


TECHEUROPA INSPECTION & CERTIFICATION PVT LTD				
	ISO 17021-1	WI - 08	WORK INSTRUCTION MANUAL USE OF LOGO, MARK & CERTIFICATES	ISSUE NO. 01
				ISSUE DATE: 02.11.2018
				REV NO. 00
				REV. DATE: -

WI-08 CONDITIONS FOR USE OF LOGO, MARK & CERTIFICATES

Techeuropa Inspection and Certifications Pvt. Ltd. (TIC) shall issue a certificate when the client complies with all the requirements for certification. All certificates issued by TIC shall remain the property of TIC and must be returned when requested. The certificates are issued for a period of one cycle as per the certification scheme and have validity as stated in the certificate. After the issue of the certificate the client is authorized to use the certification mark or the logo in advertising matter in conformity with the following requirements.

TIC has documented process / rules governing any certification mark that it authorizes certified clients to use. These rules ensure among other things, traceability back to the TIC. There shall be no ambiguity, in the mark or accompanying text, as to what has been certified and which certification body has granted the certification. Management System certification mark shall not be used on a product or product packaging or in any other way that may be interpreted as denoting product conformity.

TIC never permits its marks to be applied by certified clients to laboratory test, calibration or inspection reports or certificates.

TIC has framed the rules governing the use of any statement on product packaging or in accompanying information that the certified client has a certified management system.

- Product packaging is considered as that which can be removed without the product disintegrating or being damaged.
- Accompanying information is considered as separately available or easily detachable.
- Type labels or identification plates are considered as part of the product.

In case of management system certification, the statement shall in no way imply that the product, process or service is certified by this means. The statement shall include reference to:

- Identification (e.g. brand or name) of the certified client;
- The type of management system (e.g. quality, environment) and the applicable standard;
- The certification body issuing the certificate.


TIC has provision through legally enforceable arrangements through certification agreement. TIC exercises proper control of ownership and takes action to deal with incorrect references to certification status or misleading use of certification documents, marks or audit reports. TIC action includes requests for correction and corrective action, suspension, withdrawal of certification, publication of the transgression and, if necessary, legal action.

General conditions for use of Logo & Certificates

1. The client is authorized to use the certification mark or its logo in advertising matter and while using this mark or logo the client shall ensure that it: -

- a) Conforms to the requirements of TIC when making reference to its certification status in communication media such as the internet, brochures or advertising, or other documents.
- b) Does not make or permit any misleading statement regarding its certification.
- c) Does not use or permit the use of a certification document or any part thereof in a misleading manner.
- d) Discontinues its use of all advertising matter that contains a reference to certification upon suspension or withdrawal of its certification as directed by TIC.
- e) Amends all advertising matter when the scope of certification has been reduced.

Issued by:	Quality Manager	Page 1 of 3
Approved by:	Director - Technical	

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f) Does not allow reference to its management system certification to be used in such a way as to imply that TIC certifies a product (including service) or process. The certification mark or logo shall not be used on a product or product packaging as this could be interpreted as denoting product conformity. Laboratory test, calibration or inspection reports or any form of certificates issued by educational institutions as such reports / certificates are deemed to be products in this context.

g) Does not imply that the certification applies to activities and sites that are outside the scope of certification.

h) Does not use its certification in such a manner that would bring TIC and/or certification system into disrepute and lose public trust.

i) Logo shall not be applied on visiting cards.

2. Whenever the accreditation mark have to be used conforming to requirements of TIC certified clients, it is to be accompanied by the TIC logo & both marks are to be proportioned so that neither has obvious precedence or prominence over the other and its use is limited to stationery, literature and other written promotional materials.

3. The accreditation mark shall not be used in such a way to suggest that the Accreditation Council, Governments of India or any Government Minister, have certified or approved the client's activities, or in any other misleading manner.

4. The accreditation mark may be uniformly enlarged or reduced but shall be large enough for the wording to be clearly legible. The colour schemes are to be followed as per the supplied Logo. The complete Accreditation Mark may also be printed in Black.

5. The TIC and Accreditation Body logo may be uniformly reduced or enlarged but shall not be less than 15 mm in height and not less than 12mm in width (minimum size15x12mm.) but both the symbols should be legible.

6. The symbols may be reproduced electronically provided that the requirements of the respective Accreditation Body, as described in this procedure, are met and distortion and / or degradation do not occur.

7. Whenever a subsidiary belonging to a group has been certified there shall not be any confusion as to which part of the group holds the certification and it shall not imply that the other subsidiaries have been certified.


8. Where the organization (the client) wishes to make reference to its certification instead of using the symbols of the TIC & Accreditation Body, the organization shall use without variation the phrase "An ISO XXXX:XXXX Certified Company" identify the applicable ISO standard,ex. ISO 9001:2015, ISO 13485:2016.

9. In the case of reduction in the scope of certification or reinstalled after suspension, the necessary modifications to formal certification documents, public information, authorization for the use of marks are clearly communicated to clients.

TIC logo - The TIC certification mark may only be reproduced as shown below.



Issued by:	Quality Manager	Page 2 of 3
Approved by:	Director - Technical	

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Accreditation body logo

The accreditation mark shall be reproduced as shown in the below



Misuse

The misuse of marks or certificate shall result in the following actions:

➤ Innocent Misuse

- Immediate withdrawal of the offending literature by the client or
- Suspension of approval (certification) until misuse is rectified.
- If action is not taken to rectify the misuse within a reasonable time, the approval will be withdrawn.

➤ Negligent / Fraudulent Misuse

- Withdrawal of approval together with publication of the reason for withdrawal.

Misuse is deemed negligent / fraudulent where the mark is knowingly or carelessly misused. Repeated "Innocent Misuse" would be deemed negligent.

Withdrawal of Certification

In the event that approval is withdrawn, the client shall immediately cease use and distribution of any literature, stationary etc bearing the mark. The artwork supplied and all the original approval certificates are to be returned to TIC.

Contractual Obligation

- ✓ Correct use of TIC certification and the Accreditation Body mark is a contractual obligation that the client undertakes to comply with as per agreement signed with TIC.
- ✓ Where the TIC and Accreditation Bodys mark have been used by the client, their use is to be reviewed at all surveillance and re-certification audits to ensure that their use is correct and in accordance with the requirements identified in this document.
- ✓ Any misuse of logo shall be brought to the attention of the client and included in the surveillance or the recertification audit reports.
- ✓ It is likely that in some cases the client may have to update the logos and they still may have stationery and brochures showing the previously issued TIC and Accreditation Body logos. Under such circumstance, it is permissible for the client to continue use of the previously issued logo on the understanding that the new logos must be used in the next printing.