



1 PURPOSE

1.1 To define the procedure for the use of Certifications /Scheme and Accreditation registered logos and marks as per requirements & regulations of the scheme.

2 SCOPE

2.1 Applies to all TQ Cert registered Clients for the HC-Hospitality scheme.

3 RESPONSIBILITY

3.1 Head-QA has overall responsibility for the proper use of certificates, marks and logos both by TQ Cert and its Clients.

3.2 Head-QA is responsible for providing Clients with the certificate and camera-ready artwork of the marks and logos.

3.3 The Client shall be responsible for adhering to this procedure.

4 PROCEDURE

4.1 Upon successful completion of the registration process, the Client shall be issued the Certificate. TQ Cert shall sign an Agreement with Client which includes policy and guidelines on the use of certificate marks and Logo.

4.1.1 Requirements for the use of HC-Hospitality Logo and Mark

- The Client is entitled to publish and display the Certificate.
- The Client shall comply with the requirements of 17065.
- TQ Cert shall be entering into agreement with the client, which provides various compliances by the client and initiation of actions in case of non-compliances.

4.2 As per the Scheme requirements the Client shall be provided with camera-ready artwork and/or TQ Cert and Accreditation Body / Scheme owner logos upon request. The following conditions apply:

- The TQ Cert logo may be used by itself; the Accreditation Body / Scheme owner logo must be used in conjunction with the TQ Cert logo.
- The logos must be used in conjunction with the Client's name and location.
- 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.
- The logos must be in a size which makes all features of the mark clearly distinguishable.
- The Accreditation Body / Scheme owner logo may not be larger than the TQ Cert logo nor may they be placed in isolation from the TQ Cert logo.



- 4.3 Upon withdrawal of the registration agreement the Client shall refrain from any use of the Certificate of System Assessment and/or logos or marks of conformity or licenses. The certificate(s) shall be returned to TQ Cert upon request.
- 4.4 TQ Cert shall exercise the control as specified by the certification scheme over ownership, use and display of licenses, certificates, marks of conformity, and any other mechanisms for indicating a product is certified. Incorrect references to the certification scheme, or misleading use of licenses, certificates, marks, or any other mechanism for indicating a product is certified, found in documentation or other publicity, shall be dealt with by suitable action