



## INSTRUCTION FOR THE USE OF LOGO

### 1.0. AIM

Aim of this instruction is how to use management system logos for the companies that are certificated within the framework of the system certification, product certification and inspection certification activities executing by QA Technic.

### 2.0. SCOPE

This instruction notes the bases of usage of suitable dimensions System Documentation logo.

### 3.0. RESPONSIBLES

All firms which have Management Systems certificate which was given from QA TECHNIC.

### 4.0. APPLICATION in SYSTEM CERTIFICATION ACTIVITIES

4.1. After signing the certificate agreement, all firms which was certificated by QA TECHNIC Quality and System Certification Management have to obey the this instruction's decision during the time of continuing of certificate.

Furthermore, if certified firms have other certificates out of the system certificate, at the usage of these certificates, have to abstain the logo usage which causing the misunderstanding.

4.2. At the activities and advertisement which are out of the document extent, organization can not use the System Certification Logos

4.3. The organization can use System Certification Logos at only activities and advertisements which inside the document extent.

4.4. If certificate agreement suspended or withdrawn, the organization have to hold on the usage of logo.

4.5. Suspending or withdrawing operations are applied to the organization which does not perform the statements of this instruction.

4.6. If System Certification Instructions based, QA TECHNIC System Certification Logos;

- Can not use upon the products (It maybe single or inside any packaging material)
- Upon the outer pack which is using for carrying, logos can be use with the meaning like that this logo is related with Management Systems, not with products.
- Upon the advertisement aimed issues or advertisement brochures, expression which that the certificate was given the Management System, can be emphasize or not
- Upon the laboratory, analysis, calibration or audit reports related to the organization, the logo can not be used

The declaration which explains that the certificates are given the Management System can be as following;

"This product is produced at the system which was certificated being suitable to TS-EN ISO 9001:2008 / TS-EN ISO 22000:2005 standard."

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- 4.7. System Certification symbols can be used at defined form and dimensions on the website. Furthermore, if the proportions stand firm, dimensions can be reduced or expanded. If it is necessary, the changes, which are about the type, shape, dimensions or proportions of reducing and expanding at System Certification Logos, are announced to related people by Management Board.
- 4.8. TURKAK accreditation mark can be used on advertisement materials, stationery, documents, with a letterhead paper etc. belongs to QA TECHNIC. But it isn't allowed to use on business cards for personnel.
- 4.9. TURKAK accreditation mark must be used with QA TECHNIC logo.
- 4.10. If the certified client from QA TECHNIC wants to use TURKAK accreditation mark should be obey the below conditions. These conditions are announced to the clients in addition to agreement at the agreement stage.
- TURKAK accreditation mark should be definitely used with QA TECHNIC logo by providing form from QA TECHNIC.
  - TURKAK accreditation mark shouldn't be used alone on vehicles, buildings and flags.
  - TURKAK accreditation mark shouldn't be used out of the certified standart or out of the scope.
  - TURKAK accreditation mark shouldn't be used on products and package materials to mean the products was certified and tested.
  - If certificate of the client was suspended or withdrawn, the user of the mark/s loses the right to use the mark/s. In such a case, the user of the mark/s shouldn't use already existing documents, media, etc. , mark/s must be withdrawn immediately from them after the withdrawal/suspension of the certification has into force.
  - Sample logo usage is below.



- 4.11. If the certified client from QA TECHNIC wants to use DGA accreditation mark, should be obey the below conditions. It's allowed to use DGA mark only certificates for accredited certification body, DGA mark isn't allowed to used for the the clients.
- DGA mark should be definitely used with QA TECHNIC logo by providing form from QA TECHNIC.
  - DGA mark shouldn't be used alone on vehicles, buildings and flags.
  - DGA mark mark shouldn't be used out of the certified standart or extent of the scope.
  - DGA mark shouldn't be used on products and package materials to mean the products was certified and tested.
  - If certificate of the client was suspended or withdrawn, the user of the mark/s loses the right to use the mark/s. In such a case, the user of the mark/s shouldn't use already existing documents,

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media, etc. mark/s must be withdrawn immediately from them after the withdrawal/suspension of the certification has into force.

- Sample logo usage is below.



ISO 9001:2008



ISO 14001:2004



ISO 22000:2005



ISO 27001:2005

- 4.12 To get logo for certified clients that have which certificate of the standart (ISO 9001, ISO 14001, ISO 22000,etc.)

It is recommended that the following website is checked periodically for updated or revised versions of logo, [http://www.gatechnic.com/logo\\_download.asp](http://www.gatechnic.com/logo_download.asp),

- 4.13 The following logo is used for TS ISO / IEC 27001 Information Technology – Security Techniques – Information Security Management System.



## 5. APPLICATION in PRODUCT CERTIFICATION ACTIVITIES

- 5.1 After signing the certificate agreement, all firms which was certificated by QA TECHNIC Product Certification Management in production management have to obey the this instruction's decision during the time of continuing of certificate.

Furthermore, if certified firms have other certificates out of the production certificate, at the usage of these certificates, have to abstain the logo usage which causing the misunderstanding.

- 5.2. At the activities and advertisement which are out of the production certification scope, organization can not use the Production Certification Logos
- 5.3. The organization can use Production Certification Logos at only activities and advertisements which inside the document extent.
- 5.4. If certificate agreement suspended or withdrawn, the organization have to hold on the usage of logo.
- 5.5. Suspending or withdrawing operations are applied to the organization which does not perform the statements of this instruction.

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### 5.6. If Production Certification Instructions based, QA TECHNIC Production Certification Logos;

- Can be used upon the products (The product mentioned here comprises the product which places in terms of model/type/serial number in the scope of certificate. It can not be put on components, equipments, spare parts, materials of the product)
- Upon the outer pack which is using for carrying, logos can be use with the meaning like that this logo is related with the product which is in the scope of the certification.
- Upon the advertisement aimed issues or advertisement brochures, with the expression which that the certificate was given for related product.
- Upon the laboratory, analysis, calibration or audit reports related to the organization, the logo can not be used

The declaration, which explains that the certificate is given for product, can be as following; “this product has been inspected within the scope of ISO/IEC 17020 StanDGAd.”

Example: “The forklift numbered as 123 has been inspected within the scope of ISO/IEC 17020 Standard.”

**5.7** Production Certification symbols can be used in forms and dimensions defined on the website. Furthermore, if the proportions stand firm, dimensions can be reduced or expanded.

**5.8** TURKAK accreditation mark can be used on advertisement materials, stationery, documents, with a letterhead paper etc. belongs to QA TECHNIC. But it isn't allowed to use on business cards for personnel.

**5.9** TURKAK accreditation mark must be used with QA TECHNIC logo. It is not allowed to be used all alone.

**5.10** If the certified client from QA TECHNIC wants to use TURKAK accreditation mark, it should obey the conditions mentioned hereunder. These conditions are announced to the clients in addition to agreement at the agreement stage.

- TURKAK accreditation mark should be definitely used with QA TECHNIC logo by providing form from QA TECHNIC.
- TURKAK accreditation mark shouldn't be used alone on vehicles, buildings and flags.
- TURKAK accreditation mark shouldn't be used out of the certified stanDGAt or extent of the scope.
- TURKAK accreditation mark shouldn't be used on products and package materials to mean the products was certified and tested.
- If certificate of the client was suspended or withdrawn, the user of the mark/s loses the right to use the mark/s. In such a case, the user of the mark/s shouldn't use already existing documents, media, etc. , mark/s must be withdrawn immediately from them after the withdrawal/suspension of the certification has into force.
- Sample logo usage is below.

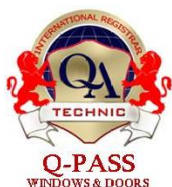
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- In the Production Certification, Accreditation scope of QPASS Door and Windows Certification



**5.11** Production Certification should be used as if defined in related regulations within the scope of 95/16/EC Lift Directive, 89/106/EC Construction Materials Directive, 98/37/EC (2006/42/EC) Machine Directive.

### 6. APPLICATION in INSPECTION CERTIFICATION ACTIVITIES

It should not be placed on the product or materials and also it should not be used together with meaning production certification and approval. The firms that are producing, montage, distributor do never use TURKAK accreditation logos.

Inspection stickers are only put on the products together with showing inspection date, project number and following inspection date defined hereunder by QA TECHNIC.



7. Firms can reach for related logos of production standards defined in certification contracts in QA Technic web site in logos part, [http://www.qatechnic.com/logo\\_download.asp](http://www.qatechnic.com/logo_download.asp),

If it is determined that logos and the certificates that are issued by Alberk QA TECHNIC have been used as misleading and dishonestly for the customers, the subject will be devolved to T.C. Kadıköy Bailiff's Office and Courts.

### 8. RELATED DOCUMENTS

- PR-09 Audit and Certification Procedure
- R10.06 The conditions relating to usage of TÜRKAK Accreditation Mark by the firms that have accredited by TURKAK.

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## INSTRUCTION FOR THE USE OF LOGO

### 9.0 STATUS OF REVISION

Revision Date	Revision Number	Overhauled Clause	Explanation
22.05.2006	01	-	Writing format has been changed. The situation of revision chart was added.
18.06.2007	02	4.6	Determination related to the, " the logo can not be used upon the firm's laboratory, analysis, calibration or audit reports" was added.
18.09.2007	03	4.8 – 4.9 – 4.10	Change in QA TECHNIC logo and company name was included. Some conditions have been added related with TURKAK mark.
24.02.2009	04	4.9 -4.11- 4.12	There was a revision at clause 4.6-4.9-4.10.  Some conditions have been added related with DGA mark at clause 4.11.  Some informations have been added how to get logo at clause 4.12.
31.03.2009	05	5	Clause 5. and 6 have been added: Logo usage within the scope of Production Certification and Inspection Scope.
10.04.2009	06	4.13	ISO 27001 Logo is added.
19.06.2009	07	7.0	The information of customer disagreement condition is added.
03.06.2010	08	4.11	DGA accreditation was changed as DGA. Logos were changed.

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