

Indian Register Quality Systems
(A Division of IRCLASS Systems and Solutions Private Limited)
Operational Procedures Manual
Issue No. 1

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Approved By : DH - IRQS

USAGE OF LOGO RULES

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 shall only be used in combination with IRQS logo and not as a standalone.

Note: 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, Product Certification, Training.
- 1.4. IRQS certified clients for ISO/TS 16949 shall not use IATF logo.
- 1.5. 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.

- 1.6. 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).
- 1.7. 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.
- 1.8. 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.
- 1.9. 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.
- 1.10. 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.
- 1.11. On reduction of the scope of certification, the client shall amend all advertising material referring to its certification to properly reflect the reduced scope.
- 1.12. On suspension or withdrawal of its certification, IRQS client shall discontinue its use of all advertising matter that contains a reference to certification, as directed by IRQS.

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.
- 2.3 Additional information on publicizing your Management System Certification may be found at the following website:

http://www.iso.org/iso/iso_catalogue/management_and_leadership_standards/certification/publicizing_your_certification.htm

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).

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

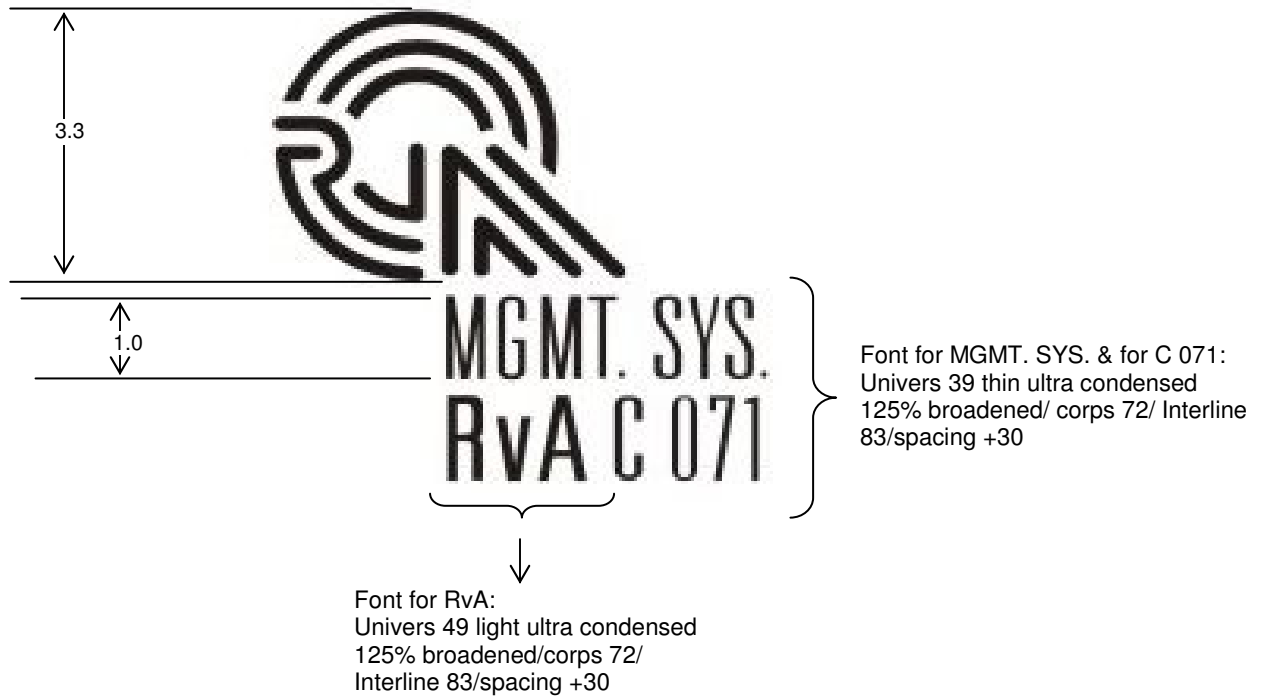
- 3.1.1 In no case will the RvA logo be used on a stand-alone basis. A client certified by IRQS may use the RvA accreditation logo only in combination with the IRQS Logo on the supplier's stationery and literature, subject to the conditions below and as specified earlier in this document. The RvA logo shall be printed directly beside the IRQS Logo, and shall not appear more conspicuous than the IRQS Logo. It should not create the impression that IRQS's client is accredited by the RvA.
- 3.1.2 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.
- 3.1.3 For each management system certified by IRQS , the client will be issued with a registration logo which is distinctly different from any other logo, including other logos used by IRQS itself.
- 3.1.4 The RvA accreditation logo shall be reproduced:
 - Either as appearing in the artwork supplied by IRQS
 - Or as specified below, and meeting the specified color requirements (or in black)
 - 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

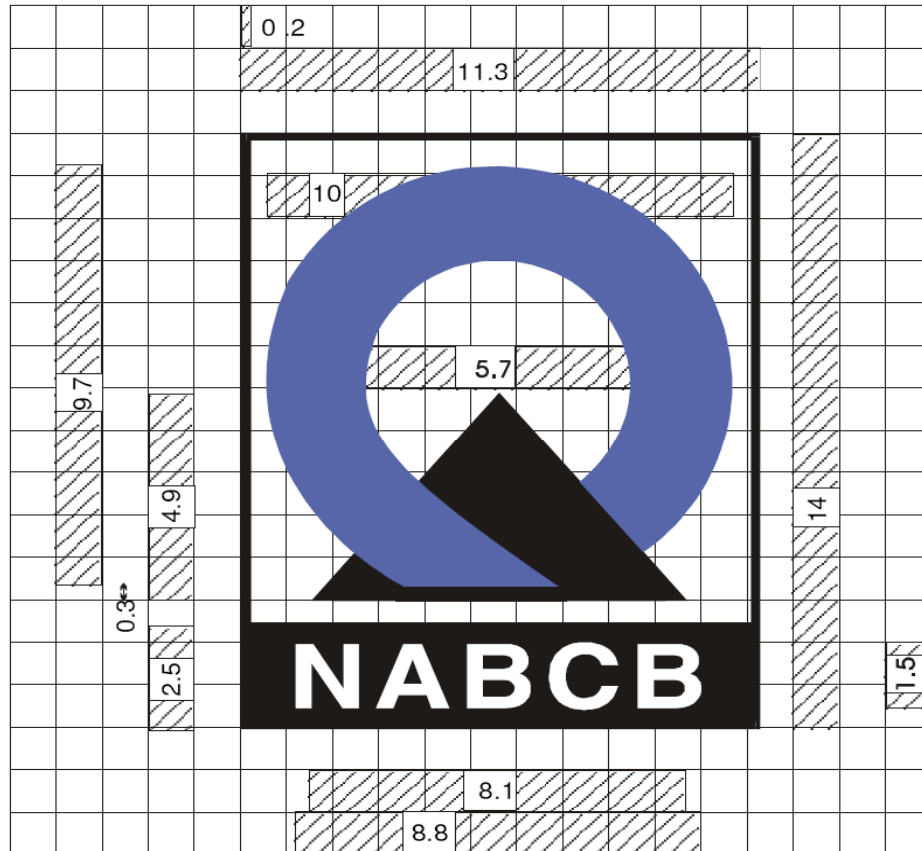
The regulation is available on the website of the NABCB (www.qcin.org/nabcb).

The rules over the use of the logo of NABCB are as follows:

- 3.2.1. A certified client may use the NABCB accreditation logo only in combination with the IRQS's logo on the supplier's stationery and literature, subject to the conditions below and to the IRQS's conditions for use of the registration logo.
- 3.2.2. The use of this logo by the certified organizations will be under the control and supervision of IRQS.
- 3.2.3. The NABCB accreditation logo shall be reproduced in the proportions and the colors indicated in the appendix 'A'.
- 3.2.4. 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.

- 3.2.5. A registered client may not place the NABCB accreditation mark in isolation from the IRQS registration logo.
- 3.2.6. The logo shall only be printed in the color combination or in the grey-black combination as specified in the appendix below.
- 3.2.7. 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
- 3.2.8. The logo shall not be displayed on buildings and flags.
- 3.2.9. The logo shall not be displayed on vehicles except in publicity material like part of a large advertisement.
- 3.2.10. The logo shall not be used on the visiting cards.
- 3.2.11. Use of logo not permitted on laboratory test, calibration or inspection reports, as such reports are deemed to be products in this context.
- 3.2.12. 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%.

Back & 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.



3.3.2.6 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. Misuse:

- 4.1.1. 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:
 - 4.1.1.1. 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.
 - 4.1.1.2. 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.
 - 4.1.1.3. IRQS logo is not allowed to be used on Laboratory Test Reports, Calibration Reports, Inspection Reports, Product Certification, Training.
 - 4.1.1.4. 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.
 - 4.1.1.5. 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.
 - 4.1.1.6. 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.

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

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

6.1 For IRQS:

6.1.1 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.

6.1.2 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).

6.1.3 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

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

6.1.5 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.

6.1.6 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.

6.1.7 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.

6.1.8 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.

6.2 For IRQS Clients:

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

6.2.2 IRQS may authorize, in writing, a certified organization issued with NABCB accredited certificate, to use the IAF MLA Mark only in conjunction with the NABCB logo and 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

6.3 For IRQS and IRQS Clients:

6.3.1 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.

6.3.2 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.

H. Revision History:

Rev. No.	Effective Date	Details
01	29.06.2015	Amendment made at Point No. 3.3.2.2,3.3.2.5 & added Point No. 3.3.2.6