



STQC IT Certification Services

Use of Certificate/Licences and Logo /Marks

Document : IT CERT/D05
Issue : 03
Revision : B
Date : 05.07.2024
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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.
01	01-11-2016	ISO27006:2015 requirements	At relevant places
02	20.05.2020	BCMS added	At relevant pages
03	05.07.2024	Aligned with the requirements of BCB 202	At relevant pages



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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.
Operation's Group	- To verify, the form in which the approved organizations intend to use the mark/logo.

3.0 Associated Documents

ITCERT/D01	- IT Manual
ITCERT/D02	- Product (Schemes)
ISMS/D01	- ISMS Product Manual
BCMS/D01	- BCMS Product Manual
ITCERT/D07	- 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.

6.6 Upon suspension or withdrawl/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 organization in full the organization shall immediately cease use and distribution of any certificates, stationery and literature bearing the certification mark.
- b) If certification is withdrawn from a certified organization in respect of some of its activities the organization 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 organization 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/BCMS Certification Logo/Mark

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

- Any of the above logo/mark 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/BCMS certification logo/mark, 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 ISMS/BCMS certification mark to be applied by certified clients to laboratory test, calibration or inspection reports or certificates

- Certified clients shall not use certification logo/mark 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 ISO 9001, ISO 27001, ISO 20000-1, ISO 22301 etc. The statement, if any, shall include reference to — identification (brand or name) of the certified client;
- — the type of MS (QMS, ISMS, ITSMS, BCMS 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 Accreditation body's logo (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 accreditation mark in combination with its certification mark. Accreditation body logo cannot not be used in isolation by certified client.
- The accreditation body logo/mark will not be permitted to be used when the scope of certification is not under accredited scope.
- The Accreditation symbol shall not be used in any way that it misleads the reader about the accredited status of the CAB or its client organization
- The registered/ certified organization shall ensure that for management systems certification, neither the certification body's nor the accreditation body's symbol shall be used on the packaging of a product, labels, publicity material, written announcements etc. that in any way suggests that the certification body or the accreditation body has certified or approved any product, process or service of the certified body or in any other misleading manner.
- For product certification, Use of Accreditation Body symbol on products is not permitted.
- The Accreditation Body symbol shall not be displayed on vehicles except in publicity material like part of a large advertisement.
- The Accreditation Body Symbol shall not be displayed on buildings and flags.
- The Accreditation Body Symbol shall not be used on the visiting cards.
- Upon suspension or withdrawal of its accreditation (however determined), STQC shall discontinue use of Accreditation Body Symbol on its stationery, certificates and other public material that has NABCB accreditation Symbol on it
The use of Accrediation Body Symbol shall be restarted only after the suspension is revoked by NABCB

For more details regarding Conditions for Use of NABCB Accreditation Body Symbol, the latest version of NABCB document -BCB 202 may be referred.