



## LOGO, CERTIFICATE AND TRADEMARK USAGE INSTRUCTION

### 1.0. PURPOSE

Purpose of this instruction is how to use management system logos for the companies that are certificated within the framework of the system certification, product certification and inspection certification activities executing by QA Technic.

### 2.0. SCOPE

This instruction notes the bases of usage of suitable dimensions System Documentation logo.

### 3.0. RESPONSIBLES

All firms which have certificate which was given from QA TECHNIC.

### 4.0. DEFINITIONS



**Combined ILAC MRA & IAF MLA Marks:** MRA/MLA Mark used with the IAS accreditation symbol that only Alberk QA Technic is authorized to use. Combined ILAC MRA & IAF MLA Brand is used by Alberk QA Technic in certificates and reports and is not available to certified customers.

#### Accreditation Number:

Accreditation numbers are given specifically to the certification body

**MSCB-208:** It is the number and brand of IAS accreditation belonging to Alberk QA Technic within the scope of system certification services.



**QA TECHNIC Logo:** Registered symbol used by QA Technic to promote its name

**IAFCertSearch:** It is the world's private global database for accredited management system certificates created by the International Accreditation Forum. It provides businesses and governments with the ability to digitally verify an organization's certificate(s) to determine whether a certificate is valid and whether the issuing Certification Body is accredited. [www.iafcertsearch.org](http://www.iafcertsearch.org)

### 5.0. APPLICATION in SYSTEM CERTIFICATION ACTIVITIES

**5.1.** After signing the certificate agreement, all firms which was certificated by QA TECHNIC Quality and System Certification Management have to obey the this instruction's decision during the time of continuing of certificate.

Furthermore, if certified firms have other certificates out of the system certificate, at the usage of these certificates, have to abstain the logo usage which causing the misunderstanding.

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- 5.2. System Certification Symbol (logo) can not used in internet, document, brochure and communication medias such as advertisement except the activities of certificate scope belongs to organisation management system.
- 5.3. Organisation can only use the system certification logo in certificate scope activities and communication medias such as internet document, brochure and advertisements.
- 5.4. In case of suspension or cancellation of certificate contract, logo usage and all of the commercial affairs covers the references to certification, are stopped. In case of scope reduction, all of the logo usage conditions and commercial affairs includes the references to certification are revised properly to scope reduction.
- 5.5. Suspending or withdrawing operations and if it is required legal operations are applied to the organization which does not perform the statements of this instruction.
- 5.6. **QA Technic System Certification Logos as per System Certification instructions;**
- ✓ It cannot be used on the product. (Here, the expression of the product can be a product that can be touched directly or a product in a separate package, container, etc.)
  - ✓ QA Technic does not permit the use of the FSMS certification mark on the product or on product packaging. In the context of this document, product packaging referred to in ISO/IEC 17021-1:2015, 8.3 includes all product packaging, both primary packaging (containing the product) and any outer or secondary packaging.
  - ✓ It cannot be used on the packaging of the product or in a way that it indicates that the product is suitable.
  - ✓ Logo; it cannot be used to give the impression that the management system is certified, that QA Technic has certified a product (including service) or process.
  - ✓ The logo of the organization; laboratory tests, calibration and inspection reports and certificates are not allowed as they will mean that such reports will be assumed to be products in this context.
  - ✓ The organization cannot use the logo of the document it has received in a manner that will overshadow the reputation of QA Technic or certification system and lose public trust.
  - ✓ Logo; on the product; It can be used together with the expression defined in clause 5.14.
- 5.8 Furthermore, if the proportions stand firm, dimensions can be reduced or expanded. If it is necessary, the changes, which are about the type, shape, dimensions or proportions of reducing and expanding at System Certification Logos, are announced to related people by Management Board.
- 5.8 Accreditation mark can be used on advertisement materials, stationery, documents, with a letterhead paper etc. belongs to QA TECHNIC. But it isn't allowed to use on business cards for personnel.
- 5.9 Accreditation mark must be used with QA TECHNIC logo
- 5.10 If accreditation mark will be used by an organization certified by QA Technic, they must comply with the following restrictions. The following restrictions are announced to the customer in addition to the contract during the contract phase.

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- ✓ The accreditation brand must be used in conjunction with the QA Technic brand and as provided by the office.
- ✓ The accreditation brand cannot be used alone on vehicles, buildings and flags.
- ✓ The accreditation brand cannot be used outside the standard or scope subject to certification.
- ✓ The accreditation brand cannot be used on the product or its packaging to imply that the products have been tested and approved.
- ✓ Organizations whose certificates are suspended or whose certificates are canceled must immediately stop the use of the QA Technic and IAS brands and remove them from wherever they are used.

5.11 Example logo usage is as follows;



5.12 In order for the companies to reach the relevant logos of the system standards included in the certification agreement, they should contact our company and make a request.

### 5.13. USE OF STATEMENT ON THE PRODUCT

According to the System Certification instructions, the conditions of presenting the customer that the customer has received the system certificate are as follows;

- ✓ A statement can be used to indicate that a document has been given to the relevant Management System of the company on the packaging of the products or in a document to be supplied with the packaging (Except ISO 22000:2018). Product packaging is considered as the part that separates the product without disassembly or damage. The information to be provided is considered as a separate piece or can be easily separated. Type labels and identification plates are considered as part of the product and are not included in the document to be supplied with the packaging.
- ✓ The statement must not in any way imply that the product, process or service is certified.
- ✓ The statement should refer to the following:

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- Identification of the certified customer (such as brand or name),
- Type of management system (eg quality, environment) and applied standard,
- The certification body that issued the document.
- ✓ The statement explaining that the document was given to the Management System, for example; "This product is quality management system in quality / food / environment / information / medical devices by Alberk QA Technic, ISO 9001: 2015 / ISO 14001: 2015 / ISO 27001: 2017 // ISO 45001:2018/ ISO 13485: 2016 / ISO 50001: 2018 It has been produced by the firm ..... certified according to the standard." It may be.
- ✓ It can be used in advertising publications of the organization or on promotional brochures by stating that the document has been given to the relevant Management System.
- ✓ the expression; it cannot be used to give the impression that the management system is certified, that QA Technic has certified a product (including service) or process.
- ✓ The organization cannot use the expression it has used in a manner that will overshadow the reputation of the QA Technic or certification system and lose public trust.

**5.14 .** Ownership of logos, brands and documents; It belongs to Alberk QA TECHNIC. Our company evaluates the use of the logo in every audit. Corrective actions and corrections are requested from our certified customers for incorrect logo usage. Failure to make these corrections will result in suspension or withdrawal of the document. In addition, errors about the use of logos by our customers from third parties are also evaluated in the same way.

**5.15 .** If any misleading or deceptive use or statements regarding the logos and documents issued by Alberk QA TECHNIC are detected, legal action will be initiated regarding the matter.

### 6.0. RELATED DOCUMENTS

- PR-09 Audit and Certification Procedure
- INTERNATIONAL ACCREDITATION SERVICE Transition to New Corporate Logos and Accreditation Symbols
- ISO / IEC 17021-1: 2015 Conformity assessment - Requirements for organizations that provide audit and certification of management systems
- ISO 22003-1:2022 Food safety - Requirements for organizations that provide auditing and certification of food safety management systems
- ISO 27006 Information technology - Security techniques - Requirements for organizations that provide auditing and certification of information security management systems
- ISO 50003 Energy management systems - Requirements for organizations that provide auditing and certification of energy management systems
- ISO / IEC 17030 Conformity assessment - General requirements for third party conformity markings
- IAS/ADM/084 POLICY ON THE USE OF THE ILAC/IAF/IAS COMBINED MARKS
- AC477 ACCREDITATION CRITERIA FOR MANAGEMENT SYSTEM CERTIFICATION BODIES
- IAS MSCB Update - Certified Clients Use of IAS Mark

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### 7.0 STATUS OF REVISION

Revision date	Rev. no	Rev. article	Explanation
20.09.2024	00		In accordance with the decision of senior management, all documentation has been republished.

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