



STQC Certification Services

Use of Certification Logos / Marks

Document : SYS/D05
Issue : 07
Revision : B
Date : 05.07.2024
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0.1

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 maintain currency of the documents.



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0.2 Amendment Record:

Amendment No.	Date of Amendment	Nature of Amendment	Page Ref.
01	21.11.2016	Issue 07, Aligned with the requirements of ISO 17021-1:2015	02-06
02	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 Certification Services with or without accreditation logo.

2.0 Responsibility

Assessor-To monitor the correct use of Logos/Marks during surveillance/renewal visits.

Operation's Group -To verify, the form in which the certified client intends to use the mark/logo.

3.0 Procedure

3.1 The certification mark/logo is associated with the organizations who have been certified by STQC Certification Services as per the applicable requirements for their system and/or products.

3.2 The logo/mark can only be used under the authority of the Certification Body. Any unauthorized or misuse of the mark shall lead to suspension/withdrawal of license and punishment as deemed necessary by the Certification Body.

3.3 Certification Body at the time of certification will inform the client about the use of logo/mark for display and publicity.

3.4 The certified client shall submit to the Certification Body the form in which he proposes to use the certificate of registration/license and mark/logo.

3.5 The certified client shall not use the mark/logo which mislead the information.

3.6 Upon suspension or withdrawal/cancellation of certificate of registration/license the logo/marks in all the products/publicity material to be withdrawn immediately.

4.0 Termination

a) If certification is withdrawn from the supplier in full the supplier shall immediately cease use and distribution of any certificates, stationery and literature bearing the certification mark.

b) If certification is withdrawn from a certified supplier in respect of some of its activities the supplier 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.



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C) If certification is withdrawn from and certified supplier 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.

d) The extract of general conditions regarding the use of mark/logo of respective certification schemes is given below.

5.0 Use of Certification Body's logo/Mark(s)

The certification logo/mark shall always appear as indicated below:

- 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.
- 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
- Certification Body encourages the use of logo(s)/mark, by certified organization in their publicity and promotion. Use of the logo shall be restricted to correspondence, advertisement and promotion relating to the certified organization.
- The certified organization 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 use of logo shall be in a manner that it always ensure traceability back to the CB.
- The logo/mark shall not be displayed on or in association with product or packaging which contains a product, process or service supplied by the registered organization (see also note below).
- Logo/mark or any statement shall not be applied by certified clients to the product packaging materials or any accompanying information implying that the product process or service is certified by way of management system certification viz ISO 9001. This also applies to the labels used as part of the product. The statement, if any, shall include reference to,
 - o Identification (brand or name) of the certified client;
 - o the type of Management system i.e. (QMS etc) & applicable standard;
 - o the CB issuing the certificate
- The logo/mark shall not be used /applied by the certified organization on any laboratory test, calibration or inspection reports or certificates.


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- The logo/mark shall not be displayed in promotion or advertising by any organization other than that stated on the certificate of registration.
- The logo/mark shall not be used on business cards.
- In case of any misuse of STQC name and logo/mark, the client organizations themselves will be held responsible. STQC has right to initiate suitable actions in such cases.
- STQC will not be responsible for any miscommunication or harm caused to any party because of any misrepresentation of its name and logo by the client.

NOTE: - It is obligatory on the part of registered organization to seek the prior approval of Certification Body regarding the form in which it proposes to use the logo/mark.

6.0 Use of Safety Mark

- As far as possible, Safety Mark as given below shall be applied on the product itself. It can be applied on the packaging also. If a product is very small for the marking than it may be applied on packaging only. Safety Mark can also be applied on publicity material.
- Following are some of the recognized methods of applying Safety Mark on the product:
 - A) Printing on a label
 - B) Printing on an anodized name Plate
 - C) Printed stickers
 - D) Adhesive tape
 - E) Stencil
 - F) Embossing or punching
 - G) Casting where no other specified system exists
- Apply Safety Mark only on the models/varieties and batches/lots of products which Confirm the requirements under the Scheme as per SOP.
- The logo shall not be used on business cards.

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- The minimum size of the mark for display is not specified. However, it shall not be Displayed in a size which becomes unidentifiable or unreadable to unaided eye.
- The Safety Mark shall be accompanied by the IEC standard reference below it.
- Any unauthorized or misuse of the mark shall lead to suspension/ withdrawal of license and punishment as deemed necessary by the CB.
- The firm has to take approval from Certification Body in writing about the size and method of application of mark on the product. In case of any change written permission has to be obtained from CB.
- On commencement of marking of product for which the client is licensed, the firm may advertise product with Standard Mark is hoardings, slides and newspapers only during the validity of license. The use of Standard Mark on letter heads and publicity literature will be permitted only on receipt of your assurance that in the event of cancellation or expiry of your license, the letter heads etc. With the Standard Mark will be destroyed/ obliterated. The required assurance may please be submitted by the firm. The use of logo shall be in a manner that it always ensure traceability back to the CB.
- The logo shall not be used /applied by the certified organization on any laboratory test, calibration or inspection reports or certificates.

7.0

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.



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- 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 Accreditation 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.