



APLAC

Asia Pacific Laboratory Accreditation Cooperation

GUIDELINES FOR THE USE OF THE APLAC LOGO

PURPOSE

This document details the guidelines for the use of the APLAC logo by APLAC members. It also documents the conditions under which a person may speak on behalf of APLAC.

AUTHORSHIP

This document has been written by a Task Group set up by the APLAC Board of Management.

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FURTHER INFORMATION

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1. INTRODUCTION

Clause 5 of the *APLAC Code of Ethics for Laboratory and Inspection Body Accreditation Organisations* (APLAC SEC 042) states that:

APLAC members and their accredited laboratories and inspection bodies shall use the APLAC logo only in the manner approved by APLAC from time to time.

These guidelines detail the correct approved use of the APLAC logo.

2. DESCRIPTION OF APLAC LOGO

The APLAC logo is as given below:



It may be reproduced in black and white or in colour provided the approved colours are used.

- Pantone 1797 U
- Gold foil stamping for countries on globe and arc under “APLAC”.

3. AVAILABILITY OF THE APLAC LOGO

The APLAC logo is only available from the APLAC secretariat, either as a bromide or in electronic version.

APLAC members shall not use any version of the logo except that obtained from the APLAC secretariat.

Any member wishing to use the APLAC logo shall make a request in writing to the APLAC secretariat, setting out the details of the proposed use of the APLAC logo. The secretariat, after consultation with the APLAC Chair and Board of Management, shall reply to the request within seven (7) days of the receipt.

NOTE: The APLAC secretariat shall automatically provide an electronic copy of the logo to the forthcoming editor of each edition of “APLAC News Notes”.

4. PERMITTED USE OF THE APLAC LOGO

4.1 An APLAC member may state on its web site and in other publicity material that it is a member of APLAC and shall state the type of membership (Full, Associate). The APLAC logo may be used in association with this statement. The APLAC member shall not

misrepresent its membership as being “recognition” or “international recognition”.

- 4.2 A signatory to the APLAC Mutual Recognition Arrangement (MRA) may state on its web site and in other publicity material that it is a signatory to the APLAC MRA. The APLAC MRA signatory shall state the extent of the recognition (testing; calibration; inspection, ISO 15189, RMP). The APLAC logo may be used in association with this statement.
- 4.3 The APLAC logo may not be used by laboratories, inspection bodies and reference material producers accredited by APLAC members and APLAC MRA signatories.
- 4.4 The APLAC logo may be used on material used by speakers at conferences (e.g. PowerPoint presentations) when they are presenting papers for which the speaker is authorised by APLAC, such as at the request of the APLAC Board of Management, or is presenting the APLAC PowerPoint presentation, APLAC PR 007.
- 4.5 The APLAC logo may not be used on material used by presenters of training courses (e.g. PowerPoint presentations) unless the training course is presented as an APLAC-authorised training course. The APLAC logo may not be used on material for a training course based on APLAC TR 001 without the prior permission of APLAC.

A training course based on APLAC TR 001 may not be represented as having APLAC authorisation

5. AUTHORITY TO SPEAK ON BEHALF OF APLAC

In general the APLAC Chair and the APLAC Secretary are authorised to speak on behalf of APLAC on relevant matters. The APLAC Chair may delegate this responsibility to another person for specific tasks, e.g. representing APLAC on the ILAC Executive, representing APLAC at APEC TEL meetings, representing APLAC at meetings of other APEC Specialist Regional Bodies (SRBs). The APLAC representative shall be fully briefed for the task by the APLAC Chair and/or Secretary and shall be provided with any necessary APLAC discussion paper or report by the APLAC Secretary.

An APLAC member may not claim to present “the APLAC view” in any public forum unless having prior authorisation to do so.