- C: 0 M: 0 Y: 0 K: 100

### WHITE SYMBOL

#### FOR DARK BACKGROUND

#### FOR WEB (RGB)

- R: 255 G: 255 B: 255

#### FOR PRINT (CMYK)

- C: 0 M: 0 Y: 0 K: 0



CoP: 000000 CB: 000000

### BLACK SYMBOL

#### FOR LIGHT OR WHITE BACKGROUND

#### FOR WEB (RGB)

- R: 255 G: 255 B: 255

#### FOR PRINT (CMYK)

- C: 0 M: 0 Y: 0 K: 100



CoP: 000000 CB: 000000

MINIMUM SIZE  
FOR **PAPER PRINTING**

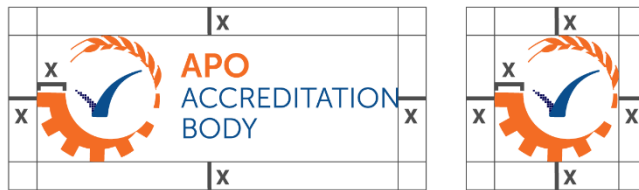
▼ Actual size



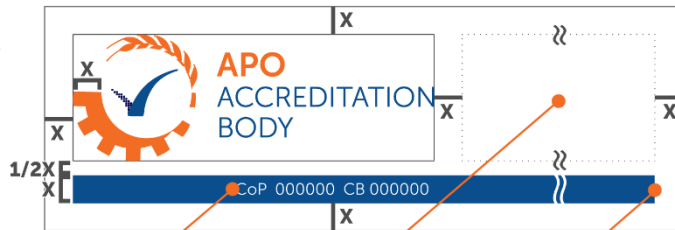
MINIMUM SIZE  
FOR **WEB**



**ISOLATION AREA**  
FOR APO-AB SYMBOL



**ISOLATION AREA**  
FOR APO-AB ACCREDITATION SYMBOL  
AND CB CERTIFICATION SYMBOL



Type certification number here.  
The certification number is always placed at the center of the blue strip.

The CB symbol is always placed on the right side of the APO-AB Symbol. The CB Symbol is always the same height as the APO-AB Symbol and aligned with it at both top and bottom. However, it is not larger than the APO-AB Symbol at any point. You may adjust the height of the CB Symbol to meet requirements.

The CB Symbol is aligned with the right edge of the blue strip. The width of the blue strip can be increased to align with the CB Symbol. However, make sure that the certificate number is always at the center of the full length of the blue strip.



<b>NO REDRAWING/FONT CHANGE</b>	
<b>NO COLOR CHANGE</b>	
<b>NO ANGLE CHANGE</b>	
<b>NO SHADOWING</b>	
<b>NO DISTORTION</b>	
<b>NO BORDERS</b>	
<b>NO SIMILAR COLORS IN BACKGROUND</b>	
<b>NO GRADATION</b>	
<b>NO PLACEMENT MAKING THE CB LOGO APPEAR LARGER THAN THE AB SYMBOL</b>	
<b>PLACE CERTIFICATE NUMBER AT CENTER OF BLUE LINE</b>	