

## Use of Certificates and Certification Marks

GT001, rev. 2

Document # GP205-1

Release Date: 14/11/2011

Page 1 of 7

Document Owner: GAM

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### Purpose

The purpose of this process is to ensure proper use of certificates and certification marks by certified clients.

### Scope

- The use of all certificates issued and certification marks provided by Intertek.
- The use of the CE mark and EC certificates

### Responsibility

- Certified clients shall comply with the directives provided in this document.
- Intertek auditors are responsible for verifying, at each visit, that certified clients use certificates and certification marks as per the directives provided in this document.
- The Regional/Global Accreditations Managers are responsible for the enforcement of the directives provided in this document.

### Process

#### 1. Use of Intertek certificates and certification marks

- 1.1. Intertek will provide a client, whose management system has been certified by Intertek, the relevant Intertek certification mark(s). The artwork of the appropriate certification mark will be provided in JPG and/or EPS file formats.
- 1.2. Certified clients have the right to utilize the certification mark, in accordance with the guidelines and directives provided in this document, on letterhead, certain packaging and brochures and for publicity activities relating to such management system.
- 1.3. When permitted, this mark can be used in conjunction with the relevant accreditation mark (see Section 4 below for details).
- 1.4. If the scope of certification does not include all products and/or services provided by the organization, and/or all locations/facilities of the organization, the material bearing the mark shall not suggest that all products/services/sites/locations of the organization are covered by the scope of certification.
- 1.5. The mark(s) cannot be altered or modified. However, it may be resized, provided the proportions of the entire mark are maintained and all features of the mark are clearly distinguishable.
- 1.6. When displayed in conjunction with the accreditation mark(s), Intertek's mark(s) may only be reproduced in black. When displayed without the accreditation mark(s), Intertek's mark(s) may be reproduced in black or in the predominant color of the letterhead or printing. The mark may only be reproduced on a clearly contrasting background.
- 1.7. The client shall not use the certificate and/or the certification mark(s) provided by Intertek in such a manner that would bring Intertek, and/or the accreditor, and/or the certification system into disrepute and lose public trust.
- 1.8. Under no conditions shall the mark be affixed to a product or used in any way that might suggest product certification. The mark applies only to management system certification. (For further details see Section 2 – Guidance table for proper use of certification marks.)

## Use of Certificates and Certification Marks

GT001, rev. 2

Document # GP205-1

Release Date: 14/11/2011

Page 2 of 7

**Document Owner:** GAM

**Approvals:** GMT

- 1.9. An organization may photocopy or scan their current Certificate of Registration for publicity purposes and as evidence of their certification. Photocopies or electronic copies may be in full color, and do not need to be watermarked or otherwise marked as being a copy of the original.
- 1.10. 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 Intertek's prior written consent.
- 1.11. 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.
- 1.12. 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 Intertek.
- 1.13. **Testing and Calibration Laboratories Specific Requirement:** Certified laboratories are not permitted to apply Intertek's mark (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.
- 1.14. **Misuse:** Misuse of the certification mark or Certificate of Registration by the client may result in suspension or withdrawal of the certification by Intertek. Intertek's considerations with respect to suspension or withdrawal will be as follows:
  - 1.14.1. Inadvertent misuse: with this activity, the organization will be required to immediately withdraw the offending materials, or Intertek will suspend certification until the misuse is rectified. Repeated inadvertent misuse will not be tolerated by Intertek and therefore will be cause for withdrawal of certification.
  - 1.14.2. Fraud: with an activity considered premeditated on the part of the organization, Intertek will withdraw certification and publish notices to that effect in the directory of certified companies.

### 2. Guidance table for proper use of certification marks <sup>\*3</sup>

	On Product <sup>*1</sup>	On larger boxes, etc. used for transportation of products <sup>*2</sup>	On letterhead, pamphlets, etc. for advertisement
Without a Statement	Not allowed	Not allowed	Allowed
With a statement <sup>*4</sup>	Not allowed	Allowed	Allowed

- \* Note 1. This could be a tangible product itself or product in an individual package, container, etc. In the case of testing/analyzing activities, it could be a test/analysis report.
- \* Note 2. This could be over-packaging made of cardboard etc. that can be reasonably considered as not reaching the end user.
- \* Note 3. This applies to marks that have a specific form including some basic description of its applicability. A statement in words alone does not constitute a mark in this sense. Any such wording should be true and not mislead.
- \* Note 4. 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, e.g. ISO 9001)."

### 3. Additional information

## Use of Certificates and Certification Marks

GT001, rev. 2

Document # GP205-1

Release Date: 14/11/2011

Page 3 of 7

Document Owner: GAM

Approvals: GMT

- 3.1. If you have any questions as to whether your proposed use of the certification marks on an advertisement, brochure or other promotional material is in compliance with these guidelines, please send a sample to Intertek for review.
- 3.2. For the use of the certification mark on electronic documentation (i.e. websites), the same rules as stated in these guidelines apply.
- 3.3. Additional information on publicizing your management system certification may be found at the following website: [http://www.iso.org/iso/publicizing\\_your\\_certification.htm](http://www.iso.org/iso/publicizing_your_certification.htm)

#### 4. Use of accreditation body marks

Use of the accreditation body marks is permitted in accordance with the rules specified above, and the extra requirements identified in the following sections:

##### 4.1. Use of the ANAB (ANSI-ASQ National Accreditation Board) mark

- 4.1.1. The ANAB mark may be used only in conjunction with the Intertek mark on advertising, stationery, and literature associated with Intertek's ANAB accredited certification activities.
- 4.1.2. The mark shall be reproduced:
  - In black or blue (PMS 2935 or equivalent)
  - In a size which makes all features of the mark clearly distinguishable
  - Without distortion of its dimensions
  - Must include the term "Accredited" (i.e. **ANAB Accredited**, not **ANAB** alone)
- 4.1.3. The size of the ANAB mark cannot exceed the size of Intertek's mark.
- 4.1.4. The ANAB mark cannot be used in isolation from Intertek's mark.



##### 4.2. Use of the SCC (Standards Council of Canada) mark

The Standards Council of Canada does not allow the use of its accreditation mark in conjunction with Intertek's certification mark, unless a separate and specific licensing agreement is signed by the certified client.

##### 4.3. Use of the UKAS (United Kingdom Accreditation Service) mark

- 4.3.1. Intertek's accreditation number (printed centrally under the UKAS mark) is part of the mark and must not be excluded from the mark.
- 4.3.2. The mark shall be displayed in a size varying between 20mm and 30mm (excluding the accreditation number).
- 4.3.3. In exceptional circumstances, the mark may be reproduced at a reduced height. Approval by Intertek is required in such a case.
- 4.3.4. Irrespective of the height of reproduction, the mark must be legible, with no infilling.

## Use of Certificates and Certification Marks

GT001, rev. 2

Document # GP205-1

Release Date: 14/11/2011

Page 4 of 7

Document Owner: GAM

Approvals: GMT

- 4.3.5. The UKAS mark may be displayed on stationery only if Intertek's mark is also shown; it should not be more prominent than Intertek's mark.
- 4.3.6. The mark should be printed in a single color, which should be the predominant ink color of the document, or in the case of pre-printed letterhead, the predominant ink color of the letterhead.
- 4.3.7. The UKAS mark cannot be displayed on vehicles, buildings, or flags.

#### 4.4 Use of the IAF MLA (International Accreditation Forum, Multilateral Recognition Arrangement) mark

Intertek' clients are not allowed to use the IAF Mark.

#### 4.5 Use of the IATF (International Automotive Task Force) mark

Intertek' clients are not allowed to use the IATF Mark.

#### 4.6 Use of the SWEDAC Mark

- 4.6.1 Clients whose management system(s) have been certified for quality, environmental, information security or work environment may reproduce the accreditation symbol together with Intertek's name or Certification mark.
- 4.6.2 A client for which we have certified a product (provided that the certification includes surveillance inspection of production) may reproduce the SWEDAC symbol together with Intertek' name and Certification Mark on reports or certificates that are supplied with the product.

#### 4.7 Use of the RvA Mark

- 4.7.1 In no case will the RvA mark be used on a stand-alone basis. A client certified by Intertek may use the RvA accreditation mark only in conjunction with the Intertek Mark on the supplier's stationery and literature, subject to the conditions below and as specified earlier in this document. The RvA mark shall be printed directly beside, above or under the Intertek Mark, and shall not appear more conspicuous than the Intertek Mark. It should not create the impression that Intertek's client is accredited by the RvA.

Use of logos, marks or names of other organizations on the same document that the RvA/Intertek marks are used, shall in no way give the impression that these organizations have been either accredited by the RvA or have been certified by Intertek.

- 4.7.2 Intertek will issue its certified client with a registration mark which is to be used as per the format specified in Annex A below.
- 4.7.3 The RvA accreditation mark shall be reproduced:
  - Using the artwork being provided by Intertek as per 1.1 above in the CD supplied by Intertek.

### Annex A

## Use of Certificates and Certification Marks

GT001, rev. 2

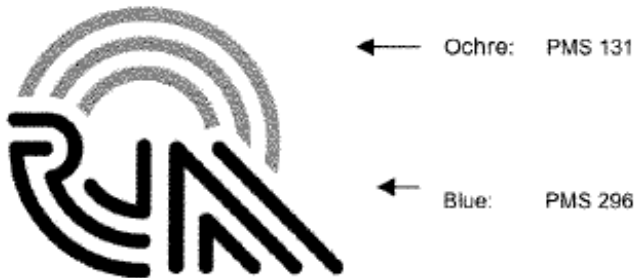
Document # GP205-1

Release Date: 14/11/2011

Page 5 of 7

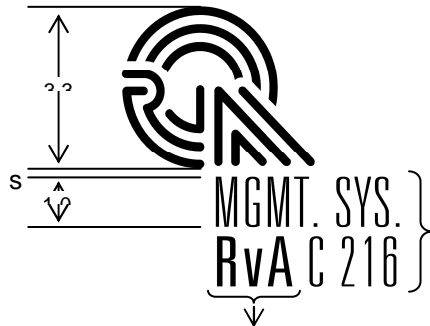
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The complete accreditation mark may be printed as per the colour scheme above or entirely in black. The text (MGMT SYS RvA C216) used within the accreditation mark below the logo (as seen in the example below) is also printed in blue (PMS 296) or in black. The proportion between the height of the logo and the height of the two lines of text shall be approximately 3:2.

The maximum height of the complete accreditation marks on documents shall not exceed 45 mm. The RvA mark may not be larger and never more conspicuous than the mark of Intertek.



### 4.8 Use of the NABCB Mark

- 4.8.1 A registered client may use the NABCB accreditation mark only in conjunction with Intertek’s Certification mark on the supplier’s stationery and literature, subject to the conditions below and Intertek’s conditions specified above.
- 4.8.2 The use of this mark by the certified organizations will be as per the guidance table (section 2) prescribed in this document.
- 4.8.3 The size of the mark 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 artwork supplied by Intertek as per 1.1 above.
- 4.8.4 A registered client may not place the NABCB accreditation mark in isolation from the Intertek certification mark.
- 4.8.5 The mark shall only be printed in the colour combination or in the Black & White combination as specified below:
  - 4.8.5.1 Color: Circle: Cyan 80% Magenta 30% / Triangle and outline Black 100%.
  - 4.8.5.2 Black & White : Black 40% / Triangle and outline Black 100%.

## Use of Certificates and Certification Marks

GT001, rev. 2

Document # GP205-1

Release Date: 14/11/2011

Page 6 of 7

**Document Owner:** GAM**Approvals:** GMT

- 4.8.6 Neither the Intertek's Certification mark nor the NABCB's mark shall be used on the packaging of a product, labels, publicity material, written announcements etc. that in any way suggests that the Intertek or NABCB have certified or approved any product, process or services of the registered client
- 4.8.7 The NABCB mark shall not be displayed on buildings and flags.
- 4.8.8 The NABCB mark shall not be displayed on vehicles except in publicity material like part of a large advertisement.
- 4.8.9 The NABCB mark shall not be used on the visiting cards.

### 5 Use of the CE mark and EC certificates

#### 5.1 Use and form of the CE mark

The CE mark is applied by the manufacturer to show that the product conform to the essential requirements of the directive. When the product is in conformity and when the client have a valid EC certificate for MDD or IVDD he can apply the CE mark with the identification number of the notified body to the products that are covered by the certificate.

The use and form of the CE mark shall follow that described in the directive (MDD 93/42/EC, Article 17 & Annex XII or IVDD 98/79/EEC, Article 16 & Annex X). The mark must appear in a visible, legible and indelible form on the device or its sterile pack, where practicable and appropriate, and on the instructions for use. The height of the CE mark shall be at least 5 mm (may be less for small-scale devices). Where applicable the CE marking must also appear on the sales packaging. The identification number of the notified body shall be placed adjacent to the CE mark.

Please note that it is not allowed to use the identification number of the notified body on medical devices that are not covered by an EC certificate, which are devices where a notified body is not involved in the conformity assessment process. An example of this is ordinary class I devices for MDD, these shall only be marked with CE without a number.

In cases where a device is CE marked to show conformity to more than one directive (if more than one directive is applicable), the applicable directives shall be clearly stated in the instruction for use.

When the CE mark is referenced in advertising data its use shall be restricted to marked devices and it shall not be used for company wide activities.

#### 5.2 Misuse and wrongly affixed CE marking

Misuse and wrongly affixed CE marking is cause for cancellation of certification, (Please refer to the Certification Agreement). Alternatively, Intertek's Notified Body may prescribe corrective actions to be taken to correct the situation and a time limit for implementation. The authorities of the member states have the right to take legal action in cases of wrongly or inappropriately affixed CE-marking.

#### Revision Log

Revision no.	Description of change	Release date
6	Para 4.1.2 – added provision requiring ANAB mark to include the term	24/01/2011

## Use of Certificates and Certification Marks

GT001, rev. 2

Document # GP205-1

Release Date: 14/11/2011

Page 7 of 7

**Document Owner:** GAM

**Approvals:** GMT

	accredited ( <b><i>ANAB Accredited</i></b> ); Added ANAB mark.	
7	Update of the URL in para 3.3	14/11/2011