



**ACCREDITATION COMMISSION FOR CONFORMITY ASSESSMENT BODIES**

**Accreditation Scheme Manual For Further Education & Training Institutions**

**Document Title: Rules on Use of ACCAB Accreditation Symbols & Logos**

**Document Number: ACCAB-ASM-FETI-12.0**

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<b>Revision Number</b>	<b>Revision Date</b>	<b>Paragraph Number</b>	<b>Description of Revision</b>	<b>Revision Author</b>

<b>13.1</b>	<b>Purpose:</b>
13.1.1	To ensure that the ACCAB Trade Name, Accreditation Symbols & Logos are commercially and legally protected and its use is controlled.
<b>13.2</b>	<b>Scope:</b>
13.2.1	The application of this procedure is mandatory and prescribes ACCAB requirements for all FETIs that wish to offer ACCAB accredited education & training courses.
13.2.2	This procedure covers but not limited to the ACCAB Trade Name, Accreditation Symbols & Logos listed in this procedure.
<b>13.3</b>	<b>Responsibility:</b>
13.3.1	ACCAB is the legal owner and proprietor of ACCAB Trade Name, Accreditation Symbols & Logos and is responsible to take suitable measures that accredited FETIs fully conform to requirements of ACCAB in this regards.
13.3.2	ACCAB accredited FETIs are responsible to ensure that ACCAB Trade Name, Accreditation Symbols & Logos are legally protected and used in a controlled manner by them.
<b>13.4</b>	<b>Details:</b>
13.4.1	Together with the Certificate of Accreditation, artwork of Symbols & Logos is issued to the accredited FETIs to be used on its certificates within the scope of its accreditation.
13.4.2	The Accredited FETIs only uses the accreditation Symbols & Logos in conjunction with ACCAB accredited courses. You must not imply that ACCAB accreditation extends to your other courses or the educational/training material that are not certified.
13.4.3	The Accredited FETIs shall fully conform to the requirements of ACCAB for claiming accreditation status, when making reference to its accreditation in communication media such as the internet, documents, brochures, or advertising.
13.4.5	ACCAB may from time to time develop other requirements related to use if ACCAB's accreditation Symbols & Logs and such requirements will be made part of the accreditation agreement and the FETIs will immediately adopt the same.
13.4.6	The Accredited FETIs shall ensure that no misleading or unauthorized statement is made regarding its accreditation.
13.4.7	The Accredited FETIs shall ensure that certificate or any part thereof is used in a misleading manner.
13.4.8	The use of ACCAB accreditation Symbols & Logos shall be audited regularly by FETIs.
13.4.10	In the event of suspension or withdrawal of ACCAB accreditation (however determined) , the Accredited FETIs shall immediately discontinue the use of ACCAB accreditation Symbols & Logos and reference to its accreditation in communication media such as the internet, documents, brochures, or advertising.
13.4.11	ACCAB shall take suitable action to deal with incorrect references to accreditation status, or misleading use of accreditation Symbols & Logos found in advertisement, catalogue etc. the suitable actions may include but are not limited to request for corrective action, withdrawal of accreditation, publication of transgression and, if necessary other legal action.
13.4.12	The ACCAB accredited FETIs are restricted from using the ACCAB accreditation certificate in full or part to generate its own version/representation of a certificate of accreditation. Such action would constitute a misuse of the Symbols & Logos.
13.4.13	ACCAB accreditation scheme of "Responsible Education Provider" <sup>TM</sup> does not imply that ACCAB accredited FETIs and the accredited courses offered by them are recognized by any government or quasi government authority and as such does not exempt them from their legal & statutory obligations.
13.4.14	The accreditation Symbols & Logos, reports and accreditation certificate remains the property of ACCAB and shall be returned to ACCAB immediately upon request.
13.4.15	Upon termination of accreditation for whatever reason, the accredited FETIs undertake to immediately discontinue all use of the Symbols & Logos and to destroy all stocks of material on which they appear.
13.4.16	The ACCAB accreditation Symbols & Logos shall be reproduced in the specified colours marked below or in the predominant colour of the letterhead or printing in a size which makes all features of the Symbols & Logos clearly distinguishable.

13.4.17	When using the ACCAB accreditation Symbols & Logos mark for ACCAB accreditation by the ACCAB accredited FETIs, its size must not differ from the FETIs logo.
<b>13.5</b>	<b>Certification Symbols &amp; Logo Artwork:</b>