



# **STQC IT Certification Services**

## **Use of Certificate/Licences and Logo /Marks**

Document : IT CERT/D05  
Issue : 02  
Revision : A  
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### **0.2 Approval and Issue**

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**Reviewed by : Management Representative**

**Approved by : Chief Executive Officer**

**Note:**

1. Management Representative is responsible for issue and distribution of this document including amendments.
2. Holder of this copy is responsible for incorporation of all the amendments and currency of the document.



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**0.3 Amendment Record**

Amendment No.	Date of Amendment	Nature of Amendment	Page Ref.
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### 1.0 Purpose and Scope

This document is intended to define and establish procedures for use of Certification Marks/Logos of STQC IT Certification Services.

### 2.0 Responsibility

- |                  |   |
|------------------|---|
| Assessor         | - To monitor the correct use of Certificate/Licence and Logos/Marks during surveillance/renewal visits. |
| Operations Group | - To verify, the form in which the approved organisations intends to use the mark/logo.                 |

### 3.0 Associated Documents

- |                            |                           |
|----------------------------|---------------------------|
| <a href="#">ITCERT/D01</a> | - IT Manual               |
| <a href="#">ITCERT/D02</a> | - Product (Schemes)       |
| <a href="#">ISMS/D01</a>   | - ISMS Product Manual     |
| <a href="#">ITCERT/D07</a> | - Certification Agreement |

### 4.0 Definitions

For the purposes of this document, the definitions contained in clause 1.3 of Doc [ITCERT/D01](#) shall apply.

### 5.0 Resources

For the purposes of activities defined in this document, the personnel resources are identified in [ITCERT/D03](#).

### 6.0 Procedure

- 6.1 The certification mark/logo is associated with the organisations who have been certified by STQC IT Certification Services as per the applicable requirements for their system.
- 6.2 The logo/mark can only be used under the authority of the Certification Body. Any unauthorised or misuse of the mark shall lead to suspension/withdrawal of licence and punishment as deemed necessary by the Certification Body.
- 6.3 Certification Body at the time of the certification, will inform the client about the use of logo/mark for display and publicity.
- 6.4 The certified client shall submit to the Certification Body the form in which he proposes to use the certificate of registration/licence and mark/logo.
- 6.5 The certified client shall not use the mark/logo, which mislead the information.



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6.6 Upon suspension or withdraw/cancellation of certificate of registration/licence the ago/marks in all the products/publicity material to be withdrawn immediately.

6.7 Termination

- a) If certification is withdrawn from the organisation in full the organisation shall immediately cease use and distribution of any certificates, stationery and literature bearing the certification mark.
- b) If certification is withdrawn from a certified organisation in respect of some of its activities the organisation shall immediately cease the use and distribution of any stationery and literature bearing the certification mark, saving those which relate in whole or in part to activities which remain accredited.
- c) If certification is withdrawn from an certified organisation in respect of a certification system whereby it owns and licenses a certification mark, it shall take all reasonable steps to ensure that it immediately cease use of any stationery and literature bearing the accreditation mark.

6.8 The extract of general conditions regarding the use of mark/logo of respective certification schemes are given below:

#### 6.8.1 Use of ISMS Certification logo

The ISMS certification logo shall always appear as indicated on the certificate.

- Any of the above logo can be used. The minimum size of the logo for display is not specified. However, it shall not be displayed in a size which becomes unidentifiable or unreadable to the unaided eye. Aspect ratio will always be 1:1.
- Colour combination will not be changed. No alteration shall be carried out in the image. The logo has to be used in full whenever used.
- Certification Body encourages the use of ISMS logo, by certified organisation in their publicity and promotion. Use of the logo shall be restricted to correspondence, advertisement and promotion relating to the certified organisation.
- The certified organisation shall identify the scope of certification to which the certificate of registration applies when using the logo in any context where the scope of registration is open to doubt.
- The logo shall not be displayed on or in association with product or packaging which contains a product, process or service supplied by the registered organisation (see also note below)
- It is not permitted to use STQC logo to be applied by certified clients to laboratory test, calibration or inspection reports or certificates



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- Certified clients shall not use certification logo or any statement thereto on product packaging , if applicable , implying that the product , process or service is certified by way of that management system certification( e.g ISO9001, ISO27001, ISO20000-1 etc. The statement , if any, shall include reference to identification (brand or name) of the certified client;
- the type of MS (QMS, EMS, etc) & applicable standard;
- the CB issuing the certificate

**NOTE:** It is obligatory on the part of registered organisation to seek the prior approval of Certification Body regarding the form in which it proposes to use the ISMS logo

- The logo shall not be displayed in promotion or advertising by any organisation other than that stated on the certificate of registration

#### 6.8.2 Use of logo (Accreditation body's mark)

As specified by Accreditation body.