



**1 PURPOSE**

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

**2 SCOPE**

2.1 Applies to all TQ Cert registered Clients for the schemes like: ISO 22000, HC-Hospitality, AYUSH, GLOBAL GAP, INDIAGAP, and Organic.

**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. Some of the specific scheme requirements are:

**4.1.1 FSMS:**

- The Client is entitled to publish and display the Certificate of System Assessment and/or 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. Neither the accreditation mark nor the certification mark to be used on product if only the FSMS of the organization has been registered.
- The published documents shall describe the approval of the Client's FSMS and shall not imply registration of the Client's product or service, therefore not misrepresenting the registration awarded.
- The Certificate of System Assessment is valid for a period of three years assuming successful completion of the surveillance audit plan.
- The Certificate of System Assessment does not exempt the Client from legal obligations.
- The Client will make available to TQ Cert surveillance auditors examples of the Client use of the TQ Cert and TQ Cert's Accreditation Agency logos.
- Use of TQ Cert – logo and TQ Cert accreditation logo shall not be used by the customer on Lab test, calibration or inspection reports or other reports referring to the products, on the actual product or on the product individual packaging. Larger shipping containers may accept the logos only if accompanied by the statement that the certification applies only to a management system.



#### 4.1.2 AYUSH Scheme

- The client shall comply that the Ayush certification mark is affixed only on products conforming to the certification criteria in the prescribed design, size and color as supplied by Ayush Department/QCI.
- The use of the certification mark by the client is monitored through surveillance, visit to the website of the client and through complaints monitoring.
- Clients shall not apply the certification mark on products prior to certification (QMS F33).
- The size and colour of the mark is as prescribed by the Ayush Dept.
- 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.
- The client shall comply with the requirements of the Ayahs products certification scheme.

#### 4.1.3 HC-Hospitality Scheme

- The Client shall comply with the scheme requirements.
- 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.

#### 4.1.4 Global GAP Scheme

- The Client shall comply with the scheme requirements.
- 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.

#### 4.1.5 INDA GAP Scheme

- The Client shall comply with the scheme requirements.
- 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.

#### 4.1.6 Organic Scheme

- The Client shall comply with the scheme requirements.
- 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.

#### 4.1.7 Other schemes

- Guideline of respective scheme shall be followed



- 4.2 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 TQ Cert shall not allow the use of accreditation / Scheme owner mark or certification mark on the certified products. Use of the mark on products implies product certification and is not covered by this guidance. Nevertheless the certification body should avoid use of the same mark to indicate different systems of conformity certification (for example product certification and management system certification) and should avoid confusion between the meanings of its own marks if there are more than one. For System Certification only.
- 4.4 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.
- 4.5 Where TQ Cert makes use of marks which it has been assigned from another body e.g. the owner of the marks its agreement with that body shall ensure conformity with the intent of the requirements.

Logo Usage matrix for schemes:

	AB Logo	CB Logo	Scheme Logo	Product	documents
Ayush	X	X	X	X	X
FSMS	X	X			X
HC-HI		X			X
G GAP		X			X