



WEST AFRICAN ACCREDITATION SYSTEM (SOAC)

SOAC MARK GENERAL RULES (C02.01)

Approval		Effective Date
Date	01/11/19	01/11/19

SUMMARY

1- PURPOSE AND SCOPE	3
2- REFERENCES.....	3
3- EFFECTIVE DATE AND REVIEW.....	3
4- SUMMARY OF CHANGES.....	3
5- TERMS AND DEFINITIONS	3
6- PRESENTATION OF SOAC ACCREDITATION MARK.....	4
6-1 SOAC Mark in its reference version.....	4
6-2 The logo	4
6-3 The colors of the SOAC mark.....	4
6-4 THE LOGOTYPE IN MONOCHROME.....	5
6-5 Application on color backgrounds	5
6-6 Prohibited	6
6-7 The cover typography	7
7- RIGHTS OF USE OF THE SOAC Mark	8
8- DOCUMENTS AND MEDIA CONCERNED	8
9- TEXT REFERENCE TO ACCREDITATION	9
10- USE OF ACCREDITATION SYMBOLS	9
10-1 General rules	9
10-2 Additional requirements for the use of the SOAC accreditation symbol of.....	10
10-3 Use on advertising media	11
10-4 Surveillance of the SOAC mark and Accreditation Symbol	12
11- ACCREDITATION CERTIFICATE.....	12
11-1 Purpose.....	12
11-2 Conditions of use.....	12
12- TRANSLATION.....	12
13- MISLEADING USE OF ACCREDITATION SYMBOLS	13
14- BREACH OF GENERAL RULES AND TERMINATION OF ACCREDITATION	13
15- TABLE OF MODIFICATIONS	13

1- PURPOSE AND SCOPE

This document defines the general terms of reference to accreditation and the rules of use and monitoring of SOAC mark, SOAC accreditation symbol and the name developed “Système Ouest Africain d’Accréditation” (West African Accreditation System.)

This document is applicable to SOAC and organizations it accredits. It may be supplemented by special provisions for specific fields of accreditation. These provisions specify in particular the conditions under which clients of accredited organizations can refer to accreditation or use the SOAC mark.

2- REFERENCES

- ISO/IEC 17011, Conformity assessment — Requirements for accreditation bodies accrediting conformity assessment bodies
- C01 - Accreditation Rules
- C03 - Suspension, Termination, And Withdrawal Of Accreditation

3- EFFECTIVE DATE AND REVIEW

This document is applicable from the date specified on the cover page. It will be updated as necessary.

4- SUMMARY OF CHANGES

Version 00: creation.

Version 01: revision and update for some sections.

5- TERMS AND DEFINITIONS

SOAC Mark: SOAC mark is composed of the logo and typography around the logo.

Accreditation symbol: Symbol issued by SOAC to be used by accredited conformity assessment bodies to indicate their accredited status.

The accreditation symbol consists of the mark, the accreditation number and the reference standard.

The accredited body mark: the whole consisting of its logotype, used or not in combination with the details of its company name, enabling to identify the beneficiary of accreditation.

Multi-accredited entity: The term multi-accredited entity is an accredited entity for at least two technical areas (testing, calibration, inspection, etc.).

Multi-site entity: A multi-site entity is an entity whose company name is accredited and whose activity is spread across multiple sites, all is not necessarily covered by accreditation.

6- PRESENTATION OF SOAC ACCREDITATION MARK

6-1 SOAC Mark in its reference version

SOAC mark is composed of two elements:

- The logo
- Typography around the logo.



The mark thus created by the union of these two elements should not be interpreted or modified.

It is used in its reference version as often as possible, except as defined in this document.

6-2 The logo

Map of Africa in a stylized in a circle: SOAC, one of the accreditation bodies in Africa.

The lower part of Africa shaped like √: Conformity Symbol that SOAC will participate in guaranteeing the region.

The majority circular of the logo symbolizes integration.

The green color symbol of international acceptance of SOAC results.

The color gold Symbol of the added value created by accreditation, a factor of wealth for the recipient countries, symbol of SOAC's competence.

The left-golden circle recalls that SOAC operates in West Africa; it also symbolizes regional integration.

The colors of the logo are those of the WAEMU and ECOWAS.

6-3 The colors of the SOAC mark

The colors of SOAC mark are available in 3 versions: Colours in quadrichrome (CMYK), RGB and Pantone to adapt to different media and to ensure always the same visibility.

The mark should, in any case, be applied in different colors, except those exceptional versions presented in this document.

CMJN



C:85% - M:18%
J:84% - N:4%



C:26% - M:86%
J:100% - N:26%



C:96% - M:100%
J:10% - N:2%



C:0% - M:20%
J:89% - N:0%



Gradient GOLD

RVB



R:0% - V:41% - B:81%



R:154% - V:55% - B:21%



R:58% - V:40% - B:122%



R:255% - V:205% - B:35%

PANTONE



PANTONE
355 C



PANTONE
174 C



PANTONE
REFELX BLUE C



PANTONE
123 C

6-4 THE LOGOTYPE IN MONOCHROME

The mark in solid monochrome corresponds to versions created to meet the specific needs of reproduction and readability such as the application on fax, engraving or textile.



BLACK



PANTONE
355 C



PANTONE
174 C



PANTONE
REFELX BLUE C



PANTONE
123 C

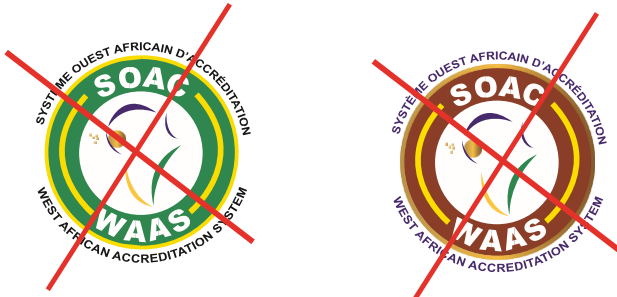
6-5 Application on color backgrounds

For its optimal application, the SOAC mark, when positioned on monochrome backgrounds is applied as shown below. On solid color backgrounds or more complex, the logo is used always respecting the good readability of the logotype.

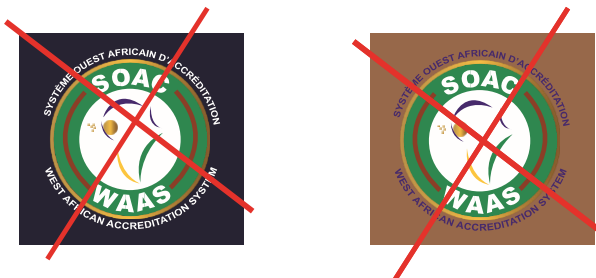


6-6 Prohibited

The color components of the reference mark cannot be changed.



Colours can only be used in quadrichrome or monochrome as indicated in this document to make up the background.



The height and width ratio of the SOAC mark must be systematically preserved and it and therefore it cannot be compressed or lengthened.



SOAC mark on an image should be framed with a colored background to keep good legibility of the logo. It may not be framed in the background only if the image does not hinder the legibility of the mark.



6-7 The cover typography

The reference typography used for stationery and for headlines and editorial printed documents is the "Din".

Din light

abcdefghijklmnopqrstuvwxy
 ABCDEFGHIJKLMNOPQRSTUVWXYZ
 Z 1234567890(.,:;)+-=@&!?»\$£%#

Din light italic

abcdefghijklmnopqrstuvwxy
ABCDEFGHIJKLMNOPQRSTUVWXYZ
Z 1234567890(.,:;)+-=@&!?»\$£%#

Din regular

abcdefghijklmnopqrstuvwxy
 ABCDEFGHIJKLMNOPQRSTUVWXYZ
 Z
 1234567890(.,:;)+-=@&!?»\$£%#

Din medium

abcdefghijklmnopqrstuvwxy
 ABCDEFGHIJKLMNOPQRSTUVWXYZ
 1234567890(.,:;)+-=@&!?»\$£%#

Din bold

abcdefghijklmnopqrstuvwxy
ABCDEFGHIJKLMNOPQRSTUVWXYZ
Z
1234567890(.,:;)+-=@&!?»\$£%#

Din black

abcdefghijklmnopqrstuvwxy
ABCDEFGHIJKLMNOPQRSTUVWXYZ
Z
1234567890(.,:;)+-=@&!?»\$£%#

The reference typography used for headlines and editorial office documents is Arial.

Arial regular

Abcdefghijklmnopqrstuvwxyz
ABCDEFGHIJKLMNOPQRSTUVWXYZ
1234567890(.,:;)+-=@&!?»\$£%#

Arial bold italic

abcdefghijklmnopqrstu
vwxyz
ABCDEFGHIJKLMN
OPQRSTUVWXYZ
1234567890(.,:;)+-=@&!?»\$£

Arial italic

abcdefghijklmnopqrstu
vwxyz
ABCDEFGHIJKLMN
OPQRSTUVWXYZ
1234567890(.,:;)+-=@&!?»\$£%#

Arial black

abcdefghijklmnopqrstu
vwxyz
ABCDEFGHIJKLMN
OPQRSTUVWXYZ
1234567890(.,:;)+-=@&!?»\$£

Arial bold

abcdefghijklmnopqrstu
vwxyz
ABCDEFGHIJKLMN
OPQRSTUVWXYZ
1234567890(.,:;)+-=@&!?»\$£%#

7- RIGHTS OF USE OF THE SOAC Mark

a- Any accredited body may refer to accreditation or use the accreditation symbol, whether electronic or paper, provided that its accreditation is valid and subject to compliance with these provisions.

The right to use the trademark is strictly limited to the accredited body and cannot be transferred to a third party, even a licensee or successor.

b- An organization accredited for part of its activities may refer to its accreditation and use the accreditation symbol provided that the communication does not give any confusion as to the nature and scope of the activity subject to accreditation.

c- In case of outsourcing of testing, calibration or inspection, the accredited conformity assessment body may make use of the accreditation symbol as specified in the C01 "Accreditation Rules" relating to the subcontracting tests, calibrations or inspections.

d- When a subsidiary in a group is accredited, the communication should in no way suggest that the group as a whole or other subsidiaries are accredited by SOAC. Thus, when a common document is issued, it must explicitly mention recipient institution accreditation.

8- DOCUMENTS AND MEDIA CONCERNED

The right to use the mark applies to:

- informative documents and materials, commercial or advertising media, including audio-visual or electronic, that are at least partly related to the scope of accreditation. The areas covered by the accreditation must be clearly identified,
- Letterheads used by an accredited body.

Restrictions on use

The use of the SOAC accreditation symbol is prohibited on:

- promotional items distributed by accredited bodies;
Products or items tested or calibrated by laboratories, except on calibration labels;
- documents issued as a result of activities incompatible with those covered by the accreditation certificate;
- reports or certificates not mentioning any activity covered by the technical annex (no reference on accreditation should appear on these reports or certificates);
- business cards and electronic signatures of accredited entities staff;
- general documents on the institution's letterheads, the laboratory or the body to which, if any, the laboratory or the accredited organization itself.

There should be nothing in any report or certificate, or in attachments or other items that involve or may bring any user of results or any interested party to believe that the work is covered by the scope of accreditation.

The logo may be used by an accredited body if:

- o the mark of the body appears on the document,
- o the accreditation body's number is near the SOAC logo, followed by the accreditation standards or reference system.

The use of the accreditation symbol of SOAC does not mean that SOAC certifies the accuracy of testing, calibration, or decisions on inspections or certifications performed.

9- TEXT REFERENCE TO ACCREDITATION

The accredited body may refer to its accreditation with a text that mentions at least and unambiguous, the following information:

- Accreditation number
- The accreditation standard or reference system.

Example:

"SOAC Accreditation, No. 0219, according to ISO/IEC 17025: 2017"

"SOAC Accreditation, No. 3620, according to ISO/IEC 17020: 2012"

10- USE OF ACCREDITATION SYMBOLS

10-1 General rules

- a) The content and presentation of communication must indicate unambiguously the identity of the accredited organization, the site concerned, the field of accreditation and the accredited scope.
- b) The SOAC reproduced accreditation symbol must be geometrically similar to the original and respect the reference color. Even when reduced, the SOAC accreditation symbol must remain legible.
- c) The SOAC accreditation symbol shall be reproduced in lower proportions than those of the accredited organization mark. If not possible, the layout must leave no doubt about the identity of the issuer of the document.
- d) Where the reports/certificates that have SOAC accreditation symbol also include opinions, interpretations or other documents relating to testing/inspection activities, the report/certificate shall contain the following item: **"The opinions/interpretations expressed in this report/certificate are outside the scope of accreditation of this organization."**

10-2 Additional requirements for the use of the SOAC accreditation symbol of

10-2-1 Calibration laboratories

In the body of a calibration certificate or verification statement bearing the SOAC accreditation symbol, the laboratory must display one of the following.

If all reported results are covered by the accreditation:

"This calibration certificate (or verification statement) ensures the connection of calibration results to the International System of Units (SI)."

If results covered and result not covered by the accreditation are included in the same report:

"This calibration certificate (or verification statement) ensures the connection of calibration results to the International System of Units (SI) for only calibrations covered by the accreditation, identified by the mark (specify)."

Calibration reports should not contain conclusions that any other statement of conformity.

When opinions or recommendations are useful or requested, they should be included in a separate document from the report, without reference to accreditation.

The SOAC accreditation symbol or reference to accreditation should not be incorporated in a calibration certificate or a calibration label not containing or not fully covering the results of accredited calibrations.

When the laboratory wishes to incorporate SOAC accreditation symbol into a label to identify calibrated/checked equipment under accreditation, calibration/verification label shall contain the following legible information:

- the accreditation symbol of SOAC (mark, accreditation number and the accreditation standards or reference system)
- the identification of the instrument
- the date of calibration/verification
- the accredited body mark
- Certificate Number
- Reference to certificate / calibration observation / verification issued for calibration / verification
- a cross-reference to the calibration/verification certificate/report issued for the calibration/verification

The calibration labels must be placed in a visible position when the equipment is in use.

The calibration labels containing the SOAC accreditation symbol must not give the impression that SOAC has approved or calibrated the equipment.

10-2-2 Testing Laboratories and analysis

Where the reports that have the SOAC accreditation symbol also include opinions, interpretations or other documents relating to testing/analysis activities, the report must contain the following element: "The opinions/interpretations expressed in this report are outside the scope of accreditation of the laboratory."

10-2-3 Inspection Bodies

When the inspection body wants to incorporate the SOAC accreditation symbol into a label to identify a service under accreditation, the label must contain the following legible information:

- the accreditation symbol of SOAC (mark, accreditation number and the accreditation standards or reference system)
- the identification of the inspected object
- the date of inspection
- the accredited body mark
- Referral to inspection report/certificate issued in respect of the inspection.

10-2-4 Certification Bodies

The SOAC accreditation symbol or accreditation reference may be displayed on all certificates issued by an accredited certification body within its scope of accreditation.

A certificate issued by an accredited certification body shall:

- identify the accreditation body
- identify the certification body issuing the certificate
- determine the number and title of the certification standard, or other means to clearly identify the scope of certification

10-3 Use on advertising media

On the advertising media, near the SOAC mark must include the accreditation number and the reference to the standard or certification standards as mentioned in the technical annex to the accreditation agreement.

10-3-1 Letterheads

Quotations, invoices, reports, work proposals, certificates and other documents corresponding to services performed outside accreditation should not be issued on letterheads bearing the SOAC accreditation symbol.

In the case of services for which only a part is performed under accreditation, the organization must make arrangements to distinguish clearly the services covered by the accreditation of those that are not.

Example: "Only the tests (calibrations) identified by the symbol (specify) are performed under cover of accreditation."

10-3-2 Advertising media

Appending SOAC accreditation symbol on advertising or commercial media is allowed when they clearly refer to an accredited activity.

10-4 Surveillance of the SOAC mark and Accreditation Symbol

SOAC monitors the use of its brand and the accreditation symbol by several means including but not limited to the consultation published information including advertisements by accredited bodies, the assessment by the teams during practical missions the provisions implemented by the organization on the use of SOAC mark and the accreditation symbol.

11- ACCREDITATION CERTIFICATE

11-1 Purpose

For promotional purposes, SOAC issues a diploma to each organization it accredits. This diploma replaces neither the agreement of accreditation nor the accreditation certificate.

11-2 Conditions of use

The diploma can be displayed anywhere on the site of the accredited body. It may be reproduced for integration on advertising or promotional materials such as brochures, booklets, posters, stand, provided that the accreditation number and the mention of the accreditation standard or reference system remain perfectly legible.

In any case, reproduction must be homothetic.

12- TRANSLATION

When a document referring to accreditation is translated into another language, the accredited body shall maintain a reference version in the French language.

13- MISLEADING USE OF ACCREDITATION SYMBOLS

Are considered as cases of misuse of accreditation symbols:

- the dissemination of information corresponding to an application for accreditation, in any form whatsoever, for instance: "SOAC Accreditation in progress" "Extension of scope of accreditation in progress", etc.
- the use on letterhead or in promotional communication tending to misrepresent that the organization is accredited when it is not.
- the use of the SOAC mark, acronym or its development without authorization;
- the reproduction or affixing an altered or truncated copy of the SOAC mark, the accreditation symbol, acronym or its development

The misleading use of SOAC mark, acronym or its development, whether by the holder of the right of use or non-accredited third party entitles SOAC to bring under the legislation in force any legal action it deems appropriate.

14- BREACH OF GENERAL RULES AND TERMINATION OF ACCREDITATION

In the event of a breach of the requirements of this document, SOAC may withdraw at any time the right to use the accreditation symbol to the offending organization and take any measure up to the reduction, suspension or withdrawal of accreditation.

SOAC can take a matter before the Courts for abuse of use that does not respect the principles of this document or cause confusion.

Upon termination or withdrawal of accreditation, an organization must remove from any media within a maximum period of **30 days**, SOAC accreditation symbol and any text reference to accreditation.

15- TABLE OF MODIFICATIONS

No.	Source	Modification in brief (Relevant changes)
C02.00- 29 January 2019		
Creation		
C02.01- 03 September 2019		
1	Title	The title has been revised
2	§ 2	References have been revised in line with the wording of the standards
3	§ 5	The content of this section has been revised
4	§ 6.3	Images shifted from chapter 6.4 to 6.3
5	§ 10.1	Revision of the provisions