

ORGANIZATION USE OF CERTIFICATE AND LOGO

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 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

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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 Registered Supplier** logo which shall be handed to each registered customer with QMSCERT when applied for. There are no limitations in the use of this logo.

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/ACCREDIA LOGO IS 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.**

5.0 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/01/06/21-07-2015	Rules for the use of ESYD Mark (ESYD)
RG-09	Regulation for the use of the ACCREDIA Mark (ACCREDIA)