



**STQC Certification Services**  
**Use of Certification Logos /**  
**Marks**

Document : SYS/D05  
Issue : 05  
Revision : A  
Date : 09-04-2010  
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**0.1 Approval and Issue:**

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**Reviewed by :**

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**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 maintain currency of the documents.



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**0.2 Amendment Record:**

<b>Amendment No.</b>	<b>Date of Amendment</b>	<b>Nature of Amendment</b>	<b>Page Ref.</b>



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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 Certification Services with or without accreditation logo.

### 2.0 Responsibility

Assessor -To monitor the correct use of Logos/Marks during surveillance/renewal visits.

Operation's Group -To verify, the form in which the certified client intends to use the mark/logo.

### 3.0 Procedure

3.1 The certification mark/logo is associated with the organizations who have been certified by STQC Certification Services as per the applicable requirements for their system and/or products.

3.2 The logo/mark can only be used under the authority of the Certification Body. Any unauthorized or misuse of the mark shall lead to suspension/withdrawal of license and punishment as deemed necessary by the Certification Body.

3.3 Certification Body at the time of certification, will inform the client about the use of logo/mark for display and publicity.

3.4 The certified client shall submit to the Certification Body the form in which he proposes to use the certificate of registration/license and mark/logo.

3.5 The certified client shall not use the mark/logo which mislead the information.

3.6 Upon suspension or withdrawal/cancellation of certificate of registration/license the logo/marks in all the products/publicity material to be withdrawn immediately.

### 4.0 Termination

a) If certification is withdrawn from the supplier in full the supplier shall immediately cease use and distribution of any certificates, stationery and literature bearing the certification mark.

b) If certification is withdrawn from a certified supplier in respect of some of its activities the supplier shall immediately cease the use and distribution of any stationery and literature bearing the certification



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mark, saving those which relate in whole or in part to activities which remain accredited.

- C) If certification is withdrawn from and certified supplier 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.
- d) The extract of general conditions regarding the use of mark/logo of respective certification schemes is given below.

### 5.0 Use of Certification Body's logo(s)

The certification logo shall always appear as indicated below:

- 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.
- 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
- Certification Body encourages the use of logo(s), by certified organization in their publicity and promotion. Use of the logo shall be restricted to correspondence, advertisement and promotion relating to the certified organization.
- The certified organization 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 organization (see also note below).
- The logo shall not be displayed in promotion or advertising by any organization other than that stated on the certificate of registration.
- The logo shall not be used on business cards.



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- In case of any misuse of STQC name and logo, the client organizations themselves will be held responsible. STQC has right to initiate suitable actions in such cases.

- STQC will not be responsible for any miscommunication or harm caused to any party because of any misrepresentation of its name and logo by the client.

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

### 6.0 Use of Safety Mark

- As far as possible, Safety Mark as given below shall be applied on the product itself. It can be applied on the packaging also. If a product is very small for the marking than it may be applied on packaging only. Safety Mark can also be applied on publicity material.

- Following are some of the recognized methods of applying Safety Mark on the product:

- A) Printing on a label
- B) Printing on an anodized name Plate
- C) Printed stickers
- D) Adhesive tape
- E) Stencil
- F) Embossing or punching
- G) Casting where no other specified system exists

- Apply Safety Mark only on the models/varieties and batches/lots of products which Confirm the requirements under the Scheme as per SOP.

- The logo shall not be used on business cards.

- The minimum size of the mark for display is not specified. However, it shall not be Displayed in a size which becomes unidentifiable or unreadable to unaided eye.

- The Safety Mark shall be accompanied by the IEC standard reference below it.

- Any unauthorized or misuse of the mark shall lead to suspension/ withdrawal of license and punishment as deemed necessary by the CB.

- The firm has to take approval from Certification Body in writing about the size



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and method of application of mark on the product. In case of any change written permission has to be obtained from CB.

- On commencement of marking of product for which the client is licensed, the firm may advertise product with Standard Mark is hoardings, slides and newspapers only during the validity of license. The use of Standard Mark on letter heads and publicity literature will be permitted only on receipt of your assurance that in the event of cancellation or expiry of your license, the letter heads etc. With the Standard Mark will be destroyed/ obliterated. The required assurance may please be submitted by the firm.

### 7.0

#### **Use of RvA / NABCB logo (Accreditation body's mark)**

In case the registered organization is interested in using Accreditation body's logo/mark, Certification Body will authorize within the scope of its accreditation to use the RvA / NABCB accreditation mark in combination with its certification mark. RvA/NABCB logo cannot not be used in isolation by certified client.

The RvA / NABCB logo will not be permitted to be used when the scope of certification is not under accredited scope.