

**Policy on Use of STQC
Approved Laboratory Logo
BY
Approved SETLs
(STQC/SAB/D04)
Issue :01**



STQC Approval Body, STQC Directorate,
MeitY, Government of India
INDIA



	STQC Approval Body (SAB)	
	D04 – Policy on Use of STQC Approved Laboratory Logo by Approved SETLs	Issue : 01
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0.1 **Approval and Issue**


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Reviewed by : Scheme Representative

Approved by : Head, SAB

Note:

- Scheme Representative is responsible for issue and distribution of this document including amendments.
- Holder of this copy is responsible for incorporation of all the amendments and currency of the document.

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1.0 Introduction

Once approved, a laboratory may wish to make reference to its Approval status in its test reports/ . Approval entitles the laboratories to endorse the relevant documents by using the STQC APPROVAL BODY Logo is in accordance with STQC policy. STQC Approved laboratories are strongly encouraged to promote their Approval by issuing reports/ with STQC logo. Approved laboratories may also claim Approval status for promotional purposes, on brochures and business stationery or on proposals or quotations for testing & or on other items relevant to the Approved activity.

2.0 Scope


STQC policy has been developed to encourage laboratories to use STQC Approval Body logo to refer to their Approval status. This document sets out the conditions for the use of STQC Approved Laboratory logo by laboratories Approved by STQC. This document also details STQC policy on any claim of Approval by laboratories apart from the use of STQC Approval Body logo.

3.0 Policy on Use of STQC Approval Body Logo on Test reports


3.1 STQC Approval Body logo is confined for the use by STQC Approved Laboratories only and shall not be confused with STQC Approved Laboratory logo.



STQC Logo (for the use of STQC only)	STQC Approval Body Logo (for the use of STQC Approval Body only)	STQC Approved Laboratory Logo where XX is the Certificate of Approval No. (for the use of STQC Approved Laboratory only)
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- 3.2 The laboratory shall have a policy and procedure for controlling its use of STQC Approved Laboratory Logo as above.
- 3.3 Use of STQC Approved Laboratory Logo on test report is not mandatory. However test reports bearing this logo can benefit the laboratories in view of wide acceptance among stakeholders.
- 3.4 The Test reports issued by the Approved laboratory under the Approved scope shall meet the requirements of Criteria for Approval of STQC Approval Body (e.g. signature of approved authorized signatory etc.) even if the laboratory is not using STQC Approved Laboratory logo on the Test reports.
- 3.5 STQC Approved laboratories (SETLs) shall not authorize the use of STQC Approved Laboratory logo by their customers, sub-contractors or any other third party. It is the responsibility of each STQC Approved laboratory to describe their Approved status in a manner that does not imply approval in areas that are outside their actual Scope of Approval to minimize the risk of a customer / general public being misled. All concerned are encouraged to inform STQC if a violation of this policy is discovered by actions of Approved/ applicant laboratories or any other parties who are not Approved by STQC Approval Body.
- 3.6 The STQC Approved Laboratory logo shall only be used by STQC Approved laboratories during the period when it holds Approval as in Certificate of Approval.
- 3.7 The STQC Approved Laboratory logo shall not be used by a laboratory or its franchisee / subcontractor which is not Approved by STQC Approval Body.
- 3.8 The STQC Approved Laboratory logo shall not be used by applicants for STQC Approval.
- 3.9 The STQC Approved Laboratory logo shall be used by STQC Approved laboratory only under the name and address, on which it holds Approval.
- 3.10 When promoting or providing proof of Approval, Approved laboratories shall use the scope(s) of Approval, as this document details the specific tests which are Approved.

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- 3.11 STQC Approved Laboratory logo shall not be placed on the products or items, which a laboratory has tested.
- 3.12 “STQC Approved Laboratory logo” shall not be used in such a way as to imply that STQC accepts responsibility for activities carried out under the scope of Approval.
- 3.13 Where the claim of Approval (e.g. “STQC Approved laboratory”) is used by Approved laboratories in a narrative reference to Approved status, it shall always be accompanied by the ‘Certificate of Approval’ number granted by STQC.
- 3.14 “STQC Approved Laboratory logo” shall not be used on and reports if none of the results reported are from Approved scope granted by STQC.
- 3.15 STQC Approved Laboratory logo may be displayed on all and reports (based on laboratory policy) that contain exclusively the results of Testing from Approved scope. Where results of both Approved and non-Approved tests are included on an endorsed report non-Approved results shall be clearly and unambiguously identified. Each non-Approved test shall be identified at a prominent place on each page of the Test report by an asterisk (*) along with a footnote in bold stating: “The tests marked with an * are not Approved by STQC”.
- 3.16 There shall be nothing in test reports in any attachments or other material, which implies or may lead any user of the results or any interested party to believe, that the work is approved when in fact it is not.

4. Policy on STQC Approved laboratory (SETL) logo Reproduction

- 4.1 STQC Approved laboratories are entitled to use only “STQC Approved Laboratory (SETLs)” logo as given in 3.1 above.
- 4.2 Where the STQC Approved laboratory logo is used to endorse Approval status, it shall always be accompanied by the STQC Certificate Number(s) placed centrally as shown in 3.1 above.
- 4.3 “STQC Approved Laboratory” logo shall be legible and displayed only in the appropriate form and size. The laboratory shall ensure that design is not distorted.

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4.4 “STQC Approved Laboratory” logo shall be reproduced in any other colour than given in 3.1 above.

4.5 Electronic reproduction of “STQC Approved Laboratory” logo is permitted provided that the requirements of this document are met, integrity of logo is to be maintained and distortion of graphic is avoided.

5. Policy on use of STQC approved Authorized Signatories shall be adhered.

5.1 The Test reports issued under the Approved scope shall be signed by the approved authorized signatory.

5.2 If the approved authorized signatory leaves the laboratory, they shall immediately stop using STQC logo on the reports (if approved alternatives are not available in the same discipline) and inform STQC about the alternatives. STQC Approved Laboratory logo/ any claim of Approval shall not be used on reports/ till alternative signatory is approved by STQC. During this period, laboratory is considered to be non-Approved.

6. Policy on use of STQC logo for Subcontracted Results

6.1 STQC allows subcontracting of test to an Approved subcontractor only. STQC Approved laboratory may include the results of subcontracted tests in its endorsed reports only if:


6.1.1 The Approved laboratory takes full responsibility for the subcontracted tests.

6.1.2 The Approved laboratory shall take approval from the subcontractor to report excerpts from the subcontractors report.

6.1.3 The subcontracted or test results shall be clearly and unambiguously identified on the certificate or report.

7. Policy of use of logo for Advertising and Publicity

7.1 Approved laboratories may use “STQC Approved laboratory” logo in publicity and/or advertising materials for promotional purposes, including


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brochures, business reports & stationary, technical literature, websites or on proposals / quotations for testing or work.

- 7.2 The Approval claim by Approved laboratory shall be related to or associated only with the testing or services for which it is Approved by STQC, and not with any other activities in which the laboratory or its parent organization is involved.
- 7.3 STQC Approval is location specific. The Approval claim shall be related only to the specific laboratory location that is covered under the STQC scope of Approval, and not with any other non-Approved locations. Once the Approved laboratory shifts the premises they shall immediately stop the use of STQC Approved laboratory logo or any claim of STQC Approval at the new premises till STQC verifies and approve the suitability of new premises.
- 7.4 In brochures, proposals or quotations, the Approved laboratory shall distinguish tests that are covered under STQC Scope of Approval from those that are not covered.
- 7.5 Where “STQC Approved laboratory” logo is printed on letterhead and/or other corporate stationery, such stationery is not used for work proposals or quotes, nor for reporting of test or results exclusively outside the STQC Scope of Approval, or for certifying a SW application/system “STQC logo” shall not be displayed.

8. Misuse of STQC Approved SETLs Logo or STQC Approval Status

- 8.1 In the event of laboratory being put under abeyance or on suspension/ withdrawal/ expiry of Approval, the laboratory must immediately cease to issue and reports displaying the "STQC Approved Laboratory" logo and shall cease publishing and/or distribution of documents (including advertisements, websites, letter heads etc.) containing the logo or reference to STQC Approval.
- 8.2 Any false claim of STQC Approval in the form of use of “STQC Approved Laboratory” logo for the un-Approved tests, Statements like 'Approved by

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STQC' in the un-approved tests or any claims of other means will be treated as misuse of STQC Approval.

- 8.3 Restriction shall also apply to large organizations with several laboratories but with only some of them having STQC Approval, Use of STQC Approved Laboratory logo in a combined letterhead representing all the constituent laboratories, some of which are not approved, is not permissible.
- 8.4 If there are questions on the use of logo, the approved organization should submit intended uses of the symbol, draft advertisements, and/or any other approval claims to the Technical Operations Manager for advance review.
- 8.5 Upon suspension or termination of accreditation, an organization must immediately cease to issue reports, and certificates displaying the symbol and shall cease publishing documents (including advertisements, websites, etc.) containing the logo of approval.

STQC shall initiate disciplinary action against the laboratory as per procedure STQC/IT&eGov/D02 dealing with Use of Certificate/License and Logo/Marks.
