

Indian Register Quality Systems
(A Division of IRCLASS Systems and Solutions Private Limited)
Operational Procedures Manual
Issue No. 2

III IRQS - OPM : 19 : 03

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 Eff. Dt. : 26 Oct. 2017

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 Approved By : DH - IRQS

USAGE OF MARK / LOGO

- A. Purpose :**
 The purpose of these rules is to ensure proper usage of logo(s) of IAF, Accreditation Bodies' & IRQS for the clients certified by IRQS.
- B. Scope :** These rules applies to the use of all certificates issued and certification logo provided by IRQS
- C. Cross Reference :** Accreditation bodies Guiding Documents
- D. Process Owner :** Head-Operations / Nominated representative
- E. Responsibilities :**
- IRQS and its certified clients shall conform with the rules provided
 - IRQS auditors are responsible for verifying, at each visit, that IRQS certified clients use certificates and certification logos as per the rules provided in this document. If found not fulfilling the requirement an NC to be raised.
- F. Process Measurement :** Number of organization(s) misused the logo(s)
- G. Process Description :**
- 1. Use of IRQS Certificate and Certification Logos**
- 1.1. IRQS Certification Logo(s) shall be provided to clients whose Management System(s) has been certified by IRQS. The artwork of the appropriate certification logo will be provided.
 - 1.2. IRQS Certified clients have the right to utilize the IRQS Certification Logo, in accordance with the guidelines and rules provided in this document, on letterhead, brochures and for publicity activity relating to such Management System.
 - 1.3. The relevant Accreditation Logo from RvA or NABCB or ANAB or FSSC shall only be used in combination with IRQS logo and not as a standalone.
 - 1.4. IRQS logo can only be used as a standalone in unaccredited certificates. Nevertheless, IRQS logo is not allowed to be used on Laboratory Test Reports, Calibration Reports, Inspection Reports, Certificate of Product / Training.
 - 1.5. IRQS certified clients for IATF 16949 shall not use IATF logo.
 - 1.6. If the scope of certification does not include all products and/or services provided by the organization, and/or all locations/facilities of the organization, the material bearing the logo shall not suggest that all products/services/sites/locations of the organization are covered by the scope of certification.
 - 1.7. When displayed in combination with the accreditation logo(s), IRQS's logo(s) may only be reproduced in black or in specified color (PANTONE 626C).
 - 1.8. IRQS client shall not use the certificate and/or the Certification Logo(s) provided by IRQS in such a manner that would bring IRQS, and/or the Accreditation Body and/or the certification system into disrepute and lose public trust.
 - 1.9. Under no conditions shall the logo be affixed to a product or used in any way that might suggest product certification. The logo applies only to System certification.
 - 1.10. IRQS certified client may photocopy or scan their current Certificate of Registration for publicity purposes and as evidence of their certification. Photocopies or electronic copies may be in full color and need to be marked as

being a copy of the original.

- 1.11. The right to use the certification logo by the Organization cannot be transferred to any other person, entity, or corporation (including through a change of ownership of the Organization) without IRQS's prior written consent.
- 1.12. On reduction of the scope of certification, the client shall amend all advertising material referring to its certification to properly reflect the reduced scope.
- 1.13. On suspension or withdrawal of its certification, IRQS client shall immediately discontinue its use till the period under suspension.

2. Additional Information

- 2.1 For clarification as to whether the proposed use of the Certification Logos on certified organization's advertisement, brochure or other promotional material is in compliance with these guidelines/rules, the client may send a sample to IRQS for review.
- 2.2 For the use of the certification logo on electronic documentation (i.e. websites), the same rules as stated in these guidelines/rules shall apply.

3. Use of Accreditation Body Logos

3.1 Use of RvA accreditation mark

The regulation is available on the website of the RvA (www.rva.nl) <https://www.rva.nl/en/documents/rules-and-decisions/>
'VR003 - Regulation for the use of Accreditation marks'

3.1.1 For IRQS & IRQS clients :

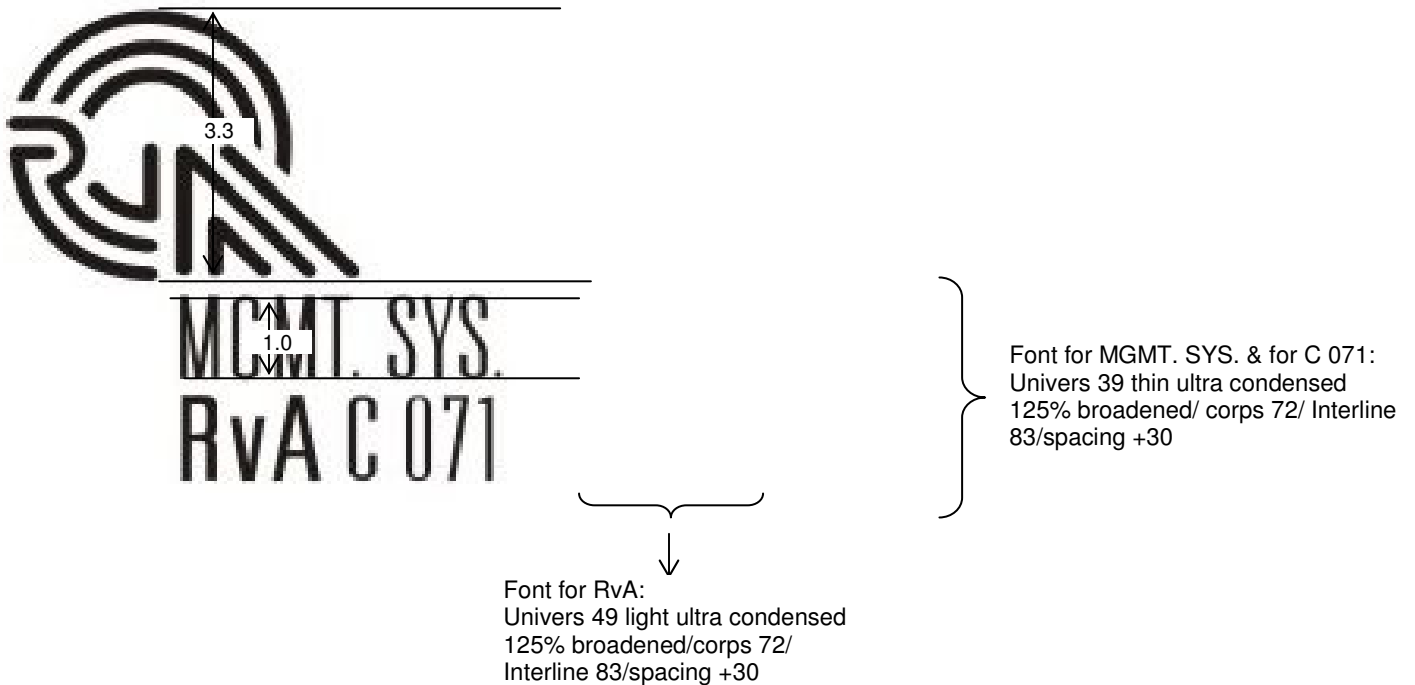
Use of the Accreditation Body Logos is permitted in accordance with the rules specified above and the extra requirements identified in the following sections:

- 3.1.1.1 In no case will the RvA logo be used on a stand-alone basis. A client certified by IRQS may use the RvA accreditation logo only in combination with the IRQS Logo on client's stationery and literature, subject to the conditions below and as specified earlier in this document.
 - a. A body accredited for product certification may authorize a certified client to apply the accreditation mark, in combination with the certification mark, to the product or to the packaging of the product if these products have been certified on the basis of the applicable accredited certification scheme.
 - b. The accredited certification body may authorize certified clients to use the accreditation mark in combination with the certification mark on letters and on other documents relating to activities for which these producers have been certified under RvA accreditation.
 - c. Excluded is the use of the accreditation mark:
 - on reports and certificates of certified calibration, testing and medical laboratories and inspection bodies;
 - on business cards of the certified client's personnel.
 - d. If the certified client uses the accreditation mark it shall be used immediately next to, above or below the certification mark and shall not in any case be shown more prominently than the certification mark. In no way the suggestion shall be created that the certified organisation has been accredited by the RvA.
- 3.1.1.2 Use of logos, logos or names of other organizations on the same document that the RvA/IRQS logos are used, shall in no way give the impression that these organizations have been either accredited by the RvA or have been certified by IRQS.
- 3.1.1.3 The RvA accreditation logo shall be reproduced:
 - 3.1.1.3.1 Either as appearing in the artwork supplied by IRQS
 - 3.1.1.3.2 Or as specified below, and meeting the specified color requirements (or in black)
 - 3.1.1.3.3 Not exceeding 45mm.



The complete accreditation logo may be printed as per the color scheme above or entirely in black. The text (MGMT SYS RvA C071) used within the accreditation logo below the logo (as seen in the example below) is also printed in blue (PMS 296) or in black. The details on lay-out of an accreditation logo are provided below. The proportion between the height of the logo and the height of the two lines of text shall be approximately 3:2.

The maximum height of the complete accreditation logos on documents shall not exceed 45 mm. The RvA logo may not be larger and never more conspicuous than the logo of IRQS.



3.2 Use of NABCB accreditation mark

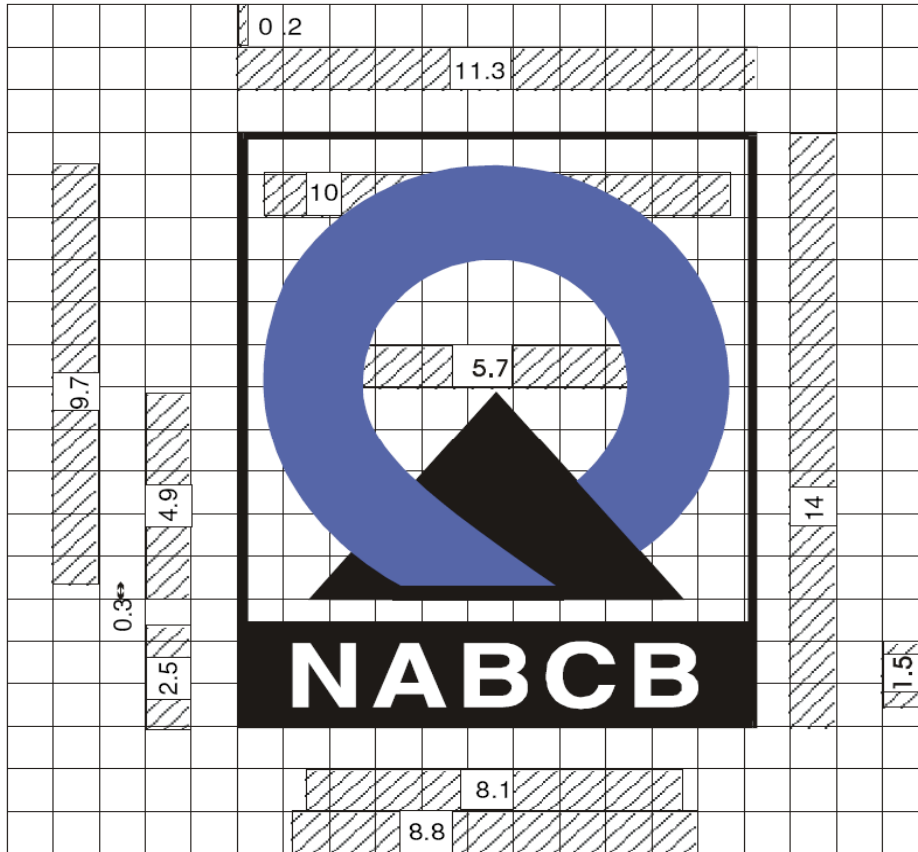
The regulation is available on the website of the NABCB (www.qcin.org/nabcb).
<http://qcin.org/nabcb/> http://www.qcin.org/nabcb/others/use_of_logo/index.php

3.2.1 For IRQS & IRQS clients :

Use of the Accreditation Body Logos is permitted in accordance with the rules specified above and the extra requirements identified in the following sections:

- 3.2.1.1 A certified client may use the NABCB accreditation logo only in combination with the IRQS's logo on the client's stationery and literature, subject to the conditions below and to the IRQS's conditions for use of the registration logo.
- 3.2.1.2 The use of this logo by the certified organizations will be under the control and supervision of IRQS.
- 3.2.1.3 The NABCB accreditation logo shall be reproduced in the proportions and the colors indicated in the appendix 'A' below.
- 3.2.1.4 The size of the logo shall not normally be reduced below the size 15x12mm. In the event of reproduction in smaller size owing to limitation of space, the logo shall be legible with no infilling of space and letters. The logo shall be reproduced based on the artwork supplied by IRQS.
- 3.2.1.5 A registered client may not place the NABCB accreditation mark in isolation from the IRQS registration logo.
- 3.2.1.6 The logo shall only be printed in the color combination or in the grey-black combination as specified in the appendix below.
- 3.2.1.7 Neither the IRQS's Logo nor the NABCB's Logo shall be used on the packaging of a product, labels, publicity material, written announcements etc. that in any way suggests that the IRQS or NABCB have certified or approved any product, process or services of the registered client
- 3.2.1.8 The logo shall not be displayed on buildings and flags.
- 3.2.1.9 The logo shall not be displayed on vehicles except in publicity material like part of a large advertisement.
- 3.2.1.10 The logo shall not be used on the visiting cards.
- 3.2.1.11 Use of logo not permitted on laboratory test, calibration or inspection reports, as such reports are deemed to be products in this context.
- 3.2.1.12 In case the logo is being used by a registered client contrary to the conditions specified, then IRQS shall take reasonable action and advise the registered client organization for corrective action. In situations of repeated contraventions, IRQS may withdraw the certification.

Appendix 'A'



Font: Arial True type (bold)
Colour: Circle - Cyan 80% Magenta 30%
Triangle and Outline - Black 100%.

Black & White: Circle - Black 40%
Triangle and Outline Black 100%

3.3 Use of ANAB accreditation mark

The regulation is available on ANAB website under Accreditation Rule 2 (<http://www.anab.org/media/45814/ar02.pdf>)

3.3.1 For IRQS:

IRQS shall not use ANAB accreditation in such a manner as to bring ANAB into disrepute and shall not make any statement regarding its accreditation that ANAB may consider inaccurate, misleading or unauthorized.

IRQS may use ANAB accreditation symbol only in conjunction with its own symbol on its certificates, advertising, stationery, and literature (in any medium including electronic media and websites) associated with its accredited certification subject to the conditions stated in ANAB Accreditation Rule.

IRQS shall not use ANAB accreditation symbol on any document unless the document relates in whole or in part to certification activities of the IRQS. This would not preclude IRQS from including the accreditation symbol on its pre printed Letterhead paper.

3.3.2 For IRQS clients:

3.3.2.1 A certified organization may use the ANAB accreditation symbol only in conjunction with the IRQS logo symbol on the organization's stationery and literature, and in its advertising, subject to the conditions as per Accreditation Rule 2 and to the IRQS conditions for use of its symbol.

3.3.2.2 The ANAB accreditation symbol shall be reproduced:

- In black on a white or light-colored background or in blue (PMS 286 or equivalent) and red (PMS 485 or equivalent).
- In a size that makes all features of the symbol clearly distinguishable.
- Without distortion of its dimensions.

3.3.2.3 When using the ANAB accreditation symbol, its size must not exceed the size of the IRQS symbol.

3.3.2.4 The organization may not place the ANAB accreditation symbol in isolation from the IRQS symbol.

3.3.2.5 ANAB's accreditation symbol shall not be used on a product or in such a way as to suggest that the IRQS and/or ANAB have certified or approved any product, process, or service of a certified organization, or in any other misleading manner.



3.3.2.5 If packaging, etc., used for transportation includes the symbol, a clear statement must be included to the effect that the product contained therein was manufactured in a facility with [specify] management systems certified as being in conformity with [specific standard]".

4. Use of IAF MLA Mark as per Agreements with NABCB/RvA:

NOTE: For additional information for 'Conditions for use of NABCB Accreditation Mark & IAF MLA Mark', refer BCB 202 which is made available on http://www.qcin.org/nabcb/others/use_of_logo/index.php

The use of NABCB Accreditation Mark and the Combined IAF MLA Mark as relevant by IRQS, and the NABCB Accreditation Mark by the certified organizations of IRQS will be under the control and supervision of IRQS. IRQS has taken reasonable actions to ensure that the use of the NABCB with IAF MLA mark by itself or by the certified organizations of IRQS is within the conditions specified below. The IAF MLA Mark shall not be used by certified organizations of IRQS.

4.1 For IRQS:

4.1.1 The IAF MLA mark shall be used only for QMS / EMS schemes for which the IRQS is holding the valid accreditation from NABCB.

The IAF MLA mark shall be used only for the accredited schemes for which the IRQS is holding the valid accreditation from RvA.

4.1.2 The IRQS shall only use the IAF MLA Mark in the manner set out in IAF ML 2 General Principles on Use of the IAF MLA Mark (as updated / modified from time to time).

4.1.3 The IAF MLA Mark shall be reproduced using an authorized copy from NABCB and shall be reprinted according to the following specifications:

- i) in black and white or in the colours Pantone 2747 (dark blue) and Pantone 299 (light blue)
- ii) on a clearly contrasting background
- iii) in a size which makes all the words of the IAF MLA Mark clearly distinguishable, with the width of the IAF MLA Mark no less than 20 milli meters

4.1.4 The right of the IRQS to use the said IAF MLA Mark is non-transferable.

4.1.5 The IRQS may use IAF MLA Mark on its pre-printed letter head, accredited certificates, quotations for work, advertisements, websites and other documents.

Note: The depiction of the "combined mark" given below showing the IAF MLA Mark, the NABCB/RvA logo and IRQS own logo next to each other is only an example and is not intended to specify how they are to appear on the certificate. The intent is that the IAF MLA Mark is to be used "in conjunction" with the NABCB/RvA logo and the IRQS logo and may be positioned under the IRQS logo or elsewhere on the certificate to suit the IRQS.

4.1.6 IRQS shall not use the IAF MLA Mark on any other documentation unless:

- i) IRQS's name or logo is included on the same sheet of paper and both are of approximately the same size,
- ii) it is clearly indicated that the reference is only to the schemes for which NABCB/RvA is the IAF MLA Member and,
- iii) the documentation relates entirely to the certification activities of the IRQS for which it holds valid accreditation from NABCB/RvA

Note: The documentation can be in any form or type of medium.

4.1.7 IRQS undertakes to use the IAF MLA Mark in strict accordance with the instructions, conditions, standards of quality and IAF MLA Mark specifications supplied by NABCB/RvA at anytime and from time to time.

4.1.8 IRQS shall supply to NABCB/RvA, specimens of its usage of the IAF MLA Mark; IRQS shall supply these

specimens during any NABCB/RvA assessment or at another time, if requested by NABCB/RvA / IAF.

4.1.9 The Combined IAF MLA / ILAC MRA Mark when used under contract with NABCB shall be reproduced and used in accordance with the latest versions of IAF MLA Mark document (IAF ML 2) and the stipulations in the agreement signed with NABCB.

4.1.10 IRQS shall not allow the fact of its accreditation to be used to imply that a product, process, system or person is approved by NABCB.

4.2 For IRQS Clients:

4.2.1 IRQS can permit use of the mark by their certified clients only when a NABCB accredited certificate is issued.

4.2.2 IRQS may authorize, in writing, a certified organization issued with NABCB accredited certificate, to use the NABCB logo with unique accreditation number as granted to IRQS prescribed below the NABCB logo and combined IAF MLA Mark as applicable only in conjunction with the IRQS logo, on the certified organization's pre-printed letterhead, quotations for work, advertisements, websites and other documents subject to the certified organization entering into a written agreement with IRQS confirming compliance any rules established by IAF for the use of its MLA mark, rules of NABCB for use of its logo and IRQS rules for use of its mark.

4.3 For IRQS and IRQS Clients:

4.3.1 IRQS or its certified organization shall not use the IAF MLA Mark on a product, or in a way that may be interpreted as denoting product conformity.

4.3.2 The IAF MLA Mark shall not be used by IRQS or its certified client in any way which implies that IAF has approved a certified or registered a product, service or system certified by IRQS.

4.3.3 The NABCB accreditation mark and combined IAF MLA mark cannot be printed on visiting cards.

4.3.4 The NABCB Accreditation Mark shall not be reproduced by a certified organization in isolation of IRQS mark.

4.3.5 The mark shall only be printed in the colour combination or in the grey-black combination as specified in the Appendix

4.3.6 The NABCB Accreditation Mark or the IAF MLA / ILAC MRA Mark as relevant shall be used to refer to the accredited status of IRQS, and where applicable in conjunction with mark of the IRQS to refer to the accredited certificates issued to the certified organization.

4.3.7 The NABCB Accreditation mark or the IAF MLA / ILAC MRA Mark as relevant shall not be used in any way that it misleads the reader about the accredited status of the IRQS or the certified client of IRQS.

4.3.8 For management system certification, neither the IRQS nor NABCB logo shall be used on the packaging of a product, labels, publicity material, written announcements etc. that in any way suggests that the IRQS or NABCB have certified or approved any product, process or service of the certified client of IRQS or in any other misleading manner.

4.3.9 The NABCB Accreditation Mark or the IAF MLA Mark shall not be displayed on vehicles except in publicity material like part of a large advertisement.

4.3.10 The NABCB Accreditation Mark or the IAF MLA Mark shall not be displayed on buildings and flags.

4.3.11 All quotations and contracts by IRQS having the NABCB Accreditation Mark or the IAF MLA Mark shall clearly indicate the portion of activities that are not accredited by NABCB.

4.3.12 IRQS upon suspension or withdrawal of its accreditation (however determined), shall discontinue use of NABCB Accreditation Mark or the IAF MLA Mark and all advertising matter that contains any reference to an accredited status.

4.4 Contravention of the conditions for IRQS & IRQS Clients:

4.4.1 In case the NABCB Accreditation Mark or the IAF MLA Mark as relevant is being used by IRQS or by certified client of IRQS contrary to the conditions specified, then the concerned IRQS shall take reasonable action and where relevant advise the concerned organization for corrective action. In situations of repeated contraventions by certified organization, IRQS may withdraw the certification.

In case, if IRQS does not take suitable action against the improper use of the NABCB Accreditation Mark or the IAF MLA Mark as relevant, NABCB may suspend / withdraw the accreditation of IRQS.

4.4.2 In case the NABCB Accreditation mark or the IAF MLA Mark as relevant is being used contrary to the conditions by IRQS, NABCB shall take reasonable action and advise IRQS for corrective action. In situations of repeated contraventions by IRQS, NABCB may withdraw the accreditation of the defaulting body.

4.5 Action on Suspension and Termination for IRQS & IRQS clients:

4.5.1 Upon suspension of the accreditation by NABCB, IRQS shall immediately cease to use its stationery, certificates and other publicity material that has NABCB Accreditation Mark or the IAF MLA Mark on it. The use can be restarted only after the suspension is revoked by NABCB.

4.5.2 Upon termination of the accreditation on account of non-renewal / withdrawal of the accreditation IRQS shall immediately cease to use its stationery, certificates and other publicity material that has NABCB Accreditation Mark or the IAF MLA Mark on it.

5. Use of the FSSC 22000 Logo:

5.1 FSSC 22000 certified organizations may use the FSSC 22000 logo, but only in conjunction with the mark of IRQS Logo.

5.2 The FSSC logo may be used on the organization's printed matter, literature, business cards, website and promotional material subject to the design specifications below.

5.3 The FSSC 22000 logo shall not be used either on a product, its labeling or its packaging, or in any other misleading manner, so as to suggest that the IRQS has certified or approved any product, process or service of a certified organization.

5.4 Mentioning possession of a FSSC 22000 certificate or making any reference such as "Produced in a FSSC 22000 certified company" on a product label is not allowed.

5.5 The IRQS will audit the use of the FSSC 22000 logo by certified organizations during every surveillance and re-certification audit. Any non-conformance associated with the use of the logo will require remedial action to correct the use of the logo as well as corrective action for future use.

5.6 Design

- The FSSC 22000 logo must be reproduced in the specified colors and in a size that makes all features of the logo clearly distinguishable.
Color specifications: Light green: Pantone 375 C: CMYK = 41/0/78/0 en RGB = 172/202/87 Dark green: Pantone 361 C: CMYK = 69/0/100/0 en RGB = 91/172/381
- Use of the logo in black and white is permitted when all other text and images are in black and white.
- When used by the certified organization, the size of the FSSC 22000 logo must not differ from the size of the IRQS' mark and they must always appear together.

6. For any New Accreditation the respective Accreditation Bodies Rules for Usage of logo shall be followed.

7. Under suspension/withdrawal :

IRQS certified clients are required to refrain from using the Certificate and/or Logo from all points e.g. the packaging of a product, labels, publicity material, written announcements and other promotional material like letterheads, etc.

8. Verification under suspension/withdrawal for misuse of certificate information, logo or mark :

8.1 IRQS shall verify the certified client through visiting website of the clients under suspension or gathered information from the client’s customer or interested parties or during the audit for misuse of the information.

8.2 Under suspension/withdrawal, if client is found to misuse Certificate information / logo / mark in contravention to condition specified in this procedure then the concerned organization would be requested to give the corrective action, in situations of repeated contraventions by the organization, IRQS may withdraw the certificate or may lead to legal action.

9. **Misuse:**

9.1 Misuse of the certification logo, the accreditation logo or certificate of registration by the client may result in suspension or withdrawal of the certification by IRQS. IRQS’s considerations with respect to suspension or withdrawal will be as follows:

- 9.1.1 Inadvertent misuse: With this activity, the Organization will be required to immediately withdraw the offending materials or IRQS will suspend certification until the misuse is rectified. Repeated inadvertent misuse also will be cause for withdrawal of certification.
- 9.1.2 Fraud: with an activity considered premeditated on the part of the Organization, IRQS will withdraw certification and publish notices to that effect in the directory of certified companies.
- 9.1.3 IRQS logo is not allowed to be used on Laboratory Test Reports, Calibration Reports, Inspection Reports, Product Certification, Training.
- 9.1.4 IRQS certified clients are not allowed to use “Statement of fact” like “.....ISOCertified Co. or Company” on their products or primary packaging material used for their products.
 - identification (e.g. brand or name) of the certified client;
 - the type of management system (e.g. quality, environment) and the applicable standard;
 - the certification body issuing the certificate.
- 9.1.5 Use the IAF MLA mark in public advertisements by IRQS when the accreditation is suspended or by the certified organization when the certification is suspended would constitute misuse. Use of the IAF MLA mark, in any manner, by IRQS or their certified organization when the accreditation is withdrawn would constitute misuse. Use of the IAF MLA mark, in any manner, by the certified organization when the certificate is withdrawn would constitute misuse.
- 9.1.6 IRQS shall monitor and take suitable action to control the use of the IAF MLA Mark, including withdrawal of authorization to use the IAF MLA Mark in case of misuse and to prevent any incorrect references or misleading use, by IRQS or IRQS certified organizations; In the event of any misuse by a certified organization, IRQS agrees to publicize the misuse suitably in local media and in the case of continued misuse initiate legal proceedings.
- 9.1.7 Misuse of certification information or logo / mark during the period client organization “certificate of approval” is under suspension.

H. Revision History:

Rev. No.	Effective Date	Details
01	10.08.2016	Amendment made at ANAB Accreditation Symbol
02	17.04.2017	Deleted word “Note” at 1.3 (second para), Point at 4.1.1.4 – Added 3 bullet points, Added point at 7.3 – Word “May” replaced by “Shall”.
03	26.10.2017	Amendment made at 1.3., 1.5 Added requirements of NABCB & IAF MLA Mark at point no. 4, 4.2.2, 4.3.3 to 4.3.12, 4.4,4.5 & Introduced new point 7, Shifted ‘Misuse at point 8’ clause before Revision history