



USE OF CERTIFICATE AND LOGOS PROCEDURE

Version History

Version Number	Date	Description of Changes	Author	Reviewer	Approver
1	5-July-2013	First Release	Reddy GN	Prasad D	Satish Kumar Tumu
2	10-Dec-2013	Second Release with minor updates on storage	Reddy GN	Prasad D	Satish Kumar Tumu
3	24-July-2017	Updated based on I7021:2015	Reddy GN	Prasad D	Satish Kumar Tumu
4	3-March-2018	Updated information based on ANAB comments	Reddy GN	Prasad D	Satish Kumar Tumu

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1. PURPOSE

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

This procedure is in accordance with ISO/IEC - 17021:2015

2. SCOPE

Applies to all CQAL registered clients

3. RESPONSIBILITY

- 3.1 The CMS Management Committee has overall responsibility for the proper use of certificates, marks and logos both by CQAL and its clients.
- 3.2 CQAL Management is responsible for initiating suitable action for client actions in conflict with this procedure.
- 3.3 Program Coordinators are responsible for providing clients with the certificate and logos.
- 3.4 The client shall be responsible for adhering to this procedure.
- 3.5 The Lead Auditor is responsible to ensure, during each on-site assessment, proper use of logos

4. PROCEDURE

- 4.1 Upon successful completion of the CQAL registration process, clients are entitled to publish and display the Certificate of System Assessment and CQAL/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 the 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.

Certificate and Logo's Procedures

- b) The CQAL and/or accreditation body logos shall not be used on the actual product, or on the product's individual packaging
- c) In case of the product testing/analysis, the test analysis/report is considered a product. Therefore, the CQAL and/or accreditation logs 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 CQAL promotional materials, correspondence and advertising examples.

4.2 Accredited Registration

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

The following conditions apply:

- a) The CQAL logo may be used by itself; the accreditation body logo must be used in conjunction with the CQAL logo.
- 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 CQAL 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
- f) CQAL encourages the use of logo, by client organization in their publicity and promotion. Use of logo shall be restricted to correspondence, advertisement and promotion relating to the certified organization
- g) CQAL ensures that information provided to any client or to the market place, including advertising, shall be accurate and not misleading
- h) Client does not make any misleading statements regarding its certification
- i) Client is not permitted to the use of certification document or any part there of in a misleading manner
- j) Client should amend all advertising matter when the scope of certification is reduced
- k) Client is not permitted to imply that the certification activities and sites that are out of scope of the certification
- l) Client is not permitted to use its certification in such a manner that would bring CQAL into disrepute and lose public trust

- 4.3 Statements regarding certification system :
- a. The certified client shall not make any statement on the product packaging or accompanying information that in any way implies that the product, process or service is certified by this means
 - b. Product package is considered as that which can be removed with out the product dis integrating or being damaged. Accompanying information is considered as separately available or easily detachable. Type labels or identification plates as considered as part of the product.
 - c. The statement shall include reference to
 - a. - Identification (Brand Name) of the certified client
 - b. – Type of Management system (eg. Quality) and the applicable standard
 - c. – the certification body issuing the certificate
- 4.4 Upon withdraw of its certification, the client should discontinue its use of all advertising matter that contains a reference to its certification
- 4.5 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 CQAL upon request.
- 4.6 CQAL 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, suspension, with drawl of certification, and may include withdrawal and potential legal action.** These actions shall be documented to the client.

5. RECORDS

- 5.1 Certificate of Quality System Assessment
- 5.2 Client correspondence regarding misuse of Certificate and/or logos