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1. **Objective**

- 1.1. The objective of this procedure is to define the conditions for the reference of accreditation and use of NABET Accreditation Symbol.

2. **Scope**

- 2.1. This procedure is applicable to NABET accredited bodies.

3. **Responsibility**

- 3.1. Chief Executive Officer (CEO) of NABET is responsible to establish, implement, and amend this procedure. The accredited bodies are responsible to comply with the procedure.

4. **Definitions**

- 4.1. CEO-Chief Executive Officer of NABET
4.2. NABET-National Accreditation Board for Education and Training
4.3. NABET Accreditation Symbol/Accreditation Symbol-Symbol issued by NABET to be used by accredited bodies to indicate their accredited status
4.4. NABET Applicant/Accredited bodies - Organization or body that can be the object of accreditation Eg.-Conformity Assessment Bodies (CABs).
4.5. NABET Logo-Logo used by NABET to identify itself.

5. **Procedure**

5.1. **General**

- 5.1.1. The NABET logo and Accreditation Symbol as shown in the Annexure A are the property of NABET and its usage shall be controlled. NABET shall inform the relevant accredited body about the conditions for the use of symbol.
- 5.1.2. NABET logo is confined for the use of NABET only (as in Annexure A). Accredited CABs are only entitled to use NABET Accreditation Symbol and shall not confuse with NABET logo.
- 5.1.3. The CAB shall have a policy and procedure for controlling its use of NABET Accreditation Symbol/Claim of Accreditation.
- 5.1.4. The accredited body shall also inform NABET about the misuse of NABET accreditation symbol by their clients.

5.2. **Conditions**

- 5.2.1. The conditions for use of NABET Accreditation Symbol by Accredited Bodies are:
- 5.2.1.1. The accredited body is allowed to use accreditation symbol on its reports or certificates issued within the scope of its accreditation.
- 5.2.1.2. The accredited Conformity Assessment Body is not authorized to use the NABET symbol in isolation without the accreditation number.
- 5.2.1.3. The accredited body can only use the accreditation symbols for premises of the body that are specifically included in the accreditation.



- 5.2.1.4. Accreditation Symbol shall not be used to suggest any approval or sponsorship of NABET other than the body accredited.
- 5.2.1.5. The Accreditation Symbol may be used on Letter heads clearly stating the accreditation number and the stating scope of accreditation, and NABET Accreditation symbol should not be used with those unaccredited programs.
- 5.2.1.6. The NABET accreditation symbol shall not be used in any manner that it misleads the reader about the accredited status of the accredited body.
- 5.2.1.7. The accreditation symbol shall not be displayed on vehicles except in publicity material like part of a large advertisement.
- 5.2.1.8. The accreditation symbol shall not be displayed on flags
- 5.2.1.9. All reports, certificate, quotation and contracts by the accredited body having the accreditation symbol shall clearly indicate the portion of activities that are accredited by the NABET.
- 5.2.1.10. The accredited body shall not allow the fact of its accreditation to be used to imply that a product, process, system or person is approved by the NABET.
- 5.2.2. The accredited body shall not make any statement regarding its accreditation that NABET may consider misleading or unauthorized as to bring NABET in disrepute
- 5.2.3. NABET reserves the right to change the conditions as and when considered necessary and the same shall be communicated to all the concerned accredited bodies.
- 5.2.4. Accreditation symbol is not transferable and is to be used only by the accredited body as described in its application.
- 5.2.5. NABET shall take suitable action to deal with incorrect reference to accreditation status, or misleading use of accreditation symbol found in advertisement, catalogue, website etc.

6. Reproduction Rule

- 6.1. The following rules shall apply when NABET Accreditation Symbol is used-
 - 6.1.1. Accreditation symbol can be printed as colored image or black and white image ensuring that the original ratio and the basic colour combination of the image are maintained.
 - 6.1.2. The NABET accreditation symbol must not be distorted, compressed or stretched in any way.
 - 6.1.3. The NABET Accreditation Symbol must only be used in its normal horizontal orientation. It must not be rotated.

7. Design of the Accreditation Symbol

- 7.1. The design of the NABET accreditation symbol is enclosed at Annexure A.

8. Action on Suspension and Termination

- 8.1. The accredited body upon suspension or withdrawal of its accreditation, shall discontinue use of all advertising matter that contains any reference to an accredited status.
- 8.2. Upon suspension of the accreditation by the NABET, the accredited body shall discontinue the use of NABET accreditation symbol immediately in all



media of communications including promotional material, letter head, newsletters, brochures, annual reports, business cards, websites and advertisements that has accreditation symbol on it.

- 8.3. The use of Accreditation Symbol can be restarted only after the suspension is revoked by the NABET.
- 8.4. Upon termination of the accreditation on account of non renewal/withdrawal of the accreditation the accredited body shall discontinue the use of NABET accreditation symbol immediately in all media of communications including promotional material, letter head, newsletters, brochures, annual reports, business cards, websites and advertisements etc that has accreditation symbol on it.

9. Verification

- 9.1. NABET shall at its own discretion, may carry out a verification of the proper use of the Accreditation Symbol.
- 9.2. If any misuse of the Accreditation Symbol is noticed then NABET shall initiate actions as per procedure for suspension and/or withdrawal of accreditation as per NABET:SCD:PR:05.

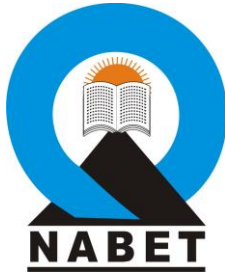
10. Records

- 10.1. Chief Executive Officer (CEO), NABET or authorized representative shall maintain records pertaining to all misuse of certificate and/or accreditation symbol for period depending upon the nature of misuse and action taken. It shall, however, be retained for a period of 6 years.



Annexure A

NABET Logo



NABET Accreditation Symbol





Annexure B

List of Records

Sr.No.	Document Number	Document Name	Persons Authorized to Access	Retention Period	Storage Location/Protection Method	Disposal	Remarks
1.	NABET:SCD:FR:25	Misuse of Reference to Accreditation and Use of Accreditation Symbol Tracker	CEO and staff of Skill certification division (Sr. Director, Director, AO, EO, EOT)	6 years	QCI server, Skill Certification folder and respective file in skill certification almira/Password protected	Soft copy will be deleted and hard copy will be shredded	
2.	NABET:SCD:FR:19	Suspension and Withdrawal Tracker	CEO and staff of Skill certification division (Sr. Director, Director, AO, EO, EOT)	6 years	QCI server, Skill Certification folder and respective file in skill certification almira/Password protected	Soft copy will be deleted and hard copy will be shredded	



Annexure C

Amendment Record

S.No.	Authorized Person	Amendment	Date of Amendment
1	CEO,NABET	Retention period increased to 6 years	15.01.2016
2	CEO,NABET	Name Change of Procedure for Use of Accreditation Symbol to Reference of Accreditation and Use of Symbol	15.06.2017