



USE OF FQC MARK AND ACCREDITATION LOGO

1. GENERAL

Following certification and acceptance of First Quality Certification (FQC) terms and conditions of certification as laid down in the Certification Agreement (QPR-014-SMK-F005) and Certification Regulations and Guidelines (QPR-014-SMK-F007), you will be authorized to use the FQC Mark and Accreditation Logo issued to FQC by International Accreditation Service (IAS). The authorization will be for the period covered by the Certificate. All FQC Certificates expire after 3 years and your organization's Management System (MS) will need to be re-assessed in accordance with the FQC recertification process.

2. CERTIFICATION CONDITION

For certification to be valid, you will need to maintain your Management System (MS) according to the following criteria:

- Continue to maintain a management system which complies with the assessed standard(s);
- Subject to surveillance audits with access to areas, documents and personnel as well as taking timely corrective action and verification of all non-conformities noted;
- Maintaining a record of complaints and the remedial action taken in relation to products or services within the scope of your certification;
- Notification to FQC of intended significant changes to the organization or Management System (MS) which may affect the certification.
- Only claim certification with respect to activities covered in the scope of certification and not use the certificate, reports, marks or logos or symbols, or make any statement that brings FQC and/or the certification system into disrepute, lose public trust or is misleading with regard to the scope of certification.

3. USE OF FQC MARK CONDITIONS

Compliance with the conditions and use of FQC Mark and Accreditation Logo as laid down in the Certification Agreement (QPR-014-SMK-F005) and Certification Regulations and Guidelines (QPR-014-SMK-F007).

FQC retains the ownership of the certification and of the FQC Mark, Accreditation logo and certificates issued.

Authorization to use the FQC Mark and Accreditation logo shall only remain valid so long as the conditions of certification are complied with.

Its right to use cannot be assigned to, or transferred to, or acquired by any other person, entity, or organization, including through a change of ownership or merger of the organization, without FQC's prior written consent and approval.

Should the certification be suspended or withdrawn by FQC, cancelled or not renewed by your certified organization, FQC Mark and/or combination of FQC Mark and Accreditation Logo must cease to be used or distributed. In this case, action(s) as required by the certification scheme and any other required measures by FQC shall be taken.

Clients will be notified that FQC certification no longer applies and use of relevant advertising material referencing certification be discontinued. FQC will request return of certificate(s).

Should the scope of certification be reduced either by FQC or your organization, the use of FQC Mark and Accreditation Logo must be adjusted accordingly, for example amendment of advertising material.

In the event that FQC Mark and/ or Accreditation Logo changes, you will be notified accordingly. You are to update to the new mark at your earliest convenience.

FQC monitors the use of FQC Mark and Accreditation Logo during surveillance and recertification audits.

4. The FIRST QUALITY CERTIFICATION (FQC) MARK

The Certification Mark does not indicate accredited certification but may be used as shown, without the Accreditation Logo.

Fig 1.



Fig 2.





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Fig 3.



The last line of FQC Mark will be the assessment standard to which certification relates.

FQC Mark box size: 37mm x 37mm.

However, it may be uniformly enlarged or reduced so long as the text is legible, and the proportions remain as per the original.

FQC Mark text (font): Bree Serif Regular and Century Gothic Bold for the standards name

FQC Mark official colour: dfa71c (RGV), 1e3a5a (RGV for texts)

However, FQC Mark maybe reproduced in the FQC designed logo only or in a single colour black and white. (See Figure 2 and Figure 3).

The FQC Mark, on its own, may be used in advertising, literature, stationery, letterheads, business cards, invoices, delivery slips, posters, brochures, pamphlets, promotional videos and goods (such as daily planners or pocket diaries, mugs, coasters, etc), websites, exhibition stands, internal walls, window sticker, billboards, company buildings, on vehicles or flags.

This FQC Mark cannot be used on product itself or on product packaging, if only the organization's management system (MS) has been certified as this implies product certification.

FQC Mark cannot be used on laboratory test or on calibration reports or inspection reports.

5. The IAS ACCREDITATION LOGO

Fig 4.

International Accreditation Service (IAS), a US accreditation body, authorizes the use of the Accreditation Logo (See Fig 4). It shall be used only in combination with FQC Mark and under no circumstances be used independently.

Other conditions must be met by all IAS accredited organizations per succeeding section.

6. COMBINED USE OF THE ACCREDITATION LOGO AND CERTIFICATION MARK

Fig 5.



The combined FQC Mark and Accreditation Logo (Fig 5) may be displayed on stationery only, if the FQC Mark or Certification logo is also shown, with the combined logo having no more prominence than the logo or title and not printed more than once for each applicable accreditation.

The FQC Accreditation Number issued by IAS to FQC shall be shown underneath and must not be substituted with your own certificate number. The number is part of the Accreditation Logo and therefore cannot be removed from the mark.

Conditions to be met for using the FQC Mark and Accreditation Logo:

- When used, the FQC Mark and Accreditation Logo may be displayed in a 65mm x 37 mm size.
- Enlargement (e.g. >A4 size paper) or reduction (e.g. business cards) of the combined logo shall retain the same design proportions and not to be distorted.
- Reproduction must be clear, legible and in its original horizontal orientation (not rotated) and with no in filling that might impede readability.
- The IAS logo shall not be bigger than the FQC Mark.
- Same conditions apply as the independent use of FQC Mark per Section 3, "Use of FQC Mark Conditions" of this document.



USE OF FQC MARK AND ACCREDITATION LOGO

Where to use FQC Mark and Accreditation Logo:

- a. Stationery, letterheads, quotations for work
- b. Advertising and publicity materials related to your certification
- c. On internal/ inside walls and doors of your buildings
- d. On exhibition stands
- e. Pamphlets, brochures or marketing collaterals
- f. Websites

FQC Mark and Accreditation Logo cannot be used:

- a. on flags and company buildings;
- b. on vehicles, except where used as part of a larger advertisement, provided this is in accordance with the rules and conditions laid down in this document;
- c. directly on the company's product or product packaging or be used to suggest or denote product conformity or that FQC has approved any product or service (goods, products, wrapping, labels etc.), unless the product is produced and certified by FQC. Specific rules apply to the use of the Product Certification Mark. You should discuss these with FQC before use;
- d. on laboratory test, calibration or inspection reports as these are deemed to be products in this context;
- e. in any way that might mislead the reader about your certification;
- f. at any location not included in the certification.

7. MONITORING THE USE OF FQC MARK AND ACCREDITATION LOGO

FQC will monitor your use of the FQC Mark and combination of FQC Mark and Accreditation Logo during surveillance and certificate renewal visits to ensure compliance with these requirements.

If any misuse or abuse is noted by FQC, we will notify you immediately with details of the situation, corrective action required and timescales for completing this action.

If the situation were continued, despite attention is drawn to its misuse or abuse, this would constitute the first stage of the suspension and/ or withdrawal procedure.

8. AVAILABILITY OF FQC MARK AND ACCREDITATION LOGO

FQC Mark and Accreditation Logo will be sent in CD upon issue of the initial (first) certificate.

9. IMPORTANT NOTES

Images used in this document:

The images in this document are for guidance only and are not to be reproduced.

Use of ISO Logo:

International Organization for Standardization (ISO) is an international standard-setting body which develop and publish international standards. ISO doesn't provide certification or conformity assessment nor accreditation. Hence, it is not permitted for anyone to use the ISO Logo in connection with certification or accreditation per se. The ISO logo is a registered trademark and cannot be used by anyone outside of ISO, unless authorized.

When in doubt or have questions:

For questions as to whether your proposed use of FQC Marks and/or Accreditation Logo on an advertisement, brochures or other promotional materials is in compliance with these guidelines, contact FQC Office and send sample for review.

For the use of the certification mark on electronic documentation (i.e. websites), the same rules as stated in these guidelines apply

Copy Dissemination:

A copy of this document, "Use of FQC Mark and Accreditation Logo" will also be issued to you.