

## USE OF CERTIFICATE AND LOGO

### 1.0 **PURPOSE**

- 1.1 To define the procedure for the use of management system assessment certificates and AQA-India and NABCB registered logos and marks.

### 2.0 **SCOPE**

- 2.1 Applies to all AQA-India registered customers.

### 3.0 **RESPONSIBILITY**

- 3.1 MR has overall responsibility for the proper use of certificates, marks and logos both by AQA-India and its customers.
- 3.2 The Designated Person is responsible for providing customers with the certificate and camera-ready artwork of the marks and logos.
- 3.3 The customer shall be responsible for adhering to this procedure.
- 3.4 MR is responsible for initiating suitable action for customer actions in conflict with this procedure.

### 4.0 **PROCEDURE**

- 4.1 Upon successful completion of the AQA-India registration process, the customer shall be issued a Certificate detailing the scope of application, location and the applicable ISO 9000/14000 series standards. This certificate, the AQA-India Logo and the relevant accreditation logo(s) are subject to the conditions below:
- The customer 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.
  - The published documents shall describe the approval of the customer's management system and shall not imply registration of the customer'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 customer from legal obligations.
  - The customer will make available to AQA-India surveillance auditors examples of the customer use of the AQA-India and AQA-India's Accreditation Agency logos.
  - Use of AQA – logo and AQA India's 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.
- 4.2 The customer shall be provided with camera-ready artwork and/or AQA-India and NABCB logos upon request. The following conditions apply:
- The AQA-India logo may be used by itself; the NABCB logo must be used in conjunction with the AQA-India logo.

- b) The logos must be used in conjunction with the customer's name and location.
- c) 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.
- d) The logos must be in a size which makes all features of the mark clearly distinguishable.
- e) The NABCB logo may not be larger than the AQA-India logo nor may they be placed in isolation from the AQA-India logo.

4.3 MR shall determine and initiate suitable action against a customer if the use of the Certificate of System Assessment and/or logo(s) are not in compliance with this procedure. This action shall include customer corrective actions and may include withdrawal and potential legal action. These actions shall be documented in a letter(s) to the customer.

4.4 Upon cancellation of the registration agreement the customer shall refrain from any use of the Certificate of System Assessment and/or logos. The certificate(s) shall be returned to AQA-India upon request.

#### 5.0 **RECORDS**

5.1 Certificate of Quality System Assessment

5.2 Application for Quality System Registration - Disclosure

5.3 Customer correspondence regarding misuse of Certificate and/or logos

#### 6.0 **REVISIONS**

Original issue, No Revisions