



**GLOBAL MANAGEMENT CERTIFICATION SERVICES  
PRIVATE LIMITED**

**Document No.**

**P-05**

**PROCEDURE**

**Version.**

**3.00**

**Use of Certificate and Logo**

**Date of Issue**

**14.11.2016**

	<b>Name</b>	<b>Designation</b>	<b>Signature</b>	<b>Date</b>
<b>Reviewed &amp; Approved By</b>	<b>K.Siva Naga Prasad</b>	<b>Managing Director</b>		<b>14.11.2016</b>

Revision History

Version	Date	Description	Remarks
2.00	04.04.2016	Procedure revised based on the comments received from NABCB Assessors during Document Review. Document revised as per ISO17021-1:2015	Also name changed
3.00	14.11.2016	Procedure revised to include the comments raised by IAS during document review	

### 1.0 Purpose

To lay down a procedure for control of use of certificate, GMCSPL logo and accreditation marks.

### 2.0 Scope

GMCSPL certificate, logo and Accreditation marks.

### 3.0 Responsibility & Authority

GM Certification

### 4.0 Policy & Procedure

#### 4.1 Control of GMCSPL Logos and Accreditation Marks

- (1) GMCSPL certificates and logos, and accreditation marks are controlled as agreed to by the customer through Certification Agreement (F-03) and this procedure and document D-03. The procedure is publically available on GMCSPL website: [www.mcsglobal.in](http://www.mcsglobal.in).
- (2) The GMCSPL Logo is a certified trademark solely owned by GMCSPL. So as long as Client maintains its status as being certified by GMCSPL, Client will have the non-exclusive and non-transferable right to use the Certificate, the GMCSPL Logo and any Accreditation Marks in Client's advertising and marketing materials and campaigns.
- (3) GM ensures that the accreditation mark is not used by GMCSPL or its certified clients on any stationery, document and/or publicity material unless it relates in whole or in part to the scope of the programme under which the right to use the mark was obtained.
- (4) Where GMCSPL uses the accreditation mark and any IAF MLA mark (if permitted to use by accreditation body) on its stationery, documents and/or promotional materials, it includes on the same sheet of paper.
  - i. its own mark not disproportionately represented with reference to the actual accreditation mark, and positioned in a manner that ensures the relationship between the accreditation mark and the mark of GMCSPL is obvious;
  - ii. the phrase: "Accreditation by the xxxxxxx Acc No. ....". if the accreditation mark is used more than once in the same document the phrase need only appear once when the accreditation mark is first used.
  - iii. GMCSPL and the clients are not allowed to use accreditation mark on visiting cards.

- (5) If GMCSPL expresses any concern with respect to the use of the Certificate, the GMCSPL Logo or an Accreditation Mark as being inconsistent with or impermissible GMCSPL' Certification System, GM may request Client to cease and desist the improper use. The customer is informed the resulting action for improper use of the certificate, GMCSPL logo or accreditation marks. (e.g., correction, suspension of certification, publication of customer's transgression and other legal action).
- (6) A Company certified by GMCSPL may use the GMCSPL Certification Logo and the appropriate accreditation marks as follows:
- a) The GMCSPL Logo and the accreditation marks may be used on a Company's literature, such as: Letter Heads Brochures, Advertising and Marketing Materials; and can only be used within the scope of the Company's Certification.
  - b) GMCSPL Logo may be used on the business cards but Accreditation mark shall not be used.
  - c) clients can use the statement of the certification standard along with version of standard on their visiting card, publishing materials and letter head., ex. An ISO 9001:2015 Certified Company"
  - d) The GMCSPL Logo and the accreditation marks:-
    - i. shall not be used on a product or product packaging which may be reasonably concluded as indicating product approval;
    - ii. shall not imply certification of any product, process or service;
    - iii. shall not be used in connection with a management system not approved by GMCSPL;
    - iv. shall avoid using of same mark or a similar mark to indicate different systems of conformity certification;
    - v. accreditation mark shall not be used in isolation from GMCSPL Logo;
    - vi. shall not be used in such a way as to suggest that the government has certified or approved the activities of the licensee, or in any other misleading manner.
    - vii. shall not be displayed on vehicles except in publicity material like part of a large advertisement.
    - viii. shall not be displayed on buildings and flags.
  - e) The GMCSPL logo should state 'Standard' whose compliance certified.
  - f) *GMCSPL does not permit its marks to be applied to laboratory test, calibration or inspection reports, as such reports are deemed to be products in this context.*
  - g) The logo shall only be reproduced and printed in proportions and the color combination or in the grey-black combination as specified. The size of the logo shall not normally be reduced below the size 15x12 mm. 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. Redrawn masters should never be used.

- h) The accreditation mark shall be used in a manner that clearly communicates the meaning of the mark in conjunction with the GMCSPL Logo, and does not imply that the company is certified by the accreditation body.
- i) The GMCSPL Logo and the mark of accreditation body shall not be used disproportionately.
- j) The mark may state, "GMCSPL is accredited by \_\_\_\_\_."

Examples;

GMCSPL Logo	GMCSPL & AB Mark	
		

**4.2 Suspension and Withdrawal of Certification**

**4.2.1 Suspension of Certification**

GM Certification may suspend Certification of the customer for a specified period unless the improper use of certificate, GMCSPL logos and accreditation marks are not corrected. If the reasons for suspension are removed, its certification is restored.

GMCSPL may publish notification of the suspension.

**4.2.2 Withdrawal of Certification**

In the event of customer’s failure to timely correct a suspension within three months, GM Certification may withdraw the customer’s certification. The customer is informed in writing of the withdrawal of certification. The customer may reapply to GMCSPL for certification when the reasons for the withdrawal have been resolved and communicated to GMCSPL.

GMCSPL may publish notification of the withdrawal.

**5.0 Appeals**

Any decision or action taken regarding this document may be appealed in accordance with Appeals & Complaints (P-06).

**6.0 Records**