



**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 ISO 22000 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 FSMS Logo and Mark**

TQ Cert have a policy governing any mark that it authorizes certified clients to use. This shall assure, among other things, traceability back to the certification body. There shall be no ambiguity, in the mark or accompanying text, as to what has been certified and which TQ Cert has granted the certification. This mark shall not be used on a product or product packaging seen by the consumer or in any other way that may be interpreted as denoting product conformity.

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- NOTE ISO/IEC 17030 provides requirements for use of third-party marks.
- TQ Cert shall not permit its marks to be applied to laboratory test, calibration or inspection reports; as such reports are deemed to be products in this context.
- TQ Cert shall require that the client organization
  - conforms to the requirements of the TQ Cert when making reference to its certification status in communication media such as the internet, brochures or advertising, or other documents,
  - does not make or permit any misleading statement regarding its certification,
  - does not use or permit the use of a certification document or any part thereof in a misleading manner,
  - upon suspension or withdrawal of its certification, discontinues its use of all advertising matter that contains a reference to certification, as directed by the certification body
  - amends all advertising matter when the scope of certification has been reduced,
  - does not allow reference to its management system certification to be used in such a way as to imply that the TQ Cert certifies a product (including service) or process,
  - does not imply that the certification applies to activities that are outside the scope of



certification, and

- does not use its certification in such a manner that would bring the TQ Cert and/or certification system into disrepute and lose public trust.
- TQ Cert shall exercise proper control of ownership and shall take action to deal with incorrect references to certification status or misleading use of certification documents, marks or audit reports. Such action could include requests for correction and corrective action, suspension, withdrawal of Certification, Publication of the transgression and, if necessary, legal action.

**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.