ORGANIZATION USE OF CERTIFICATE AND LOGO

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1.0 **PURPOSE**

To define the procedure for the use of Certificate of Management System and/or product certification and QMSCERT and ESYD/ACCREDIA registered or other applicable logos. To define the terms for the use of the logos and certification documents.

2.0 **SCOPE**

This procedure applies to all organizations certified by QMSCERT.

3.0 **RESPONSIBILITY**

3.1 The Certification Manager shall be responsible for providing the organization with the certificate and logos.

3.2 The organization shall be responsible for adhering to this procedure.

4.0 **PROCEDURE**

4.1 Upon successful completion of the QMSCERT certification process, the organization shall receive a Certificate of Management System or Product Certification detailing the scope of application, location and the applicable standards. This certificate and the relevant logos are subject to the conditions below:

a) SYSTEM CERTIFICATION: The organization is entitled to publish and display the **Certificate of Conformance** and/or logos on promotional materials, correspondence and advertising with strict adherence to the fields of application, scope, and location specified in the Management System Certificate tracing back information to the certification body, QMSCERT. The documents shall describe the **approval of the organization's management system** and in **no way** shall suggest that QMSCERT and/or ESYD / ACCREDIA have certified or approved any product or service of a certified organization, or in any other misleading manner.

Logos shall not be used on a product nor product packaging nor in any other way that may be interpreted as denoting product conformity (product packaging is considered as that which can be removed without the product disintegrating or being damaged)

Certification statements (that the client has a certified management system) can be used on product packaging or in accompanying information but shall in no way imply that the product, process or service is certified by this means (accompanying information is considered as separately available or easily detachable. Type labels or identification plates are considered as part of the product).

Logos and/or certification statements cannot be used on reports for calibration, lab testing or other reports issued by a certified customer.

Any reference to the certification of the management system shall include:

- Reference to the Management System standard

- Reference to the certification body, QMSCERT or Q-CERT
- Reference to the certified client.

b) PRODUCT CERTIFICATION: The organization is entitled to publish and display the **Certificate of Product** and/or logo(s) on the products or packaging materials, on promotional materials, correspondence and advertising with strict adherence to the fields of application, scope, and location specified in the Certificate of Product. Where the scheme owner prescribes the rules for product certification use of logos and certification documents, then the Technical Director will forward those rules to the registered organization.

The following are valid for all cases mentioned in a, b above

- The Certificate of Management System is valid for a period of three years assuming successful completion of surveillance audits. The Certification Manager shall change the certification period and document the reason on the certification decision documents. Any changes in the scope of certification during the certification period shall be reflected in references by the certified customer in the internet, brochures, advertising material or other documents.
- The Certificate of Product is valid for the period documented by the legal requirement related to the product certification. The Technical Director and/or the Certification Manager shall change the certification period and document the reason on the certification decision documents. In no way the period will be larger than the one documented by the legal requirement
- The rules of logo use in product or management system certification described within this document, are legally binding to the certified customer.

c) The organization registered with QMSCERT to ANY scheme, system, product or other certification is entitled to use the **Q-CERT SAFE** logo which shall be handed to each registered customer with QMSCERT.

4.2 The organization shall be provided with appropriate electronic files to reproduce the QMSCERT and/or QMSCERT and the Accreditation logo by ESYD/ACCREDIA. **THE ESYD or ACCREDIA LOGOS ARE NOT TO BE REPRODUCED WITHOUT the QMSCERT LOGO**. Logos shall be reproduced:

a) In conjunction with the organization's name, location, and certification number;
b) On a clearly contrasting background;
c) In its entirety, including all "border lines," in the predominant color of the letterhead or printing.
d) In a size that makes all features of the mark clearly distinguishable against the background printed and the size of the surface. In the case of non-accredited certificates organization will not be provided with ESYD/ACCREDIA logo.

4.3 QMSCERT shall take suitable action against an organization if the use of the Certificate of Management System or Product certification and/or logo(s) is not in compliance with this procedure.

4.4 Upon termination, cancellation, suspension of the certification agreement the organization shall refrain from any use of the Certificate of Management System or Product Certification and/or logos. The

certificate shall be returned to QMSCERT upon request. **Owner of the certificate and logos is QMSCERT and the organizations that provide rights for the use of their logos, such as ESYD/ACCREDIA.**

<u>**Note:**</u> The rules for using the ESYD / ACCREDIA Mark can be found in their websites.

5.0 Q-CERT LOGO

Compliance with the following technical guidelines is necessary to ensure the correct use of the certification mark.

Certification mark

The basic design of the Q-CERT certification mark consists of a squared frame in which the logo is embedded. The Q-CERT logo is comprised of the letter Q in which the diagonal line is represented by a checkmark.
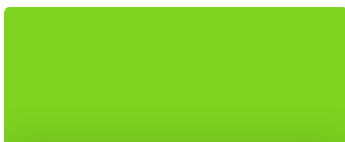

Vertical certification mark.

The certification statement is placed on the inside bottom of the squared frame as in the example above. Detailed information about the type of certification can be added centered below this statement.
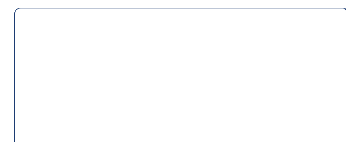
Colors

The color palette is comprised by bright colors to guide the eye on important sections of the certification mark. A white background is placed behind the certification statement to maintain legibility and soften the experience.

PANTONE 368 C	**PANTONE** 294 C	**PANTONE** 11-0601 TPX
HEX #80CC28	**HEX** #14356D	**HEX** #FFFFFF
CMYK 37, 0, 80, 40	**CMYK** 82, 51, 0, 57	**CMYK** 0, 0, 0, 0
RGB 128, 204, 40	**RGB** 20, 53, 109	**RGB** 255, 255, 255

Black and white

Use of the logo in black and white is permitted when all other text and images are in black and white. The logo, including its frame, shall be easily distinguishable from its background. For this purpose, if needed, the black and white colours may be inverted (negative black and white).

Typeface

The font used for the text inside the certification mark is Montserrat in regular weight and bold weight.

TYPEFACE	Montserrat	
TYPE WEIGHTS	Bold / 700	
	Regular / 400	
TYPE STYLES	**Type of Certification**	Specs Font weight: Bold Color: #14356D
	Type of certification	Specs Font weight: Bold Color: #80CC28
	Description of certification	Specs Font weight: Regular Color: #14356D
	Standard of certification	Specs Font weight: Bold Color: #14356D

Format

The certification marks are available in four formats: **PDF**, **PNG**, **JPEG**, **SVG**.

The **.png** and **.jpeg** formats are simple image formats to be directly used in web pages and documents.

The **.svg** and **.pdf** formats are vector files, to be used by printing centers and designers. In particular:

- The **.pdf** is a multi-platform standard format, used exclusively for printing and, therefore, recognised by all printers. It is the ideal format to obtain a high-quality print and to guarantee it is perfectly legible on any kind of surface.
- The **.svg** format can be used in high-quality web pages.

The mark may be altered in size provided the changes respect all rules displayed in this document.

Improper Use

To maintain the consistency of the Q-CERT design, the mark should not be altered or used in an improper way. Here are some examples of improper use.

The mark may not be partially reproduced.

The mark may not be distorted.

The font used must not be altered.

The mark statement must not be changed in content or design.

The mark must not be placed on a visually distracting background.

The mark colors must not be altered to other colors (except for black and white colors to fit possible cluster of logos or black and white prints, in accordance with the requirements of section 5, paragraph "Black and white").

6.0 RECORDS

Document Number	Title or Description
F-2522.*	Certificate of Management System
F-2523.*	Product Certificate
N/A	e-mail or CD to the certified customer with OP 2040, F-2521, F-2560, F-2580, OP-2030
ΕΣΥΔ ΕΛΔ	Rules for the use of ESYD Mark (ESYD)
RG-09	Regulation for the use of the ACCREDIA Mark (ACCREDIA)