



STANDARDS
MALAYSIA

**MALAYSIA PROFICIENCY TESTING PROVIDER
ACCREDITATION SCHEME (MyPTP)**

**MyPTP POLICY 2 (PP2) -
POLICY ON THE USE OF MyPTP ACCREDITATION
SYMBOL OR REFERENCE TO MyPTP
ACCREDITATION**

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MS ISO/IEC 17043

**JABATAN STANDARD MALAYSIA
Department of Standards Malaysia**

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1 Introduction

- 1.1 Accreditation provides formal recognition that a proficiency testing provider is capable of meeting certain standards. These are standards of quality, performance, technical expertise and competence.
- 1.2 An accredited proficiency testing provider is required to use wherever possible the MyPTP endorsement on reports that contain accredited proficiency testing scheme.
- 1.3 Accreditation status can be demonstrated by using symbol or appropriate word in accordance with prescribed procedures and rules. ISO/IEC 17011 clauses 4.3 requires accreditation bodies to have a policy on the use of accredited symbol and claims of accreditation status.
- 1.4 Accredited proficiency testing providers has to maintain its proficiency testing providers practices to a standard complying with MyPTP condition, accreditation criteria and other requirements prescribed by the Department of Standards Malaysia (Standards Malaysia). The same standard shall be maintained at all times, no matter whether or not the MyPTP symbol will be used in the report certificate covering the result of such activity.
- 1.5 It is the responsibility of accredited proficiency testing providers to describe their accredited status in a manner that does not imply accreditation in areas that are outside their actual scope of accreditation or for other proficiency testing activities not covered under MyPTP accreditation.
- 1.6 Accredited proficiency testing providers and other parties are encouraged to advise Standards Malaysia if a violation of this policy is discovered.
- 1.7 It is the responsibility of each MyPTP accredited proficiency testing provider to minimise the risk of the customer/reader being misled as to extent and limitations of its Standards Malaysia accreditation, whether it be in relation to quotations for work, work being undertaken, results being reported, the use of sub-contractors or the advertising of activities or services.
- 1.8 All MyPTP accredited proficiency testing providers are obliged to meet requirements on the usage of accreditation symbol and claims of accreditation status. Failure to comply may lead to suspension or withdrawal of accreditation.

2 Scope

- 2.1 This document describes the policy of Standards Malaysia for the use of MyPTP accreditation symbol (hereafter referred to as MyPTP symbol) or reference to MyPTP accreditation imposed upon MyPTP accredited proficiency testing providers.

3 Definition

3.1 Accreditation body logo:

Logo solely used by Standards Malaysia to identify itself

3.2 MyPTP accreditation symbol:

Symbol issued by Standards Malaysia to be used by an accredited proficiency testing provider to indicate they are accredited under the Malaysia Proficiency Testing Provider Accreditation Scheme (MyPTP).

4 References

ISO/IEC 17011, Conformity assessment - Requirements for accreditation bodies accrediting conformity assessment bodies

ILAC-P8, ILAC Mutual Recognition Arrangement (Arrangement): Supplementary Requirements and Guidelines for the Use of Accreditation Symbols and for Claims of Accreditation Status by Accredited Conformity Assessment Bodies

5 General Requirements

5.1 The proficiency testing provider shall have a policy and procedure for controlling the use of the MyPTP symbol or reference to MyPTP accreditation.

5.2 The MyPTP symbol or reference to MyPTP accreditation shall not be used by a proficiency testing provider that is not MyPTP accredited.

5.3 The MyPTP symbol or reference to MyPTP accreditation shall not be used by applicants for MyPTP accreditation.

5.4 The MyPTP symbol or reference to MyPTP accreditation shall be used by MyPTP accredited proficiency testing provider only under the name in which it hold MyPTP accreditation. The MyPTP symbol or reference to MyPTP accreditation shall have or be accompanied with a clear indication to proficiency testing activity.

5.5 When promoting or providing proof of accreditation, MyPTP accredited proficiency testing providers shall use the scope(s) of accreditation, as this document details the specific proficiency testing scheme which are accredited. The certificate can be used for display purposes and may also accompany the scope.

5.6 It is the responsibility of the proficiency testing provider to communicate this policy and its requirements to the necessary corporate/marketing representatives to ensure all the requirements are met.

5.7 Any use of Standards Malaysia accreditation symbol that might contravene the conditions laid down in this document shall be referred to Standards Malaysia.

6 MyPTP accreditation symbol

6.1 The MyPTP symbol shall be displayed only in the appropriate form, size and colour as detailed below:

- a) The word "PROFICIENCY TESTING", the proficiency testing provider's accreditation number(s) and the standard which the proficiency testing provider is accredited to MS ISO/IEC 17043 shall be displayed beneath MyPTP symbol at all times as shown in **Figure 1**.
- b) The words accompanying the MyPTP symbol as per the above are in Arial font and bold. The size of the words are proportionate to the size of MyPTP symbol.
- c) The MyPTP symbol is to be displayed in colour as shown in **Figure 2**. Should the proficiency testing provider choose to display the symbol in black and white, the colour coding as in **Figure 3** is to be followed.
- d) Any enlargements or reductions are proportionate to the original MyPTP symbol. Examples of proportions are as shown in **Figure 1**.
- e) On any individual unfolded portion of the sheet of stationery the MyPTP symbol may be displayed:
 - i) only if the logo of the proficiency testing provider or title of the proficiency testing provider concerned is also shown;
 - ii) with no more prominence than the logo or title of the proficiency testing provider concerned;
 - iii) no more than once for each MyPTP accreditation for proficiency testing.
- f) The symbol may be reproduced in the form of embossed, relief or die-stamped. The symbol shall not be reproduced in the form of watermark.
- g) Electronic reproduction of the symbol is permitted provided that the requirements of this document are met and:
 - i) only if the logo of the proficiency testing provider or title of the proficiency testing provider concerned is also shown;
 - ii) the word 'PROFICIENCY TESTING', the proficiency testing provider accreditation number and standard which the proficiency testing provider is accredited to MS ISO/IEC 17043 is printed under the symbol;
 - iii) while there are no restrictions on the size and color of the MyPTP symbol reproduction, the symbol must maintain its form.
 - iv) Degradation and/or distortion of the mark graphic is avoided.

- v) Computer files of the symbol are prepared from symbol masters printed at the end of this document or obtained from Standards Malaysia. Redrawn approximations cannot be used.

6.2 Reproductions from MyPTP symbol Masters

The Masters can be obtained from Standards Malaysia. The utmost care must be taken to ensure that reproduction is accurate.

7 Use of MyPTP symbol or reference to MyPTP accreditation

7.1 An accredited proficiency testing provider is required to use wherever possible the MyPTP endorsement on reports that contain accredited proficiency testing schemes.

7.2 A proficiency testing provider accredited by MyPTP may use MyPTP symbol or make reference to MyPTP accreditation on sheets of its stationary (e.g. letter head, proficiency testing quotations, brochures, banner, signboard) or other items relevant to the proficiency testing providers accredited activity subject to the conditions set out in this document. Its parents, subsidiaries or sister companies may incorporate in publicity and/or advertising material, statements concerning the proficiency testing provider accreditation.

7.3 Where the MyPTP symbol is used on report, it shall always be accompanied by the MyPTP certificate number(s).

7.4 Where a proficiency testing provider wishes to make reference to its MyPTP accreditation instead of using MyPTP symbol or in addition to the symbol it shall use the phrase "a MyPTP Proficiency testing provider No." or (Name of specified test) "MyPTP Accredited Proficiency testing provider as per Certificate No". Approval for use of other variation of phrase from the above shall be obtained from Standards Malaysia.

7.5 The MyPTP symbol shall not be used on reports if none of the results presented are from proficiency testing scheme(s) included in the MyPTP scope(s) of accreditation.

7.6 An organisation having several accredited testing proficiency testing providers under its control may choose to display only one symbol as in paragraphs 6.1 (a) above and accompanied by one or more of the appropriate accreditation numbers.

7.7 The MyPTP symbol or reference to MyPTP accreditation claim shall not be affixed to an item sample or product (or part of it) or used to imply that an item or product has been certified.

7.8 The accreditation claim shall be related only to the proficiency testing scheme that is covered under the MyPTP scope of accreditation, and not

with any other activities in which the proficiency testing provider or its parent proficiency testing providers are involved.

- 7.9 MyPTP accreditation symbol or reference to MyPTP accreditation shall not be misused, including false claims as to MyPTP accreditation and false use of MyPTP accreditation symbol by accredited proficiency testing provider, applicant and non-accredited proficiency testing provider.
- 7.10 Standards Malaysia has the right to take action in terms of misused, false claims and false used of MyPTP accreditation symbol or reference to MyPTP accreditation. Such actions include corrective action, suspension or withdrawal of certificate, and publication of transgression for accredited proficiency testing providers. For applicants, such transgression include immediate discontinuation of their applications for applicants. Legal action, if necessary, can also be taken against them and also against non-accredited proficiency testing providers as stipulated in Section 18 (1) of Act 549, Standards of Malaysia Act 1996.

8 Policy on disclaimers

A MyPTP symbol or reference to MyPTP accreditation may also be used on proficiency testing report(s) that contain proficiency testing results from both accredited and non-accredited proficiency testing activities provided that the relevant disclaimer or disclaimers described below are incorporated into the proficiency testing report(s).

A MyPTP symbol or reference to MyPTP accreditation shall not be incorporated into a proficiency testing report(s), that does not contain any results from accredited proficiency testing providers.

8.1 Disclaimer for non-accredited proficiency testing activity(ies)

- a) If a report or certificate contains results of accredited and non-accredited proficiency testing activities, the proficiency testing provider shall ensure that the client/reader can distinguish the results that are covered by accreditation from those that are not covered.
- b) Proficiency testing reports incorporating MyPTP symbol or reference to MyPTP accreditation and contains results from both accredited and non-accredited proficiency testing shall contain the following disclaimer:

'Proficiency testing marked "**Not MyPTP Accredited**" in this reports are not included in the MyPTP Accreditation Schedule of our proficiency testing provider'.

- c) Wherever non-accredited proficiency testing appear they shall be marked "**Not MyPTP Accredited**"

8.2 Location of disclaimer

When a proficiency testing provider issues proficiency testing reports incorporating a MyPTP symbol or reference to MyPTP accreditation and any of the above disclaimers, the disclaimers shall be included on the relevant page(s) of each report.

8.3 Disclaimer for non-accredited proficiency testing in documents other than proficiency testing reports.

8.3.1 All proficiency testing quotations that contain the MyPTP symbol or make reference to MyPTP accreditation shall distinguish clearly activities or proficiency testing schemes that are covered under MyPTP scope of accreditation from those that are not covered.

8.3.2 Wherever non-accredited activities appear in any form of documents or media bearing MyPTP symbol or reference to MyPTP accreditation it shall be disclaimed as not MyPTP accredited.

9 Other restrictions on use of MyPTP symbol or reference to MyPTP accreditation

9.1 The MyPTP symbol or reference to MyPTP accreditation claim is not used in any manner which gives the impression that the Standards Malaysia accepts responsibility for proficiency testing results.

9.2 Subject to conditions stated in this document, the use of MyPTP symbol or reference to MyPTP accreditation on items other than sheets of stationery is not discouraged, but shall be subject to agreement by the Standards Malaysia.

9.3 The MyPTP symbol shall only be used by an accredited organisation under the name to which accreditation is granted. Any parent companies, subsidiaries, branches and sister companies may incorporate in publicity and/or advertising material, statements concerning proficiency testing accreditation provided that approval is obtained from Standards Malaysia. The accreditation status of these organisations appearing on the accredited organisation documents shall be clearly indicated.

9.4 Approval for the use of MyPTP symbol or reference to MyPTP accreditation in publicity material relating to a product must be obtained from Standards Malaysia.

- 9.5 It is the responsibility of the accredited and applicant's proficiency testing provider not to misinterpret their accredited status under any circumstances.
- 9.6 The proficiency testing provider should submit intended uses of the symbol, draft advertisements, and/or any other reference to MyPTP accreditation for advanced review.
- 9.7 An accredited proficiency testing provider upon suspension of MyPTP accreditation, or whose accreditation has been made inoperative shall immediately cease to issue proficiency testing reports, proficiency testing quotations displaying MyPTP symbol or containing references to MyPTP accreditation.

Figure 1
MyPTP accreditation symbol (MS ISO/IEC 17043)



MS ISO/IEC 17043
PROFICIENCY TESTING
MyPTP NO. 000

SIZE 10 mm X 15 mm



MS ISO/IEC 17043
PROFICIENCY TESTING
MyPTP NO. 000

SIZE 15 mm X 25 mm



MS ISO/IEC 17043
PROFICIENCY TESTING
MyPTP NO. 000

SIZE 20 mm X 35 mm

Figure 2
MyPTP accreditation symbol in colours

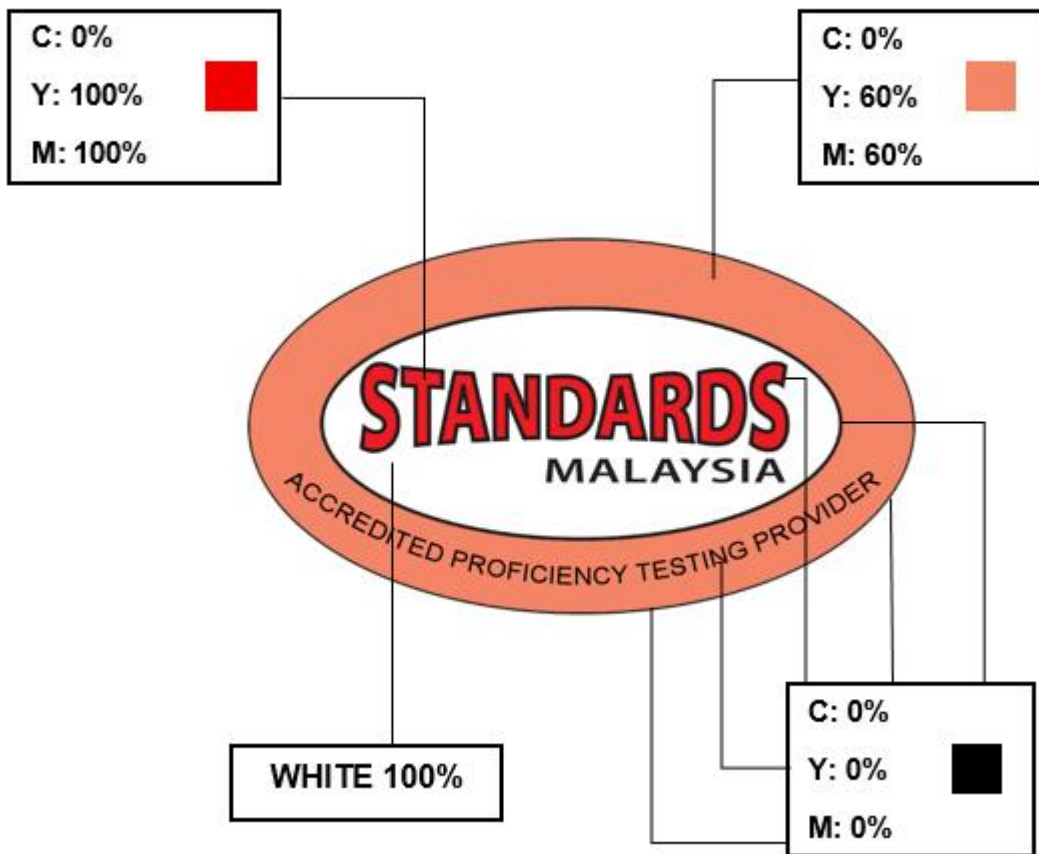


Figure 3
MyPTP accreditation symbol in black and white

