

	URS (ME) FZC	
	Procedure- Logo Use & Regulations	Date: 14 July 2019 Doc. No: URSME-08 Issue No. 2 Rev No. 1

Document Control

Revision Number	01, Issue 2
Initial Issued On	19 March 2016
Current Issue date	As per header of document
Document reference No	URSME-08
Copy Number	01
Copy Distributed to	URSME- Operation
Prepared by	Disha Sanghvi
Reviewed by	Disha Sanghvi
Approved by	Neelesh Sinha

AMENDMENT RECORD

Amendment No/Issue No	Rev No	Affected Sections/Page No	Description	Amended by	Approved by	Date
01	00	All	Procedure- Logo Regulations and use	Disha Sanghvi	Neelesh Sinha	19/03/16
02	01	All	Amendment done based on EIAC requirements for Logo use (DAC replaced to EIAC)	Disha Sanghvi	Neelesh Sinha	14 July 2019
03	02	4-5	CB number and logo added for QMS	Disha Sanghvi	Neelesh Sinha	5 Dec 2021

	URS (ME) FZC	
	Procedure- Logo Use & Regulations	Date: 14 July 2019 Doc. No: URSME-08 Issue No. 2 Rev No. 1

1.0 Scope

This procedure applies to client use of certification body (Logo- management system certification body Mark) and accreditation body Mark (s).

2.0 Objectives

To ensure that:

- a) To provide guidance to clients and auditors on the proper use of Certification and Accreditation Body Mark(s).
- b) To provide information on the consequences of misuse of Certification and Accreditation Body Mark(s).

3.0 Definitions

URS Logo – Logo used for Certification Body- URS
EIAC MARK- EIAC Symbol used by CB and its clients

4.0 Procedure

As a certified/registered organization, our clients are entitled to display this fact, via a logo, or logos, on letterheads, compliment slips, business cards, brochures and marketing materials (including websites), etc as long as they conform to these requirements.

The choice of logo(s) will depend on:

- a) The standard(s) to which the organization is certified/registered.
- b) The organization’s preference regarding design and presentation.

In general the choice of logos available, are as follows: (Logo Type 1, 2, 3 & 4).

1. The CB (URS) logo on its own
2. A logo to symbolize the standard on its own.
3. **The CB (URS) logo with the Accreditation Board (EIAC) MARK**
4. The CB (URS) logo with the symbolized logo.

The client will only be presented with links to logos for the standard(s) for which they are certified/registered.

	URS (ME) FZC	
	Procedure- Logo Use & Regulations	Date: 14 July 2019 Issue No. 2

If their Certificate of Registration bears the AB mark, then they are entitled to use any of the appropriate logos that show the AB Mark.

However, if their Certificate does not bear the AB Mark, then they must not use any of the logos showing the AB Mark.


Please note that the auditor is obliged at every visit to check the use of logos and should he or she note that an incorrect logo is being used or a proper logo is being used incorrectly, then a Non-compliance will be raised and the client will be requested to remove the logo from all use.

In addition, if it is determined that incorrect references to certification status or misleading use of certification documents, logos or reports has occurred, additional actions could be taken by URS including suspension, withdrawal of certification, publication of the transgression and, if necessary, legal action.

When using logo(s), please note there are rules/regulations regarding their use and they are as follows:

- i) (a) Logos must not be used on Products, or the Packaging of products seen by the consumer URS logo/mark (separately or in conjunction with AB symbol) shall not be used on a product or product packaging seen by the consumer or in any other way that may be interpreted as denoting product conformity in cases when only the management system is certified.
 (b) Logo must not be used on laboratory test, calibration or inspection reports or certificates.
- ii) (a) The only exception to (i) above is for the logo types 1, 2 and 4 above, providing a clear statement accompanies the logo(s), which states the suggested wording below (At no time must the logo appear on its own and must not convey the impression that a product (including service) or process has been certified/approved).
 "...This logo demonstrates that the organization has a Management System to assure compliance to the System standard"
 This statement should include reference to
 - o Identification of certified client
 - o The type of management system and applicable standard
 - o The certification body issuing certificate

Above statement should demonstrate that client has certified management system, and product packaging is considered as that which can be removed without the product disintegrating or being damaged.

	URS (ME) FZC	
	Procedure- Logo Use & Regulations	Date: 14 July 2019 Issue No. 2

Client must need to note below for certified management system which is having reference to the CBs' Requirements for Logo use.

(a) The client conforms to the requirements of certification body when making reference to its certification status in communication media

(b) The client is not permitted to make any misleading statement regarding its certification and must amend all advertising material if their scope of certification has been reduced.

(c) The client must not use or permit the use of a certification document or any part thereof in a misleading manner (i.e. the logo(s) can only be used in conjunction with the client name and location that gained certification/registration).

(d) Upon withdrawal of the certificate(s) the client must discontinue its use of all advertising materials (hardcopy and/or electronic versions) that contains any reference to certification.

(e) Upon reduction of scope of certification, client shall amend all advertising matter.

(f) Client is not allowed to imply that the certification applies to the activities and sites that are outside the scope of certification.

(g) Misuse of the accreditation mark and/or certification logo may be cause for withdrawal of the client's certification; this includes implying that the certification applies to activities that are outside the scope of certification.

(h) The client is required not to use its certification in such a manner that would bring URS and/or the certification system into disrepute and lose public trust.

iii) For logo types 1, 2 and 4, the logos can be of any size and colour.

iv) For logo type 3, additional specific rules for use of logo are as follows based on the applicable AB requirements:

For EIAC accredited certifications the accreditation mark shall be reproduced: With Specific conditions of EIAC Mentioned below

- 1) The Symbol shall be displayed only in the appropriate form, and color as demonstrated in figure no. (1 A, B,C) below. It is allowed to enlarge, if necessary, provided that the original proportion between the height and width of the symbol will not be affected and the symbol is legible. Figure 1(A) Applicable to HACCP certified client and Figure 1(B) Applicable to ISO 22000 Certified clients and Figure 1(C) applicable to QMS Certified clients.

	URS (ME) FZC	
	Procedure- Logo Use & Regulations	Date: 14 July 2019 Issue No. 2



- 2) The EIAAC Accreditation Symbol shall not appear in a size that makes the EIAAC name unreadable, except on business cards. The minimum size for reproducing the logo in print has been specified at 25mm wide and 11mm height; while for web as 100 pixels.

Following is the color scheme of EIAAC accreditation symbol:

For Red color: Red: 229, Green: 26, Blue: 52

For Green color: Red: 0, Green: 117, Blue: 101

For Blue color: Red: 0, Green: 11, Blue: 140

For Gold color: Red: 134, Green: 112, Blue: 77

For Grey color (font color): Red: 118, Green: 119, Blue: 122

- 3) The Symbol may be used as a die-stamp or an embossment and these may be in the defined colors as per (2) above. or black and white colors provided that the conditions set out in this document are fulfilled. The EIAAC Accreditation Symbol in black and white is only on photocopies.

	URS (ME) FZC	
	Procedure- Logo Use & Regulations	Date: 14 July 2019 Issue No. 2

- 4) The EIAC Accreditation Symbol shall only be used in its normal horizontal orientation. The Symbol shall not be rotated, distorted, compressed or stretched in any way.
- 5) Holders of certificates issued with EIAC Accreditation, shall always use Symbol in conjunction with the mark of the certification body or certification scheme. As shown in Figure No. (2). Figure 2 (A) Applicable to HACCP Certified clients and Figure 2(B) Applicable to ISO 22000 certified clients and Figure 2 (C) for ISO 9001 certified clients.
- 6) The EIAC Accreditation Symbol and URS logo shall always be placed together. They shall have to be next to each other in the same size at clear spaces, and logos are given equal weight, one should not be seen to be bigger or more prominent than the other as in the following figure:



Figure 2 (A)




Figure 2 (B)



Figure 2(C)

- 7) The certification body mark (separately or in conjunction with EIAC symbol) shall not be used on a product or product packaging seen by the consumer or in any other way that may be interpreted as denoting product conformity in cases when only the management system is certified
- 8) If client is certified for more than one schemes (ISO 9001, ISO 14001, ISO 22000, HACCP, OHSAS

	URS (ME) FZC				
	Procedure- Logo Use & Regulations	<table border="1"> <tr> <td>Date: 14 July 2019</td> <td>Doc. No: URSME-08</td> </tr> <tr> <td>Issue No. 2</td> <td>Rev No. 1</td> </tr> </table>	Date: 14 July 2019	Doc. No: URSME-08	Issue No. 2
Date: 14 July 2019	Doc. No: URSME-08				
Issue No. 2	Rev No. 1				

18001 etc) by URS but with from different accreditations , Client is not allowed to use any other accreditation bodies' symbol along with EIAC symbol.

v) The client can use as many logos as it is entitled to, as long as the logos relate to the certified/registered standard (s).

vi) All logos used must reference the certificate number at the bottom of the logo, where indicated.

vii) Even Though client certificate appears IAF mark, Client is not allowed to use IAF MLA Mark or Accredited Combined IAF MLA Mark.

Company Vehicles

Clients can use the logos on their company vehicle(s) but please note they cannot use any logo that has the AB Mark (logo type 3) on it.

Reference

This Procedure is prepared based on ISO 17021-1 Requirements and EIAC-RQ-GEN-002, Issue 1, Rev. 0, 06 December 2018.

Abbreviations –

AB- Accreditation Board (here EIAC)

CB- Certification Body (here URS)

Note- Depending on Amendment by EIAC in EIAC-RQ-GEN-002, URS Procedure URSME/08/ will be amended.