



**Bureau of Assessment Services**

Managing Assurance with Confidence

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**Use of Logo's**

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<b>Doc. Ref. No</b>	<b>Issue/Rev</b>	<b>Date</b>	<b>Prepared By</b>	<b>Reviewed By</b>	<b>Approved By</b>
BAS MSC P21	02/00	10 April 2017	Palanivel S	George M	Xavier Gabriel

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## Use of Logo

### 1 PURPOSE

To ensure that the Certification & Accreditation Marks authorized for the client's use are governed by set of rules by BAS.

### 2 SCOPE

All Certificates of QMS/ EMS Approval issued by the BAS.

### 3 REFERENCES

ISO 17021-1:2015, Clause 8.3 Requirements.

### 4 DEFINITIONS

None.

### 5 RESPONSIBILITY

- Certified clients of BAS shall comply with the rules provided in this document.
- BAS Auditors are responsible for verifying, at each visit that certified clients use certificates, certification marks and accreditation body marks in accordance with the rules provided in this document and reporting infringements to the same, if any.

### 6 PROCEDURE

#### 6.1 GENERAL

Admin manager of BAS ensures that the certification documentation kit delivered by BAS for each of its certifying clients carry the BAS use of logo procedure. This procedure by BAS shall ensure;

- (a) The traceability back to BAS and that the certified client complies with the conditions governing the use of the Certificate of Quality, Environmental and/or Approval and the mark/symbol of the accreditation body logo and the BAS certification mark.
- (b) Prevent any ambiguity, in the mark or accompanying text, as what has been certified and ensures that the certificates are certified by BAS.
- (c) Prohibits the use of certification marks on products nor product packaging nor in any way that may be interpreted as denoting product conformity.
- (d) Prohibits the use of certification marks to be used by the certified clients to laboratory tests, calibration or inspection reports or certificates.
- (e) To govern the use of any statement on product packaging or in accompanying information that the certified client has a certified management system. 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 of the certified client (Name/ brand name)
  - The type of management system (e.g. quality, environment) and the applicable standard.
  - Reference to the Identification of BAS

BAS through legally enforceable agreement shall require each of its certified client that

- (a) Conforms to the requirements of BAS when referring 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;



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- (d) Upon withdrawal of its certification, discontinues its use of all advertising matter that contains a reference to certification, as directed by BAS;
- (e) Amends all advertising matter when the scope of certification has been reduced;
- (f) Does not allow reference to its management system certification to be used in such a way as to imply that certification has certified its product(s) (including its services) or processes;
- (g) Does not imply that the certification applies to the activities and sites that are outside the scope of certification;
- (h) Does not use its certification in such a manner that would bring BAS and or certification systems in to disrepute and lose public trust.

BAS ensures that it shall exercise proper control of ownership and shall act to deal with incorrect references certification status or misleading use of certification documents, marks or audit reports.

## 6.2 USE OF CERTIFICATE OF APPROVAL

- (a) The certificate issued shall remain the property of the BAS.
- (b) Certificates issued by BAS are valid for three years from the date of the certificate issue, subject to satisfactory annual surveillance assessments.
- (c) Certificates once issued are not transferable.
- (d) The certificate shall only be displayed at the location applicable to the certificated scope of supply.
- (e) The certificate shall not be used to imply certification of any location other than that detailed on the certificate.
- (f) The certificate shall not be used in any way to imply product approval
- (g) Photocopies or electronic copies of original "paper" versions of the certificates may be in full colour, and need to be watermarked or otherwise marked as being a copy of the original.
- (h) Electronic versions of the certificates shall be provided by BAS upon request by the client, and identified as such, can be used by the certified client for publicity/promotional and/or printing purposes without being watermarked or otherwise marked as being a copy of the original. The certificate can be used "as provided" by BAS and cannot be altered or modified.
- (i) The certificated client must advise BAS of any changes which may affect the scope of supply.
- (j) If the client changes operating site, then the certification body shall conduct an audit to check the management system in accordance with requirements of the applicable standard(s).

## 6.3 USE OF CERTIFICATION AND ACCREDITATION MARKS

- (a) BAS will provide its certified clients with the relevant BAS certification mark(s) and accreditation mark.
- (b) The BAS certification mark(s) and accreditation mark above shall always be used in conjunction with the client's name.
- (c) Certified clients of BAS may utilize the BAS certification mark in communication media such as the internet, organization website, brochures, letter head, envelopes, business cards and certain packaging [Refer below points (f) & (g)].
- (d) When permitted, this mark can be used in conjunction with the relevant accreditation mark (see below sections for references to the additional rules on the use of accreditation body marks).



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- (e) The mark(s) cannot be altered or modified. However, the mark(s) may be reproduced in any size provided the configuration is strictly adhered to, including the surrounding frame, and in a manner, the proportions of the entire mark are maintained and all features of the mark are clearly distinguishable. When the mark as provided includes an accreditation number, the number is part of the mark and cannot be removed from the mark.
- (f) The mark shall not be used on flags, buildings, packaging, directly affixed to a product (with or without any statement in type labels or in identification plates which are part of product) or used in any way that might suggest product certification. The mark(s) applies only to management system certification.
- (g) The mark shall be used along with any statement or information that the client has a certified management system on product packaging (packaging which can be removed without product disintegrating or being damaged) and or with an accompanying information such as user manuals (separately available or easily detachable).

The statement shall no way imply that the product, processes or services are certified by BAS.

This could be a clear statement that "(This product) was manufactured in a plant whose Management System is certified as being in conformity with (standard to be identified along with its version for which the client is certified, e.g. ISO 9001: 2015)."

- (h) The accreditation mark(s) shall not be used in such a way to state, imply or suggest that the accreditation body accepts responsibility for the accuracy of test, calibration, inspection results or certification decisions covered by the scope of accreditation.
- (i) The client shall not use the certificate and/or the certification mark(s) provided by BAS in such a manner that would bring BAS, and/or the Accreditation Body or, and/or the certification system into disrepute and lose public trust.
- (j) The right to use the certification mark by the organization cannot be assigned to or acquired by any other person, entity, or corporation (including through a change of ownership of the organization) without BAS's prior written consent.
- (k) Upon a reduction of the scope of certification, the client shall amend all advertising material referring to its certification to properly reflect the reduced scope.
- (l) Upon suspension or withdrawal of its certification, the client shall discontinue its use of all advertising material that contains a reference to certification, as directed by BAS.
- (m) The certificated Client shall, upon reasonable notice, discontinue any use of the mark which is unacceptable to BAS.
- (n) **Testing and Calibration Laboratories Specific Requirement:** certified laboratories are not permitted to apply BAS's mark(s) (with or without the accreditation marks) to their laboratory test and/or calibration reports, as such reports are deemed to be products in this context. The mark(s) shall not be used in any way to imply product approval.

### 6.4 SUSPENSION AND WITHDRAWAL OF CERTIFICATE APPROVAL:

If the Client/certificate holder fails to maintain compliance with the requirements of the applicable standard(s) and those requirements detailed in certification conditions and those commercial and operating requirements of BAS, then;

- (a) The client/certificate holder is formally informed in writing/fax/phone/email about the failure of compliance to the above conditions and asked to detail corrective action.
- (a) If the client refuses to respond to correct the failure of non-compliance to the above conditions, then the scheme manager or the admin manager of BAS shall contact the client and inform the client that the certificate may be suspended initially for 6 months and after 6 months the client is informed that the certificate is cancelled and would ask the client to return the certificates and ceases its use and distribute any literature, stationary, etc., referencing the certificate of BAS mark/symbol.



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- (b) If the period of surveillance exceeds the contracted period (6m, 9m, 12m.) or the recertification period exceeded the three-year period the rules of suspension also apply.

### 6.5 CONTRACTUAL OBLIGATION:

Correct use of the certificate, certification mark or accreditation mark is a contractual obligation and will be monitored at surveillance and certificate renewal assessments by BAS. Any misuse of the certificate, certification mark or accreditation by the client may result in suspension or withdrawal of the certification by BAS. BAS's considerations with respect to suspension or withdrawal will be as follows:

- (a) Inadvertent misuse: with this activity, the organization will be required to immediately withdraw the offending materials, or BAS will suspend certification until the misuse is rectified. Repeated inadvertent misuse will not be tolerated by BAS and therefore will be cause for withdrawal of certification.
- (b) Fraud: with an activity considered premeditated on the part of the organization, BAS will withdraw certification and publish notices to that effect in the directory of certified companies.

## 7 QUALITY RECORDS

Quality Record Number	Quality Record Title	Retention Time
BAS MSC P21/F01 Issue 02 Rev 00	Use of Certification & Accreditation Marks	02 Certification Cycles