



**USE OF CERTIFICATE AND LOGOS
PROCEDURE**

Certificate and Logo's Procedures

1. PURPOSE

To define the procedure for the use of management system assessment certificates and CQALC and accreditation organization's registered logos and marks.

2. SCOPE

Applies to all CQALC registered clients

3. PROCEDURE

3.1 Upon successful completion of the CQALC registration process, clients are entitled to publish and display the Certificate of System Assessment and CQALC/accreditation body logo(s) on promotional materials, correspondence and advertising with strict adherence to the fields of application, scope, and location specified in the Certificate of System Assessment. Clients are prohibited from any use of the accreditation body logo other than complete copy of the certificate with logo on it.

- a) The published documents shall describe the approval of the client's management system and shall not imply registration of the client's product or service, therefore not misrepresenting the registration awarded.
- b) The CQALC and/or accreditation body logos may not be used on the actual product, or on the product's individual packaging.
- c) In case of product testing/analysis, the test/analysis report is considered a product. Therefore, the CQALC and/or accreditation logos must not appear on the report or certificate.
- d) The Certificate of System Assessment does not exempt the client from legal obligations.
- e) The client will make available to CQALC promotional materials, correspondence and advertising examples.

3.2 Accredited Registration

The client shall be provided with the CQALC and accreditation body logos upon registration.

The following conditions apply:

- a) The CQALC logo may be used by itself; the accreditation body logo must be used in conjunction with the CQALC logo.

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- b) The logos must be used in conjunction with the client's name and location.
 - c) The logos must be reproduced on a clearly contrasting background, in its entirety, including all "border lines," in the predominant color of the letterhead or printing.
 - d) The logos must be in a size which makes all features of the mark clearly distinguishable.
 - e) The CQALC logo. The accreditation body logo shall be reproduced:
 - In black or in blue
 - In a size which makes all features clearly distinguishable
 - Without distortion of its dimensions
- 3.3 The Program Manager shall determine and initiate suitable action against a client if the use of the Certificate of System Assessment and/or logo(s) is not in compliance with this procedure. This action shall include client corrective actions and may include withdrawal and potential legal action. These actions shall be documented to the client.
- 3.4 Upon cancellation of the registration agreement the client shall refrain from any use of the Certificate of System Assessment and/or logos. The certificate(s) shall be returned to CQALC upon request.