

Registration Mark Procedure

The credibility of third-party certification depends in part on the general acceptance of the registration mark of the registrar who issued the certificate and the accreditation marks of the registrar's accreditation agencies. As such, it is vital that PJR's registration mark and the accreditation marks of its accreditation agencies be used only in the proper manner.

This procedure describes the proper use of PJR's registration mark and the marks of its accreditation agencies, and it outlines the steps of corrective action PJR will employ when the marks are used improperly. Care must be taken to guarantee that the public is not misled regarding levels of accreditation for individual standards or perceived associations of PJR with other organizations providing related services. PJR is an independent certification/registration body and is not a part of any organization providing consulting services.

Prepared by: _____

Reviewed and
Approved by: _____

Date: _____

Amendment Record

Amendment of this and any other controlled document is governed by the Document and Data Control procedure PRO-4.

Date	Details	Current Rev. Level
11/14/03	Page 2. Replace “International Manager/Audit Initiatives (PM)” with “PM” Page 7. All caps “Perry Johnson Registrars, Inc.”	7.1
11/25/03	Replace “International Manager/Audit Initiatives (PM)” with “PM” in entire document. Page 2. delete “The Master Copy of this quality manual, is maintained by the Document and Data Control Representative and kept in the custody of the PM.”	7.2
12/2/03	Page 3. Add regulations to use the SINCERT accreditation mark Page 4. Add 4.5 “IAF multi-lateral recognition arrangement recognizes accreditation bodies who meet their requirements...” Page 6. Add “PJR will not issue any accreditation body logos in any scope area...” Page 13. Add SINCERT procedures for use of registration mark.	7.3
12/8/03	Page 13. Fix typographic and grammatical errors in SINCERT verbiage Page 7. Adjust inaccurate amendment record for 7.1	7.4
12/11/03	Add “Replace “IM/AI” from 7.1 in Amendment Record to 7.2 in Amendment Record. Remove Red-double-underline & strikethroughs from Amendment Record & entire document. Remove reference to the color of PJR text in Amendment Record 7.1.	7.5
12/15/03	Page 11. Replace first DAR mark with TGA mark. Delete TGA procedures for mark. Add DAR procedures for use of accreditation mark.	7.6
02/11/04	Page 11. Modify requirements in TGA due to translation issue. Page 6: Added section 10: ISO’s Guidelines for Publicizing ISO 9001:2000 or ISO 14001 Certification.	7.7
.03/19/04	Page 4: Adding Prohibition of making color copies of certificates, section 5.2.1.	7.8
04/05/04	Page 5: Add new section 5.4.	7.9
06/14/04	Page 4: Add prohibition of scanning color copies. Page 9: Add extension of RvA deadline.	8.0
08/20/04	Page 10: Delete JAB Conformity Assessment.	8.1
09/08/04	Pages 1, 3 and 6: Corrections highlighted for JAB Corrective Action	8.2
09/30/04	Appendix 11 Summary of Marks Use. JAB logos reinstated.	8.3
10/26/04	Section 4.6 amended for JAB Corrective Action	8.4
12/23/04	Page 9: Added ANAB mark, which replaces ANSI-RAB NAP mark.	8.5
01/04/2005	Page 9: Added for RvA (first paragraph) “... and the use ... not permitted.”	8.6
1/13/2005	Page 10: Added for JAB re: business cards “Personnel who ... by the scope.”	8.7
1/27/2005	Page 3: Section 2.0, final sentence now bold text Page 6: Section 10.0, 4 th bullet, added “on all controlled documentation.”	8.8
1/31/2005	Page 6 & 7: Standard references updated to include ISO 14001: 2004	8.9
7/05/2005	Added page 18 addressing rules for using ema ’s registration mark	9.0
8/11/2005	5.2, bolded “In addition, Certificate ...Accreditation Marks.” 10.0, 5 th bullet, added underlined “ISO 9000 or ISO 9001” “or ISO 14001 certification” and “ISO 14001: 1996 <u>certification</u> .” Page 10, re: JAB marks, replaced entire text and added JAB “dual” logo. Page 18, replaced entire text with “The accredited certification ... other purpose.”	9.1
2/23/2006	10.0, 7 th bullet, added “PJR is ‘accredited.’ ... of operation.” RvA, 4 th paragraph, deleted “The use of accreditation marks on business ... not permitted.” Replaced entirety of section for INMETRO due to new logo.	9.2

Date	Details	Current Rev. Level
4/24/06	Page 3- Deleted 3.4-3.7. Changed 3.10 to "Accreditation Body-specific regulations for use of accreditation marks (ANAB, JAB, UKAS, RvA, SINCERT, INMETRO, TGA, ema, KBA)". Changed 3.11 to "PRO-1 series, Registration Procedures". 4.4- Replaced "Certification Body" with PJR. 4.5- Replaced "International Accreditation Forum Multi-Lateral Arrangement" with "IAF MLA". 5.1- Replaced "The PM (or designee) with PJR. Added "The Accreditation Manager interprets", and deleted "them". 5.2 Removed "be found to". 5.2.1.e)- Replaced "or title not shown" with "not displayed". 5.3- Rewording. 5.4- Added "electronic media". 6.3- Replaced "positive and 100%" with "effective". 6.4, 6.5- Rewording. 8.0- Removed "Specific to QMS, EMS, and OHSAS". 8.1- Rewording. 10- Removed "ISO's". Pg. 14- Replaced "Organization" with "Certification Bodies".	9.3
07/28/06	Deleted ISO 14001:2006 references	9.4
09/25/06	Added use of IATF logo to section 10.0	9.5

REGISTRATION MARK PROCEDURES

PRO-3

1.0 Scope

This document describes the procedures PJR follows to control the use of the PJR Registration Mark and the Accreditation Marks of PJR's accreditation agencies, including the various types of usages permitted to PJR Registration Certificate Holders. Language referring to a "symbol or logo" are both applicable to marks, logos and symbols.

2.0 Responsibility

The PJR President is responsible for ensuring that Registration Certificate Holders receive the appropriate Registration and Accreditation Mark materials, including proper guidelines for use, and is also responsible for enforcing the appropriate contractual restrictions governing their use.

Any use of PJR's accreditation seals for PJR publicity must be approved by the President or PM to ensure proper usage.

3.0 References

- 3.1 EN 45012: The European Standard for Bodies Certifying Suppliers' Quality Systems
 - 3.2 ISO/EAC Guide 62
 - 3.3 ISO/EAC Guide 66
 - 3.4 RVA-R3 Regulation for the use of the Accreditation Logo
 - 3.5 PJR-1, Quality Manual
 - 3.6 Accreditation Body-specific regulations for use of accreditation marks (ANAB, JAB, UKAS, RvA, SINCERT, INMETRO, TGA, ema, KBA)
 - 3.7 PRO-1 series, Registration Procedures
 - 3.8 ISO Guide 27: Guidelines for corrective action to be taken by a certification body in the event of misuse of its mark of conformity
- F-3 series, Registration Agreement (and all versions of such agreement)

4.0 General

- 4.1 In accordance with the requirements of ISO/EAC Guide 62, the ANSI-RAB Criteria for Accreditation and others, PJR possesses a duly registered Registration Mark by which holders of PJR's Registration Certificate of Approval may make others aware of their Registration by means of various forms of publicity.
- 4.2 Holders of PJR Registration Certificates of Approval are made aware of certain Regulations governing the use of the Registration Mark and the Accreditation Marks of its accreditation agencies through documents as itemized above.
- 4.3 It is vital that PJR implement corrective actions when its Registration Mark or the Accreditation Marks of its accreditation agencies are misused in any way, in order to maintain the marketplace's

high level of confidence in the validity of the Marks and, by extension, the reputations of PJR, its accreditation agencies and holders of its Registration Certificates of Approval.

- 4.4 Holders of PJR Registration Certificates of Approval are not to use its certification in such a manner as to bring the PJR into disrepute and does not make any statement regarding its certification which may be considered misleading.
- 4.5 The IAF MLA recognizes accreditation bodies who meet its requirements. This is a world-wide agreement for the purpose of the recognition of the quality of products and services for the international market. For additional information please visit <http://www.iaf.nu>. Almost all of PJR's Accreditation Bodies are IAF-MLA signatories.
- 4.6 PJR is the sole authority by which PJR Registration Certificates are granted. All certificates remain the property of PJR, and must be surrendered or destroyed upon re-issue of replacement certificates or withdrawal/cancellation of certification.

5.0 Procedures

- 5.1 PJR furnishes Certificate Holders with camera-ready art work of the Registration and Accreditation Marks. The Accreditation Manager interprets PJR regulations in response to inquiries about valid uses. Certificate Holders are allowed to use the Registration and Accreditation Marks only after PJR permits them to use the marks. In principle, PJR considers furnishing the PJR and Accreditation Marks to Certificate Holders as granting permission for proper use.
- 5.2 PJR assessors examine Certificate Holders' use of the Registration and Accreditation Marks as a routine part of surveillance audits. **In addition, Certificate Holders' documented procedures must include procedures for enforcing PJR's regulations for the proper use and protection of the Registration and Accreditation Marks.**

5.2.1 Improper use of the marks of PJR and its accreditation bodies include, but not limited to:

- a) placing the PJR and Accreditation Marks on Certificate Holders' products
- b) using the marks in a manner that implies that products are complying to or registered by PJR and its accreditation bodies
- c) making color copies of the certificates, including scanning color copies of the certificates
- d) using logos on business cards, signboards, on websites with different addresses other than the address registered (difference must be communicated on card, signboards, or websites).
- e) display on stationary with:
 - *The PJR logo not displayed*
 - *prominence is shown with accreditation body logo*
 - *accreditation mark used more than once for each accreditation*
- f) Using the marks in any way that might mislead the reader about the status of a certified/registered organization.

5.3 Should PJR find, by means of audits, field report, or other means, that:

- a) A non-Certificate Holder has used PJR's Mark or the Accreditation Marks of its accreditation agencies in any way, or
- b) A Certificate Holder has possibly violated PJR regulations with respect to use,

The PM initiates corrective actions in accordance with this procedure.

- 5.4 If any client wishes to use Perry Johnson Registrars' name in any publications such as newspaper articles, magazines articles, electronic media or similar publications, you must acquire prior approval from HQ. In the U.S., please send your proposals to the Accreditation Manager either via e-mail at lkirkconnell@pjr.com or via fax at 248-663-0251. In Japan, please contact the Tokyo Office Customer Service Department. For publications in other languages, please contact your scheduler to coordinate the approval process.

6.0 Corrective Actions

- 6.1 The President immediately begins corrective action proceedings upon discovery of a misuse of the PJR or PJR accreditation agencies marks.
- 6.2 Non-Certificate Holders found to use the PJR or PJR accreditation agencies' marks, including former Certificate Holders receive one written warning, via registered mail return receipt requested, to cease and desist, with a specific deadline for acquiescence. Should the misuse continue, the PM refers the matter to the President and possibly to the appropriate legal counsel for action. The PM also notifies concerned regulatory and accreditation authorities of the specifics of the matter.
- 6.3 Certificate Holders who violate PJR regulations with respect to use of the marks are instructed to implement effective corrective action in writing, either via nonconformity report, registered letter from the President, or other means.
- 6.4 The PM follows up on such corrective action requests and obtains written agreement from the Certificate Holder to
- a) Discontinue the improper use at once;
 - b) Notify any person or organization that may have been misled in any way, shape, or form by the misuse, of the corrective action and the reasons therefore, copying PJR's PM and/or President in writing.
- 6.5 The PM may, at his/her discretion, follow up on these steps by scheduling a special surveillance of Certificate Holder's facility; inquiring of recipients of the Certificate Holder's corrective action letters, or other means that may be appropriate.
- 6.6 In any event, the incidence of misuse is followed up at subsequent Surveillance Visits of the Certificate Holder.

7.0 Escalation

- 7.1 Certificate Holders who refuse to discontinue improper use of PJR's Registration Mark or the Accreditation Marks of its accreditation agencies; who persist in violation of PJR's Regulations with respect to use of the Marks; who misuse the Marks repeatedly in different ways, and/or who fail to promptly and affirmatively implement corrective actions as instructed pursuant to 6.4.b above, are subject to having their Registration Certificates of Approval suspended or withdrawn.
- 7.2 The President and PM forward all instances as outlined in 7.1 to the PJR Executive Committee. The Committee takes appropriate action, documenting it in full.

8.0 Use of Accreditation Marks

- 8.1 Upon successful registration Certificate Holders will be issued a "Certificate of Registration" that will clearly reference to the specific scope of accreditation as follows: "(Hereinafter called the Organization) and hereby declares that Organization is in conformance with [applicable standard]: (i.e. ISO 9001: 2000, ISO 14001: 2004, etc....)"

9.0 Accredited Scopes

PJR will not issue any accreditation body logo in any scope area for which it has not received accreditation.

10.0 Guidelines for Publicizing Your Certification

- Don't use ISO's logo.
- Don't adapt or modify ISO's logo for your use.
- If you want to use a logo or wish to publicize your success, ask your certification body for permission to use its logo, or guidance on publicity.
- If your organization is certified to ISO 9001: 2000, use the full designation (not just "ISO 9001") on all controlled documentation.
- Replace use of the generic terms "ISO 9000 or ISO 9001 certification" and "ISO 14000 or ISO 14001 certification" by the specific terms "ISO 9001: 2000 certification" or "ISO 14001: 2004 certification".
- In the ISO 9001: 2000 or ISO 14001: 2004 contexts, "certified" (and "certification") and "registered" (and "registration") are equivalent in meaning and you can use either term.
- Don't say your organization has been "accredited". PJR is "accredited" – our clients are "certified" or "registered". For example, the word "accredited" appears on the ANAB logo depicting that the registrar (PJR) issuing the certificate of registration is accredited by ANAB to do so within that particular scope of operation.
- Don't use "ISO certified", or "ISO certification".
- Use instead "ISO 9001: 2000 certified", "ISO 9001: 2000 certification", or "ISO 14001: 2004 certified", or "ISO 14001: 2004 certification".
- Don't display ISO 9001: 2000 or ISO 14001: 2004 certification marks of conformity on products, product labels, or product packaging, or in any way that may be interpreted as denoting product conformity.
- Don't give the impression in any context that ISO 9001: 2000 or ISO 14001: 2004 certifications are product certifications or product guarantees.
- When including a reference to ISO 9001: 2000 or ISO 14001: 2004 certifications in product-related information, including advertisements, do not do so in such a way that ISO 9001: 2000 or ISO 14001: 2004 certifications may be interpreted as being product certifications or product guarantees.
- Be accurate and precise about the scope (the extent) of your organization's ISO 9001: 2000 or ISO 14001: 2004 certifications, as far as both the activities and geographical locations covered by the certifications are concerned.
- For ISO/TS 16949:2002, the only use of the IATF logo is as displayed on the certificate issued by PJR. The IATF logo must be in equivalent prominence to any other logos on the certificate.

11.0 Appendix A

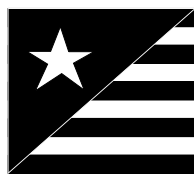
Summary of Marks Use Regulations

The seal/s that may be used by a PJR-registered company is/are indicated on the actual PJR Certificate of Registration. They are found in the lower right-hand corner of the certificate.

No seal can be used on any legal documents (e.g., contracts, checks). Seal/s may be used on promotional materials and business stationery.

No seal can be used in such a way as to suggest that any product, process, or service that was not a part of the registration audit is certified.

Seal/s shall be reproduced in a size that makes all features of all marks clearly distinguishable.



**PERRY JOHNSON
REGISTRARS, INC.**

Perry Johnson Registrars, Inc. (PJR)

The PJR logo may be used independently or in combination with the logos of PJR's accrediting bodies (if the registered company is entitled to use them).

If the logo is reproduced in a single color, the color may be black or a single color belonging to the house-style of the registered company, if the color provides sufficient contrast to make the mark clearly identifiable. If reproduced in more than one color, the flag's field is to be reproduced in reflex blue or PMS 287 blue (or a four-color tint-mix approximating reflex blue); the flag's stripes shall be reproduced in PMS 185 red (or a four-color tint-mix approximating PMS 185 red), and the type shall be reproduced either in a blue that matches the flag's field or in black.



Raad voor Accreditatie (RvA)

If printed in color, the logo may be reproduced in ochre (PMS 131) and blue (PMS 296). The text used within the accreditation mark below the logo, is printed in blue (PMS 296) or in black. The complete accreditation mark may also be printed black.

The RvA logo may only be used in combination with PJR's logo, and the RvA logo may not be larger or more conspicuous than the PJR logo.

The registered company may not use the RvA logo unless authorized to do so.



PJR may authorize organizations certified according to a certification scheme within the accredited scope to use the accreditation mark in combination with the certification mark on letters and other documents. The use of accreditation marks on reports and certificates from certified calibration and testing laboratories and inspection bodies is not permitted. RvA logo may not appear more conspicuous than the certification mark. The RvA logo for management system certification may not be affixed to products or their packages.

As of June 1, 2002, the new RvA logo shown here must be used. As of June 1, 2007, no other versions of the RvA logo are acceptable.

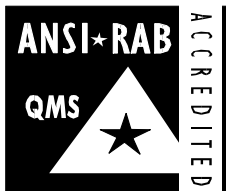
The maximum size of the accreditation mark (logo together with two lines of text below)

on documents shall not exceed 34 mm X 28 mm (width X height).



ANAB (replacement for ANSI-RAB NAP)

Beginning 1/1/05, the ANSI-RAB-NAP logos (see below) will no longer appear on certificates issued on or after that date. Existing ANSI-RAB NAP-accredited certificates shall be revised to include the ANAB mark at the time of recertification (on or after 2005/1/1). The requirements for use of the ANAB logo are the same as the rules of use for the ANSI-RAB NAP logos listed below with the following exceptions: the ANAB mark shall be reproduced only in black ink or blue ink (PMS 2935 or equivalent) when used for marketing material, stationary, business cards, etc. Any of these materials currently bearing the ANSI-RAB NAP logo cannot be used after 12/31/05. Any materials produced for use on or after 1/1/05 shall include the ANAB mark rather than the ANSI-RAB NAP.



ANSI-RAB NAP QMS and EMS (RAB)

The ANSI-RAB NAP QMS accreditation logo may only be used in combination with PJR's logo, and the RAB logo may not be larger or more conspicuous than the PJR logo.

The ANSI-RAB NAP accreditation mark shall be reproduced in black or in gold, or in a predominant color of the letterhead or printing, on a clearly contrasting background; the mark may be reversed (i.e. a negative of above example) provided the background on which it is displayed is dark enough to clearly identify and display the entire mark, in a size which makes all features of the mark clearly distinguishable, and without distortion of its dimensions.



An organization may not place the ANSI-RAB NAP accreditation mark in isolation from PJR's mark. The registered company may not use the RAB QMS logo unless authorized to do so.



ANSI-RAB NAP EMS/QMS (RAB)

The ANSI-RAB NAP QMS accreditation logo may only be used by PJR on PJR sales and promotional literature. The RAB logo may not be larger or more conspicuous than the PJR logo.

The RAB logo shall be reproduced in black, in gold, or in a single color belonging to the house-style of the registered company, if the color provides sufficient contrast to make the mark clearly identifiable.

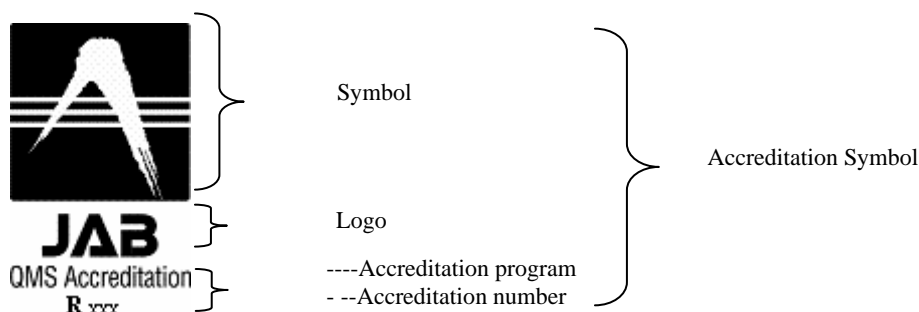
A registered company may not use this RAB logo in place of separate QMS and EMS logos.

Japan Accreditation Board for Conformity Assessment



The JAB accreditation symbol may only be used in combination with PJR's logo, and the JAB symbol may not be larger or more conspicuous than the PJR logo.

Figure 1. Composition of Accreditation Symbol



The JAB accreditation symbol must be used with the accreditation number. The logo part, accreditation program part, and accreditation number must be clearly legible. The accreditation number is "R024" for QMS and "RE029" for EMS and R024, RE029 for clients with dual QMS & EMS certificates.

When using the JAB accreditation symbol for printed materials, a reproduction of the printing proof (the electronic file in the BMP format) provided by PJR must be used. When using the JAB accreditation symbol on the websites, a reproduction of the web-specific proof (the electronic file in the JPEG format) provided by PJR must be used. (These proofs were originally provided by JAB to PJR.)

The symbol part shall be reproduced in blue (Munsell 2.5PB 3.5/10, Dai Nihon Ink K.K.DIC 579, PANTONE 300C or similar colors to them). For use on the websites, similar colors in the RGB values that have been converted from the Munsell values or other color standards for printing are to be used. In addition, black, gray, gold, silver are accepted to be used as supplemental colors. The color shall provide sufficient contrast to make the mark clearly identifiable from the surrounding color. The logo part, accreditation program part, and accreditation number shall be reproduced in black.

When the accreditation symbol is printed in reduced or enlarged size, proportion of the symbol, logo and accreditation program parts must remain the same as the provided proof and must not be changed.

Regarding use for business cards, only those who engage in processes and procedures that are specifically included in the scope of the audit are authorized to print the accreditation symbol on their cards. Personnel who do not belong to registered activities/departments/divisions/offices/etc. are not allowed to use business cards with the JAB symbol even if the registration scope is specified on business cards and indicates which activities/departments/divisions/offices/etc. are covered by the scope.

The registered company may not use the JAB symbol unless authorized to do so.

United Kingdom Accreditation Service QMS (UKAS)



The UKAS accreditation logo may only be used in combination with PJR's logo, and the UKAS logo may not be larger or more conspicuous than the PJR logo.

Rules for UKAS logo use stem from the DTI Conditions For The Use of National Accreditation Marks by UKAS and UKAS Accredited Organizations 1998 URN 98/887.

The UKAS logo shall have a minimum height (excluding the accreditation number) of 20 mm. If there is no space, the logo can be made smaller, any enlargement or reduction shall retain the same proportions as UKAS publications. The mark and the accreditation number shall be considered as a single entity for purposes of enlargement or reduction. Irrespective of the height of reproduction, the mark must, in the opinion of UKAS, be legible, with no infilling.

The UKAS logo shall normally be printed in a single color, which should be the predominant ink color of the document, or letterhead. The marks may be reproduced in the provided color scheme, but may not be reproduced in any other color scheme without prior written consent of UKAS. Embossed, relief, or die-stamped versions may be used and marks may be reproduced as watermarks.

The UKAS logo shall not be displayed on vehicles, except in publicity material containing the mark as part of a larger advertisement. The logo shall not be displayed on buildings or flags or in a way as to imply UKAS accepts responsibility for activities carried out under the scope of accreditation and/or certification.

The registered company may not use the UKAS logo unless authorized to do so.

United Kingdom Accreditation Service EMS (UKAS)



The UKAS accreditation logo may only be used in combination with PJR's logo, and the UKAS logo may not be larger or more conspicuous than the PJR logo.

Rules for UKAS logo use stem from the DTI Conditions For The Use of National Accreditation Marks by UKAS and UKAS Accredited Organizations 1998 URN 98/887.

The UKAS logo shall have a minimum height (excluding the accreditation number) of 20 mm. If there is no space, the logo can be made smaller, any enlargement or reduction shall retain the same proportions as UKAS publications. Any enlargement or reduction shall retain the same proportions as UKAS publications. The mark and the accreditation number shall be considered as a single entity for purposes of enlargement or reduction. Irrespective of the height of reproduction, the mark must, in the opinion of UKAS, be legible, with no infilling.

The UKAS logo shall normally be printed in a single color, which should be the predominant ink color of the document, or letterhead. The marks may be reproduced in the provided color scheme, but may not be reproduced in any other color scheme without prior written consent of UKAS. Embossed, relief, or die-stamped versions may be used and marks may be reproduced as watermarks.

The UKAS logo shall not be displayed on vehicles, except in publicity material containing the mark as part of a larger advertisement. The logo shall not be displayed on buildings or flags or in a way as to imply UKAS accepts responsibility for activities carried out under the scope of accreditation and/or certification.

The registered company may not use the UKAS logo unless authorized to do so.



Trägergemeinschaft für Akkreditierung GmbH (TGA)

Regulation for certification bodies: When using the mark, the accreditation body has to make a reference to the contents of the accreditation certificate, its registration number and the TGA.

Loss and withdrawal of the use of the mark

Suspension of the Accreditation

If the accreditation is suspended according to the rules of accreditation of the TGA, the user of the mark loses the right to use the mark. In such a case, the user of the mark has the right to use already existing documents, media, etc. that bear the mark for no longer than one month at the most after the suspension of the accreditation has come into force.

Withdrawal of the Accreditation

If the accreditation is revoked according to the rules of accreditation of the TGA, the user of the mark loses the right to use the mark. In such a case, the user of the mark has the right to use already existing documents, media, etc. that bear the mark for no longer than one month at the most after the revocation of the accreditation has come into force.

Loss of the right to use the mark

The right to use the mark is automatically terminated with the expiration of the validity of the accreditation, if a new accreditation has not been applied for six months in advance of the expiration of the accreditation. In such a case, the user of the mark has the right to use already existing documents, media, etc. that bear the mark for no longer than one month at the most after the date of expiration.

Modifications

The TGA immediately informs the user of the mark about modifications to the statutes of marking.

Use of the Accreditation Certificate

The accreditation certificates of the TGA that have been issued to the accredited certification bodies must not be used for test marks licenses, advertisements or other material used for business purposes. For certificates, advertisements and others the TGA logo and/or the DAR logo can be used.



Akkreditierungsstelle Kraftfahrt-Bundesamt (KBA)

The DAR (KBA) accreditation logo may only be used in combination with PJR's logo, and the DAR (KBA) logo may not be larger or more conspicuous than the PJR logo.

The DAR (KBA) logo shall be reproduced in black, yellow and red, or in a single color belonging to the house-style of the registered company, if the color provides sufficient contrast to make the mark clearly identifiable.

The DAR (KBA) registration number must be centered under the logo.

When an accreditation mark is printed in reduced or enlarged size, the proportion of mark to logo type shall be the same as the picture here. The DAR (KBA) registration number

shall be indicated in Arial type and shall not be reduced in size to the extent that it becomes illegible.

The registered company may not use the DAR (KBA) logo unless authorized to do so.

INMETRO (Instituto Nacional de Metrologia, Normalização e Qualidade Industrial)



The INMETRO accreditation symbol may only be used in combination with PJR's logo, and the INMETRO symbol may not be larger or more conspicuous than the PJR logo.

The INMETRO accreditation symbol must be used with the accreditation number. The accreditation number is "OCS 0029" for QMS and "OCA 0015" for EMS certificates.

From May 1, 2006 all registration certificates must be issued with the new accreditation symbol.

The certificates issued with the old symbol have an expiration date no later than December 31, 2008.

By October 1, 2006 all documents (CRB marketing materials, stationery, business cards, etc.) must be modified to include only the new accreditation symbol.

The accreditation symbol is for exclusive use of Certification Bodies. Clients can use the old identification until December 31, 2006. **The registered company may not use the INMETRO symbol unless authorized to do so. The PJR registration certificate is the only reference to INMETRO they can use to show their certification.**



- 1 The use of the SINCERT mark, by authorized clients, is allowed only if coupled to the mark of the Accredited Body (as shown in Figure 4) and is in conformity with the following rules:
 - The SINCERT mark for the use of Clients of Accredited Bodies consists only of the graphic part of the SINCERT Logo (SINCERT text with the outline of Italy).
 - It includes neither the abbreviated denomination or the acronyms relevant to the accreditation schemes, nor the registration numbers, nor any reference to the MLA agreements.
 - As an alternative, instead of the graphic solution described above, (the SINCERT mark coupled to the mark of the Accredited Body) it is acceptable to place in proximity of the mark of the body (at the bottom, on the top or aside) the following writing (bilingual or monolingual):
“Organismo accreditato da SINCERT and/or Organization accredited by SINCERT”
- 2 A body supplying company management system certification services shall instruct the owner, of the certification, that neither the CB mark nor the SINCERT mark are ever to be placed, separated or coupled, on products made or supplied by the company. The use of the SINCERT mark, coupled to the CB mark, is allowed on letterhead and other generic documents (except any technical document referring to products made) as well as on goods and equipment used in the processes covered by the certified management system (such as commercial vehicles, buildings, work coats and overalls, etc.), but shall not be used on any item that is regulated by a specific certification process, especially when the certification process is compulsory or regulated (i.e. machinery, personal protective equipment, etc.).
- 3 When used on instrumental equipment and goods, the coupling of mark and mark shall be completed with the addition of a wording such as *“Organization with certified management system: reference standard (ex.: ISO 9001:2000)”* More standards can be reported when CB clients are covered by more system certifications (see also the paragraph G. 3.7.4 of the EA Guide 7/01). Such provision is applicable also when only the wording under paragraph 1 is used. Test and/or calibration reports issued by laboratories whose quality management system has been certified by a SINCERT accredited CB shall never report either the accreditation mark coupled with the CB mark (or the reference wording of which under paragraph 5.3), or the single CB mark.
- 4 For the use of both the mark and the CB mark by the above mentioned laboratories, the provisions reported under paragraph 2 are applicable.
- 5 **COLOR OF THE SINCERT ACCREDITATION MARK:** the basic color for the SINCERT accreditation mark (relevant to the SINCERT writing – drawing of Italy – abbreviated denomination of the association) is made of the blue tonality named PANTONE process CYAN 2. The drawing of the Italy is made of black screen 30%.

If a document, reporting the SINCERT mark, is not processed in four-color, CBs and their licensees may reproduce the SINCERT mark in a different color, provided it is a uniform color and the SINCERT wording and the drawing of Italy are clearly differentiated.

Any solutions other than those described must be previously authorized by SINCERT.
- 6 **PENALTIES**

Any violation to the present regulations by Accredited Bodies and/or their clients shall be sanctioned by SINCERT with the adoption of the following measures, listed in increasing order of severity:

 - written notification of reprimand with request of necessary remedies and corrective actions;
 - suspension of all the accreditation coverage owned by the body, for a period proportional to the severity of the default, in case of failed or improper implementation of remedies and/or corrective actions and/or in case of persistency of the violating condition;
 - revocation of the complete accreditation coverage, per this directive, in case of continued default and or reiteration of violations beyond the terms of the suspension period.

Any fraudulent use of the SINCERT mark by accredited Bodies and their clients will be prosecuted by SINCERT with legal actions.

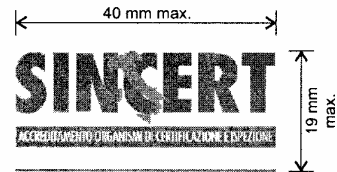
ILLUSTRATIONS OF THE SINCERT MARK VERSIONS

Figure 1 for the exclusive use of SINCERT



Membro di MLA EA per gli schemi di accreditamento SGQ, SGA, PRD e PRS
e di MLA IAF per gli schemi di accreditamento SGQ, SGA, e PRD
Signatory of EA MLA for the accreditation schemes QMS, EMS, Product and Personnel
and of IAF MLA for the accreditation schemes QMS, EMS and Product

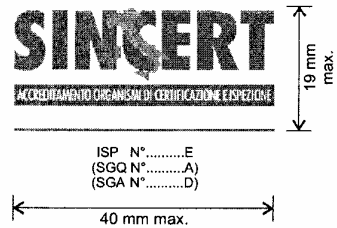
Figure 2 for the use of accredited certification bodies (complete version)



SGQ N°.....A
SGA N°.....D
PRD N°.....B
PRS N°.....C

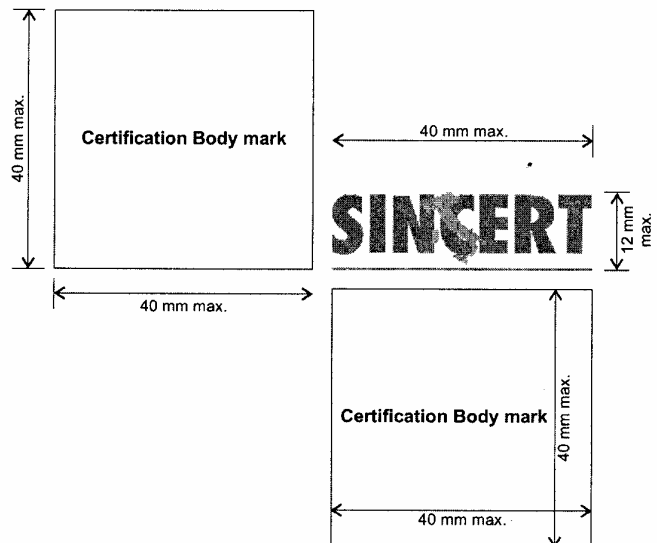
Membro di MLA EA per gli schemi di accreditamento SGQ, SGA, PRD e PRS
e di MLA IAF per gli schemi di accreditamento SGQ, SGA, e PRD
Signatory of EA MLA for the accreditation schemes QMS, EMS, Product and Personnel
and of IAF MLA for the accreditation schemes QMS, EMS and Product

Figure 3 for the use of accredited certification bodies (reduced version) and of accredited Inspection Bodies (unique version)



ISP N°.....E
(SGQ N°.....A)
(SGA N°.....D)

Figure 4 for the use of clients of accredited certification bodies





The accredited certification body is authorized to use the **ema** accreditation logo on certificates of registration ONLY. Neither the certification body nor the certificate holder (client) is authorized to use the **ema** accreditation logo for any other purpose.