

Procedure No.
IQCP-08

Title: Use of Accreditation / Certification Body Marks, Logos and Symbols

1.0 Purpose - To define the conditions for the use of Accreditation Mark (Logo) of National Accreditation Board Cooperation for Certification Bodies, logo of regional / international bodies like International Accreditation Forum (IAF)

2.0 Scope - This procedure is applicable to the use of logo by the accredited certification bodies.

3.0 References – NABCB Accreditation Manual

4.0 Responsibility : Director of the Board is responsible to establish, implement, and amend this procedure. The accredited certification bodies are responsible to comply with the procedure

5.0 PROCEDURE :

5.1 Design of the logo

The design of the NABCB logo is enclosed at appendix 'A'. The design specifies the proportions of the logo and the colour combinations in which it can be reproduced. Design of other logos, like the IAF MLA mark, that the certification bodies may be permitted to use, based on specific agreements would be provided by NABCB. The design of any other logo like the IAF MLA mark would be provided subject to specific agreement.

5.2 Reproduction of logo

IQCP can reproduce the logo of the Board and any MLA mark only in conjunction with its own certification mark, as shown in the appendix 'B', on its certificates, stationery and literature associated with its accredited certification activities and scopes subject to the conditions specified below. The logos cannot be printed on visiting cards.

5.3 Use by Certified Organizations

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

5.3.1 Content, Size and Reproduction

a) The logo shall be reproduced in the proportions and the colours 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 certification body shall reproduce the logo with correct reference of the standard on the logo as shown in the appendix 'B'.

d) The logo shall only be printed in the colour combination or in the grey-black combination as specified in the appendix.

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5.3.2 Use of logo

IQCPL can only uses the accreditation symbols for premises of the certification body that are specifically included in the accreditation, IQCPL shall not make any statement regarding its accreditation that NABCB may consider misleading or unauthorized. Specifically,

- 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 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
- vi) All quotations and contracts by the accredited certification body having the logo shall clearly indicate the portion of activities that are not accredited by the Board.
- vii) The logo shall not be used on the visiting cards.
- viii) IQCPL upon suspension or withdrawal of its accreditation (however determined), shall discontinue use of all advertising matter that contains any reference to an accredited status.
- ix) IQCPL shall not allow the fact of its accreditation to be used to imply that a product, process, system or person is approved by the accreditation body.
- x) The Certification mark or Logo shall not be used on a calibration or inspection report, laboratory test reports or in any way that may be interpreted to denote product conformity

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5.4 Contravention of the conditions

- i) In case the logo is being used by a certified body contrary to the conditions specified, then the concerned certification body shall take reasonable action and advise the concerned organization for corrective action. In situations of repeated contraventions, the certification body may withdraw the certification. In case if the accredited certification body does not take suitable action against the wrong use of the logo, the accreditation body may suspend/withdraw the accreditation.
- ii) In case the logo is being used contrary to the conditions by the accredited certification body, then the accreditation body shall take reasonable action and advise the concerned body for corrective action. In situations of repeated contraventions by IQCPL, the board may withdraw the accreditation of the defaulting body.

5.5 Action on Suspension and Termination

- i) Upon suspension of the accreditation by the Board, the accredited certification body shall immediately cease to use its stationery, certificates and other publicity material that has accreditation logo on it. The use can be restarted only after the suspension is revoked by the Board.
- ii) Upon termination of the accreditation on account of non-renewal/withdrawal of the accreditation the accredited certification body shall immediately cease to use its stationery, certificates and other publicity material that has accreditation logo on it.

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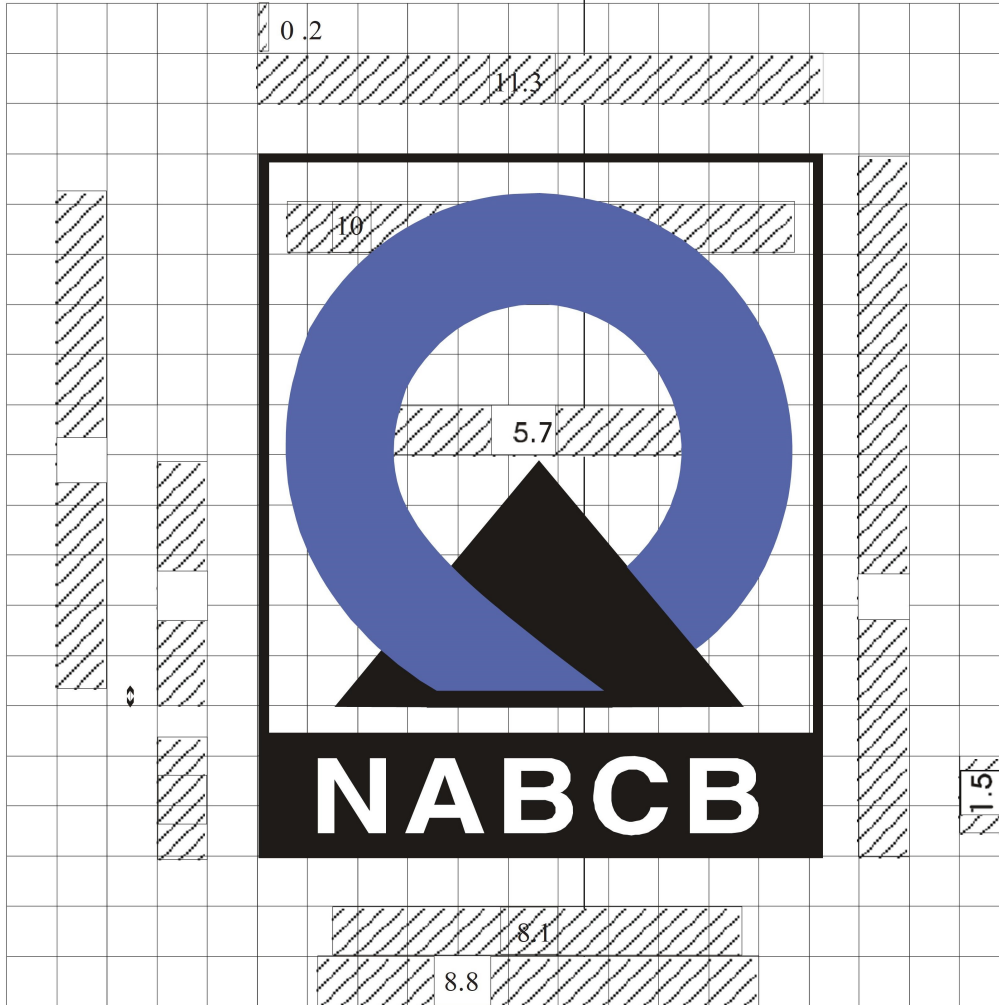
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Appendix 'A'



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%

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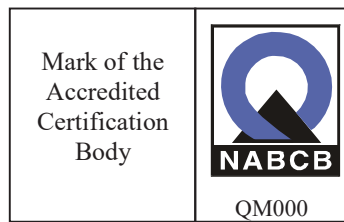
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Appendix 'B'



Examples of reproduction of the accreditation mark of NABCB along with the mark of the accredited certification body

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