

USE OF CERTIFICATE AND LOGO

1.0 Purpose:

To define the conditions for the use of AQA India registered logos and marks and Accreditation Mark (Logos) of National Accreditation Board for Certification Bodies and IAF-MLA

2.0 SCOPE:

This procedure is applicable to the use of logo by AQA India registered clients for QMS registered clients.

3.0 RESPONSIBILITY:

- 3.1 The Vice President has overall responsibility for the proper use of certificates, marks and logos both by AQA and its clients.
- 3.2 AQA Management is responsible for initiating suitable action for client actions in conflict with this procedure.
- 3.3 Client Relations Managers (or equivalent) are responsible for providing clients with the certificate and logos.
- 3.4 The client shall be responsible for adhering to this procedure.
- 3.5 The Lead Auditor is responsible to ensure, during each on-site Assessment, proper use of logos.

4.0 PROCEDURE:

4.1 Design of the logo

4.1.1 The design of the NABCB logo is enclosed at appendix 'A'. The design specifies the proportions of the logo and the color combinations in which it can be reproduced.

4.1.2 The design of the AQA logo is enclosed at appendix 'B'. The design specifies the proportions of the logo and the color combinations in which it can be reproduced.

4.2 Use by Certified Organizations

The use of this logo by the certified organizations will be under the control and supervision of the AQA India. AQA India will take reasonable actions to ensure that the use of the logo by the certified organizations is within the conditions specified below.



USE OF CERTIFICATE AND LOGO

4.2.1 Content, Size and Reproduction

- a) The logo shall be reproduced in the proportions and the colors indicated in the appendix `A'. The size of the logo shall not normally be reduced below the size 15x12mm. In the event of reproduction in smaller size owing to limitation of space, the logo shall be legible with no infilling of space and letters. The logo shall be reproduced based on the master supplied to each of the accredited certification body. Redrawn masters should never be used.
- b) The logo shall not be reproduced by a certified organization in isolation of the accredited certification body's certification mark.
- c) The registered client shall reproduce the logo with correct reference of the standard on the logo as shown in the appendix 'A' & 'B'.
- d) The logo shall only be printed in the color combination or in the grey-black combination as specified in the appendix.

4.2.2 Use of logo

The registered clients can only uses the accreditation/ Certification body symbols for premises of the organization that are specifically included in the registration, Specifically:

NABCB Logo:

- i) The logo along with the reference to the standard shall be used to refer the accredited status of the Accredited Certification Body and in conjunction (See Appendix-C) with mark of the certification body to refer to the accredited certificates issued to the certified organization.
- ii) The logo shall not be used in any way that it misleads the reader about the accredited status of the certification body or the certified body.
- iii) Neither the certification body's nor the accreditation body's logo shall be used on the packaging of a product, labels, publicity material, written announcements, etc. that in any way suggests that the certification body or the accreditation body have certified or approved any product, process or service of the certified body or in any other misleading manner.
- iv) The logo shall not be displayed on vehicles except in publicity material like part of a large advertisement.
- v) The logo shall not be displayed on buildings and flags.
- vii) The logo shall not be used on the visiting cards.
- viii) The registered client upon suspension or withdrawal of its registration (however determined) by AQA India, shall discontinue use of all advertising matter that contains any reference to a registration status.



USE OF CERTIFICATE AND LOGO

ix) The Registered client shall not allow the fact of its registration/ certification to be used to imply that a product, process, system or person is approved by the AQA India.

IAF-MLA Logo:

The IAF MLA Mark shall be reproduced using an authorized copy from AQA and shall be reprinted according to the following specifications:

- In black and white or in the colours Pantone 2747 (dark blue) and Pantone 299 (light blue) matching the copy given in Appendix B.
- On a clearly contrasting background.
- In a size which makes all the words of the IAF-MLA Mark clearly distinguishable, with the width of the IAF-MLA Mark no less than 20 millimetres.
- The proposed permitted use is non-exclusive.
- The registered client may use the IAF-MLA Mark on its preprinted letterhead paper; Note: The depiction of the "combined mark" given below (Appendix D) showing the IAF-MLA Mark, the NABCB's logo and AQA's own logo next to each other is only an example and is not intended to specify how they are to appear on the letterhead. The intent is that the IAF-MLA Mark is to be used "in conjunction" with the NABCB's logo and the AQA's logo and may be positioned under the AQA's logo or elsewhere on the certificate.

4.3 Contravention of the conditions:

- i) In case the logo is being used by a registered client contrary to the conditions specified, then AQA India shall take reasonable action and advise the concerned organization for corrective action. In situations of repeated contraventions, AQA India may withdraw the certification. In case if the registered client does not take suitable action against the wrong use of the logo, AQA India may suspend/ withdraw the registration/ certification.
- ii) 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 /



USE OF CERTIFICATE AND LOGO

or logos

6.0 Revisions:

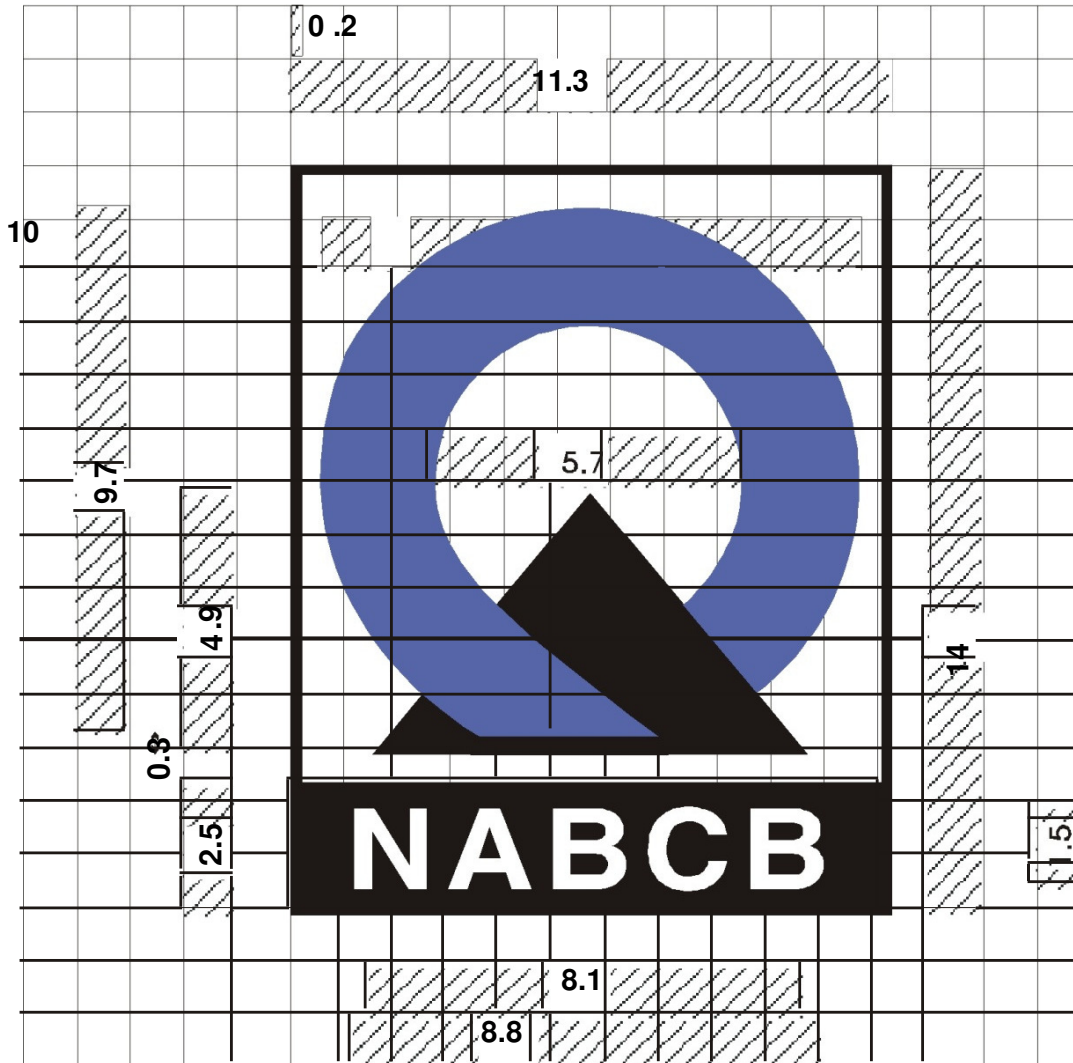
Rev.01 - Procedure revised in respect of corrective action taken for the Nonconformance raised by NABCB during AQA-India's office audit.

Rev.02 – updated with IAF-MLA Logo usage guidelines.



USE OF CERTIFICATE AND LOGO

Appendix 'A'



Font: Arial True type (bold)

Colour: Circle - Cyan 80% Magenta 30% Triangle and Outline - Black 100%.

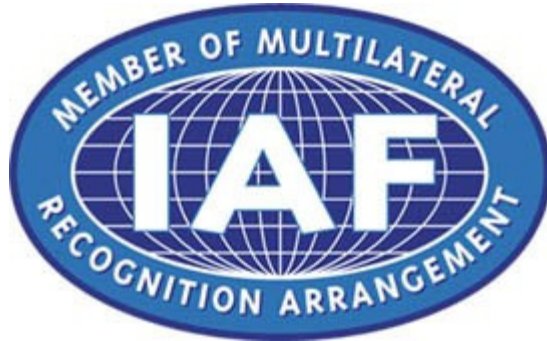
Black & White: Circle - Black 40%

Triangle and Outline Black 100%



USE OF CERTIFICATE AND LOGO

Appendix 'B'



Appendix 'C'

PANTONE solid coated: Process Black C
PANTONE solid uncoated: Process Black U
PANTONE process coated: Process Black C
PANTONE process uncoated: Process Black U
HTML Hexadecimal Color: 000000

PANTONE solid coated: 1805 C
PANTONE solid uncoated: 1797 U
PANTONE process coated: D5 76-1 C
PANTONE process uncoated: D5 76-1 U
HTML Hexadecimal Color: 9E0B0E

PANTONE solid coated: 430 C
PANTONE solid uncoated: 430 U
PANTONE process coated: D5 327-6 C
PANTONE process uncoated: D5 327-6 U
HTML Hexadecimal Color: 828F97



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Appendix 'D'

Example of reproduction of the accreditation mark of IAF-MLA, NABCB along with the mark of AQA.

