



IQCS INTERNATIONAL LLP	PROCEDURE MANUAL- PROCEDURE FOR USE OF LOGOS AND CERTIFICATION MARKS, QSP/12
Issue No.02	Doc. Number: QSP/12
Issue Date: 06/06/22 New issue date: 20/12/2023	Revision No. 1
Page 1 of 7	Revision Date: 20/12/2023

Revisions done

Date of revision- 20/12/2023

Revisions done based on ISO 22003-1: 2022

Revision details:

- 1. The logo usage points are elaborated as per the standard requirements.**

IQCS INTERNATIONAL LLP	PROCEDURE MANUAL- PROCEDURE FOR USE OF LOGOS AND CERTIFICATION MARKS, QSP/12
Issue No.02	Doc. Number: QSP/12
Issue Date: 06/06/22 New issue date: 20/12/2023	Revision No. 1
Page 2 of 7	Revision Date: 20/12/2023

PROCEDURE FOR USE OF LOGOS AND CERTIFICATION MARKS, QSP/12

1. Purpose:

To document, establish, implement and maintain the system for the correct use of logos and certification mark as per requirements of ISO/IEC 17021-1: 2015 & ISO 22003-1: 2022.

2.Scope:

This procedure gives requirements for the certification mark including their issue and use and shall be applicable to the mark of conformity issue against the management system standard certified

3.Responsibility:

Technical Committee

4.Procedure:

4.1 Issue of certificate

INSIGHT LLP shall issue the certificate as described in the procedure QSP/07

4.2 Ownership

The certificates issued by INSIGHT LLP remain the property of IQCS LLP and must be returned when requested.

4.3 General conditions for use of logo

4.3.1. 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 requirements of INSIGHT LLP when making reference to its certification status in communication media such as 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 the certification document or any part thereof in a misleading manner,

IQCS INTERNATIONAL LLP	PROCEDURE MANUAL- PROCEDURE FOR USE OF LOGOS AND CERTIFICATION MARKS, QSP/12
Issue No.02	Doc. Number: QSP/12
Issue Date: 06/06/22 New issue date: 20/12/2023	Revision No. 1
Page 3 of 7	Revision Date: 20/12/2023

- (d) Upon suspension or withdrawal of its certification, discontinues its use of all advertising matter that contains a reference to certification, as directed by INSIGHT LLP.
- (e) Amends all advertising matter when the scope of certification has been reduced,
- (f) Shall not use the certification information in a manner to imply that the product or service is certified. The certification mark or logo shall not be used on a product or product packaging as this could be interpreted as denoting product conformity.
- (g) The logos shall also not be applied to 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.
- (h) Does not imply that certification applies to activities that are outside the scope of its certification,
- (i) Shall not use the certification in such a manner that would bring INSIGHT LLP and /or the certification system into disrepute and lose public trust.
- (j) Logos shall also not to be applied on visiting cards

4.3.2. Whenever the Accreditation Mark is to be used by INSIGHT LLP certified clients, it is to be accompanied by the INSIGHT LLP logo, & both marks are to be proportioned so that neither has obvious precedence or more prominence over the other and its use is limited to stationery, literature and other written promotional materials.

We will not authorize the use of the FSMS certification mark on the product, nor the product packaging. In the context of this document, product packaging referred to in ISO/IEC 17021-1:2015, 8.3, shall cover all product packaging, both primary packaging (which contains the product) and any outer or secondary packaging.

4.3.3. The Certification Body / 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 size 15x12mm.), but both the symbols should be legible.

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

IQCS INTERNATIONAL LLP	PROCEDURE MANUAL- PROCEDURE FOR USE OF LOGOS AND CERTIFICATION MARKS, QSP/12
Issue No.02	Doc. Number: QSP/12
Issue Date: 06/06/22 New issue date: 20/12/2023	Revision No. 1
Page 4 of 7	Revision Date: 20/12/2023

4.3.5. 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.

4.3.6 We will not permit the use of any statement on product packaging that the client has a certified FSMS. This includes all product packaging, both primary packaging (which contains the product) and any outer or secondary packaging.

4.4. Certification body logo

4.4.1. The INSIGHT LLP mark for Accreditation Body, accredited certificates may only be reproduced as shown below.

4.5. Accreditation body logo

4.5.1. Accreditation Body Logo: The accreditation mark shall be reproduced as shown below. The logo shall only be printed in the colour combination or in the gray black combination as shown in the annexure.

4.5.2 Usage of Certification mark;

The IQCS LLP ensure that the certified client:

- a) conforms to the requirements of the certification body 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) upon withdrawal of its certification, discontinues its use of all advertising matter that contains a reference to certification, as directed by the certification body
- 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 the certification body certifies a product (including service) or process;
- 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 the certification body and/or certification system into disrepute and lose public trust.
- i) Does not apply the certification mark or accreditation body logo in the product packaging materials

IQCS INTERNATIONAL LLP	PROCEDURE MANUAL- PROCEDURE FOR USE OF LOGOS AND CERTIFICATION MARKS, QSP/12
Issue No.02	Doc. Number: QSP/12
Issue Date: 06/06/22 New issue date: 20/12/2023	Revision No. 1
Page 5 of 7	Revision Date: 20/12/2023

- j) A certification body shall not authorize the use of the FSMS certification mark on the product nor the product packaging. In the context of this document, product packaging covers all product packaging, both primary packaging (which contains the product) and any outer or secondary packaging.
- k) A certification body shall not permit the use of any statement on product packaging that the client has a certified FSMS. This includes all product packaging, both primary packaging (which contains the product) and any outer or secondary packaging.
- l) does not imply that the certification applies to activities and sites that are outside the scope of certification;
- m) does not use its certification in such a manner that would bring the certification body and/or certification system into disrepute and lose public trust.
- n) Does not apply the certification mark or accreditation body logo in the product packaging materials

4.6. Misuse

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

4.6.1. 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

4.6.2 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.

4.6.2 Legal Action

- INSIGHT LLP shall exercise proper control of ownership and shall take action to deal with incorrect reference to certification status or misleading use of certification document, mark or audit report.
- If necessary, Legal Action shall be taken against the client by way of Lodging First Information Report with the competent authority.

IQCS INTERNATIONAL LLP	PROCEDURE MANUAL- PROCEDURE FOR USE OF LOGOS AND CERTIFICATION MARKS, QSP/12
Issue No.02	Doc. Number: QSP/12
Issue Date: 06/06/22 New issue date: 20/12/2023	Revision No. 1
Page 6 of 7	Revision Date: 20/12/2023

4.7 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 INSIGHT LLP.

4.8. Contractual obligation

4.8.1 Correct use of INSIGHT LLP and the accreditation body mark is a contractual obligation that the client undertakes to comply with as per agreement signed with INSIGHT LLP.

4.8.2 Where the INSIGHT LLP Certification Limited and accreditation body marks 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.

4.8.3 Any misuse of logo shall be brought to the attention of the client and included in the surveillance or the re-certification audit reports.

4.8.4 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 INSIGHT LLP certification and the 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.

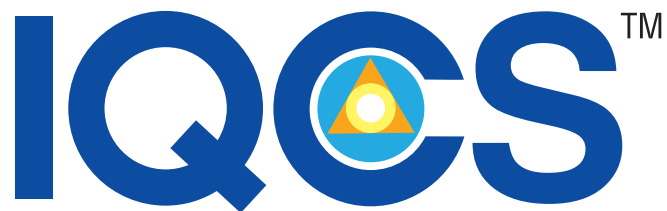


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Issue No.02	Doc. Number: QSP/12
Issue Date: 06/06/22 New issue date: 20/12/2023	Revision No. 1
Page 7 of 7	Revision Date: 20/12/2023

5.0 Records: Certificate templates and approved logo communications to the client

IQCS INTERNATIONAL LLP LOGO

Shall be reproduced as below



	APPROVED BY	ISSUED BY
DESIGNATION	Director	QMSCR
SIGNATURE		
DATE	20/12/2023	20/12/2023