



## LOGO, CERTIFICATE AND TRADEMARK USAGE INSTRUCTION

### 1.0. PURPOSE

Purpose 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 certificate which was given from QA TECHNIC.

### 4.0. DEFINITIONS

**TÜRKAK Logo:** Symbol used by TÜRKAK to promote its name or accreditation programs



**TÜRKAK Accreditation Brand:** It is the symbol used by TÜRKAK to show the accreditation status of organizations. Accreditation Brand The accreditation area is created under the TÜRKAK logo by adding the standard number subject to accreditation and the accreditation number of the accredited institution.

#### HALAL Certification –GAC Logo



The “GAC” logo is to be used by GAC only. Accredited organizations may use the “GAC Accredited” symbol and/or may make a narrative reference to their GAC accreditation, but cannot use the “GAC logo” in such references.



**GAC's Accreditation symbol/mark :** It is the symbol used by GAC accredited organizations to indicate their accreditation status. It is used in documents and reports by Alberk QA Technic and is not available to certified customers.



**GSTC – GSTC – Global Sustainable Tourism Council “GSTC-Accredited logo”** and all variants provided by GSTC

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Türkiye/TGA Sustainable Tourism program logos—FOR USE IN TURKEY ONLY.

### Accreditation Number:

Accreditation numbers are given specifically to the certification body

**AB-0067-M:** It is the number and brand of TÜRKAK accreditation belonging to Alberk QA Technic within the scope of inspection services.

**AB-0011-U:** It is the number and brand of TÜRKAK accreditation belonging to Alberk QA Technic within the scope of product certification services.

**AB-0143-YS:** It is the number and brand of TÜRKAK accreditation belonging to Alberk QA Technic within the scope of system certification services.

**QA TECHNIC Logo:** Registered symbol used by QA Technic to promote its name

**TÜRKAK CERTIFICATE VERIFICATION SYSTEM (TBDS) SQUARE CODE:** QA TECHNIC Certification produced by the TÜRKAK document verification system, where some records and information (application, scope, inspection, evaluation/certificate, etc.) regarding the management system certifications given or to be given to customers receiving service from QA TECHNIC certification are entered. QR code that provides access to information.

**IAFCertSearch:** It is the world's private global database for accredited management system certificates created by the International Accreditation Forum. It provides businesses and governments with the ability to digitally verify an organization's certificate(s) to determine whether a certificate is valid and whether the issuing Certification Body is accredited. [www.iafcertsearch.org](http://www.iafcertsearch.org)

### 5.0. APPLICATION in SYSTEM CERTIFICATION ACTIVITIES

**5.1.** 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.

**5.2.** System Certification Symbol (logo) can not used in internet, document, brochure and communication medias such as advertisement except the activities of certificate scope belongs to organisation management system.

**5.3.** Organisation can only use the system certification logo in certificate scope activities and communication medias such as internet document, brochure and advertisements.

**5.4.** In case of suspension or cancellation of certificate contract, logo usage and all of the commercial affairs covers the references to certification, are stopped. In case of scope reduction, all of the logo usage

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conditions and commercial affairs includes the references to certification are revised properly to scope reduction.

**5.5.** Suspending or withdrawing operations and if it is required legal operations are applied to the organization which does not perform the statements of this instruction.

**5.6. QA Technic System Certification Logos as per System Certification instructions;**

- ✓ It cannot be used on the product. (Here, the expression of the product can be a product that can be touched directly or a product in a separate package, container, etc.)
- ✓ QA Technic does not permit the use of the FSMS certification mark on the product or on product packaging. In the context of this document, product packaging referred to in ISO/IEC 17021-1:2015, 8.3 includes all product packaging, both primary packaging (containing the product) and any outer or secondary packaging.
- ✓ It cannot be used on the packaging of the product or in a way that it indicates that the product is suitable.
- ✓ Logo; it cannot be used to give the impression that the management system is certified, that QA Technic has certified a product (including service) or process.
- ✓ The logo of the organization; laboratory tests, calibration and inspection reports and certificates are not allowed as they will mean that such reports will be assumed to be products in this context.
- ✓ The organization cannot use the logo of the document it has received in a manner that will overshadow the reputation of QA Technic or certification system and lose public trust.
- ✓ Logo; on the product; It can be used together with the expression defined in clause 5.14.

**5.8** 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.

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

**5.9** Accreditation mark must be used with QA TECHNIO logo

**5.10** If accreditation mark will be used by an organization certified by QA Technic, they must comply with the following restrictions. The following restrictions are announced to the customer in addition to the contract during the contract phase.

- ✓ The accreditation brand must be used in conjunction with the QA Technic brand and as provided by the office.
- ✓ The accreditation brand cannot be used alone on vehicles, buildings and flags.
- ✓ The accreditation brand cannot be used outside the standard or scope subject to certification.
- ✓ The accreditation brand cannot be used on the product or its packaging to imply that the products have been tested and approved.

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- ✓ Organizations whose certificates are suspended or whose certificates are canceled must immediately stop the use of the QA Technic and Accreditation Body brands and remove them from wherever they are used.

### 5.11 Example logo usage is as follows;



### 5.12 In order for the companies to reach the relevant logos of the system standards included in the certification agreement, they should contact our company and make a request.

### 5.13. TURKAK QR CODE USE

In the certificates it will issue, QA Technic can use the TBDS Square Code produced by the TÜRKAK Document Verification System (not less than 20x20 mm) besides the TÜRKAK brand (left or right or above or below).

TÜRKAK code to be used under the square code will be given by the system after the information is entered in the TBDS platform and consists of 9-10 alphanumeric characters. The frame code of each company is company specific. It cannot be used by another company.

### 5.14. USE OF STATEMENT ON THE PRODUCT

According to the System Certification instructions, the conditions of presenting the customer that the customer has received the system certificate are as follows;

- ✓ A statement can be used to indicate that a document has been given to the relevant Management System of the company on the packaging of the products or in a document to be supplied with the packaging (Except ISO 22000:2018). Product packaging is considered as the part that separates the product without disassembly or damage. The information to be provided is considered as a separate piece or can be easily separated. Type labels and identification plates are considered as part of the product and are not included in the document to be supplied with the packaging.
- ✓ The statement must not in any way imply that the product, process or service is certified.
- ✓ The statement should refer to the following:
  - Identification of the certified customer (such as brand or name),

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- Type of management system (eg quality, environment) and applied standard,
- The certification body that issued the document.
- ✓ The statement explaining that the document was given to the Management System, for example; "This product is quality management system in quality / food / environment / information / medical devices by Alberk QA Technic, ISO 9001: 2015 / ISO 14001: 2015 / ISO 27001: 2022 / ISO 45001:2018/ ISO 13485: 2016 / ISO 50001: 2018 It has been produced by the firm ..... certified according to the standard. " It may be.
- ✓ It can be used in advertising publications of the organization or on promotional brochures by stating that the document has been given to the relevant Management System.
- ✓ the expression; it cannot be used to give the impression that the management system is certified, that QA Technic has certified a product (including service) or process.
- ✓ The organization cannot use the expression it has used in a manner that will overshadow the reputation of the QA Technic or certification system and lose public trust.

### 6. APPLICATION in PRODUCT CERTIFICATION ACTIVITIES

6.1 Organizations certified on Product Certification by the QA Technic Product Certification Department are obliged to comply with the provisions of this instruction as long as the validity of the certificate continues after the signing of the document agreement.

6.2 In accordance with Article 10 of the "CE" mark regulation, the general principles for placing and using the "CE" mark on the product are as follows:

a) By placing or ensuring that the "CE" mark is placed on the product, the manufacturer is deemed to have declared that it is under his own responsibility that the product complies with the relevant technical regulation or regulations that require this marking, and that the product has been subjected to all necessary conformity assessment procedures.

b) In case a product is subject to more than one technical regulation requiring the "CE" mark to be affixed, the "CE" mark on the product constitutes a presumption that all applicable provisions of all relevant technical regulations have been fulfilled by the manufacturer. However, where one or more technical regulations give the manufacturer a choice to apply during a transitional period, the "CE" mark only indicates compliance with the provisions of the applied technical regulation or regulations.

c) "CE" marks;

1) It is included in the annex of the CE marking regulation (ANNEX-1 SHAPE OF "CE" MARKING) and 6.12 of this instruction. It consists of the letters "CE" in accordance with the shape defined in the article and the design of the sign cannot be changed, except that it is reduced and enlarged in accordance with the proportions in the drawing.

2) Unless otherwise specified in the relevant technical regulation, it shall be at least 5 mm in size

3) In cases where this is not possible or permanence cannot be guaranteed due to the nature of the product or the information plate, it is placed in its packaging and in the documents accompanying the product as stipulated by the relevant technical regulation, in a visible, legible and indelible manner.

4) The product is placed before it is placed on the market.

5) It is placed only by the manufacturer or his authorized representative.

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c) When required by the relevant technical regulation, the identification registration number of the notified body involved in the production control phase is also included next to the "CE" mark. Alberk QA Technic approved identification number is 2138. The identity registration number is placed by the manufacturer or the manufacturer's authorized representative in accordance with the rules of Alberk QA Technic. In the event that a product is subject to evaluation by more than one notified body due to the scope of different technical regulations, the identification registration numbers of all notified bodies involved in the production control phase are placed next to the "CE" mark.

d) Along with the "CE" mark, the product may include pictograms or other markings describing a particular risk or use.

e) No other signs or descriptions may be placed on the product to mislead third parties about the meaning and form of the "CE" mark. Any other mark may be placed on the product only in a way that does not impair the visibility, legibility and meaning of the "CE" mark.

f) The "CE" mark can only be used on products for which technical regulations are required and cannot be used on other products.

g) When required by the relevant technical regulations, the "CE" mark is placed in such a way that it can be read by the visually impaired.

.3. The organization cannot use the Product Certification and inspection symbol (logo) in the fields of activity and advertisements outside the scope of the document of the product certification system. In addition, if the certified organizations have certificates other than the product certificate (such as system certificate), they should avoid the use of logos that will cause confusion in the use of these documents.

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

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

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

6.7. In accordance with Production Certification Management's instruction, 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 product components, spare parts and similar equipment and materials.) See item 6.2 for detailed information

-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 statement explaining that the document was given to the Product, for example; "This product has been certified under ISO / IEC 17065 standard." It may be.

6.8. Manufacturers whose audits have been successfully completed and have been awarded the certificate must be requested by us to use the Product Certification symbols. The dimensions can be reduced or enlarged, provided that the proportions of the logos sent to the manufacturer by us remain constant.

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- 6.9 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.
- 6.10 Accreditation mark must be used with QA TECHNIC logo. It is not allowed to be used all alone.
- 6.11 If the certified client from QA TECHNIC wants to use Accreditation mark, it should obey the conditions mentioned hereunder. These conditions are announced to the clients in addition to agreement at the agreement stage.
- Accreditation brand must be used with the QA Technic brand and as provided by the office.
  - Accreditation brand cannot be used alone on vehicles, buildings and flags.
  - Accreditation brand cannot be used outside the standard or scope subject to certification.
  - Organizations whose certificates are suspended or whose certificates are canceled must immediately stop the use of the QA Technic and TÜRKAK brands and remove them from wherever they are used.

6.12

**Sample Logo Usage:** :CE can not be used without QA Technic's authorized institution number (2138). The CE mark with the number 2138 in the lower part can be used alone or next to the QA Technic logo. If they are used with the logo of QA Technic, the two logos must be of equal size. The rules regarding the shape and dimensions of the CE mark are as follows;



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Certified customer; the GAC logo; has accepted with the signed contract that he will not use it on the product, building, vehicle, advertising equipment.

Organizations whose certification has been suspended or whose certification has been revoked should immediately stop the use of the HALAL Logo and remove it from wherever it is used. The validity period of the Halal logo is limited to the validity period of the Halal certificate. Organizations that do not renew their certificates or whose certificates have been revoked even though the validity of the certificate has expired are obliged to collect back the products with the Halal logo that they put on the market.

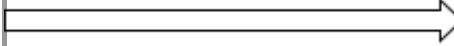
In case of detection of misleading or deceptive uses or statements of the logos and documents issued by Alberk QA TECHNIC, the subject is T.C. It will be transferred to Kadıköy Enforcement Offices and Courts.

### 7. PPLICATION 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.

Example: "Forklift No. 123 has been examined within the scope of ISO / IEC 17020". Article 5.10 also applies to inspection activities



### 8. USE OF GSTC AND TGA SUSTAINABLE TOURISM PROGRAM LOGOS, LOGO LICENSE AGREEMENT ANNEXES

#### Terms of Use of the GSTC Logo for Certified Businesses





"GSTC Criteria Certified" Logo -for use only by travel providers certified by a GSTC Accredited certification body.

Each instance of the logo must contain a unique "GSTC Compliant" identification code (an example is provided below).

It is a sample logo, not for use.

#### Ek 2: GSTC Akreditasyonlu Logonun Kullanım Koşulları

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## LOGO, CERTIFICATE AND TRADEMARK USAGE INSTRUCTION



### Ownership of the Logo

The intellectual property of the "GSTC-Accredited Logo", the footprint trademark and control of the use of GSTC logos, images and names remain with GSTC at all times.

### Use While Certified

The "GSTC-Accredited Logo" can only be used as long as the certification program remains GSTC-Accredited.

In case of removal, discontinuation, suspension, non-renewal or removal of certification of GSTC-Accredited status, the certification body must immediately cease the use of the "GSTC-Accredited Logo".

If the certification body no longer holds GSTC Accreditation or if the program ceases trading or is discontinued, the program must immediately discontinue use of the "GSTC-Accredited Logo".

### Permitted Uses

The "GSTC-Accredited Logo" may only be used to promote the certification body's GSTC-Accredited status.

The "GSTC-Accredited Logo" may only be used in print, electronic and broadcast media where it is clearly related to the scope of the actual program with GSTC-Accredited status.

The "GSTC-Accredited Logo" CANNOT be used where other certification schemes have been approved or where it may imply any scope of certification beyond the scope of GSTC Accreditation.

The "GSTC-Accredited Logo" may only be used if it has a contrasting background and the text component is of a size that can be read by a person with average eyesight.


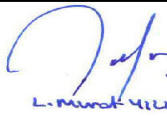
"GSTC-Accredited Logo" can only be used if the Logo is complete with all its elements.

The "GSTC-Accredited Logo" may be used alone or alongside any logo used by the certification program.

"GSTC-Accredited Logo" is only used on signs, nameplates, etc. that feature the full logo. available.

### Use by Third Parties

The GSTC-Accredited Logo cannot be used by a third party and cannot be used by a business or destination certified by a GSTC-Accredited certification body (which may use the Certified Logo by GSTC Criteria, subject to the Terms of Use.)

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## LOGO, CERTIFICATE AND TRADEMARK USAGE INSTRUCTION

### Termination of Use

If the certification body must stop using the "GSTC-Accredited Logo", this means that the logo must be removed from all electronic media (websites, social media, etc.) within one month and must be removed from signs, nameplates, etc. This means that any use on it must be removed within three months.

If the certification body is required to stop using the "GSTC-Accredited Logo", this means that no further printed or physical material containing the logo can be produced. Distribution of existing physical materials can only continue for three months.

### Other GSTC Logos

For the avoidance of doubt, a GSTC-Accredited certification body may use the "Logo Certified According to GSTC Criteria" as an example of the logo it issues to certified businesses or destinations.

### Basic Suitability for Use

The GSTC Criteria Certified Logo (as in the image above) can only be used by a tourism hotel (or other type of accommodation), tour operator or destination that has been certified by the GSTC Accredited certification body.

The Logo Certified According to GSTC Criteria can only be used when issued to the tourism hotel, tour operator or destination by a GSTC Accredited certification body and can only be used in addition to the Alberk QA Teknik logo and cannot be used alone without the Alberk QA Technik logo.

### Issuance of GSTC Logo Subject to These Conditions

The issuance of a GSTC Criteria Logo Certificate by a GSTC accredited certification body is subject to the terms of this regulation.

The issuance of the GSTC Criteria Certified Logo to a certified business or destination by a certification body constitutes acceptance and acceptance of the terms of this regulation.

### Ownership of the Logo

GSTC Criteria Logo Certified's intellectual property, footprint trademark and control of the use of GSTC logos, images and names remain with GSTC at all times.

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## LOGO, CERTIFICATE AND TRADEMARK USAGE INSTRUCTION

### Regulation Only While Holding GSTC Accreditation

Certified to GSTC Criteria Logo can only be issued for as long as the certification body holds GSTC Accreditation.

### Issue only to certified travel providers

The GSTC Criteria Certified Logo can only be issued to a tourism hotel, tour operator or destination that has been certified by a GSTC Accredited certification body.

If a GSTC Accredited certification body is no longer GSTC Accredited or if a GSTC Accredited body ceases trading or is wound up, the GSTC Certified GSTC Criteria Logo may not be issued.

### Allowed Editing

Logo Certified According to GSTC Criteria can only be issued with the "Terms of Use for Logo Certified According to GSTC Criteria". Appropriate graphic and digital representations may only be distributed in accordance with the "GSTC Criteria Certified Logo Terms of Use".

A GSTC Criteria Certified Logo can only be issued if it is complete with all elements of the Logo.

Certified to GSTC Criteria Logo can only be used for the period that the certification program holds GSTC Accreditation.


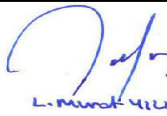
### Edit Record

The certification body must maintain a digital and/or physical archive of all issuances of the GSTC Criteria Logo, including contact information for the recipient's certified businesses or destinations. This must be provided to GSTC if requested.

An annual report must be submitted to GSTC by 30 July each year, containing a complete list of recipients with the GSTC Criteria Logo Certified in the year to 30 June.

NOTE: Another annual reporting date can be mutually agreed upon in writing.

### Other GSTC Logos

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## LOGO, CERTIFICATE AND TRADEMARK USAGE INSTRUCTION

For the avoidance of doubt, a certification body MAY NOT provide the GSTC Accredited logo to a certified hotel, tour operator or destination.

### Türkiye/TGA Sustainable Tourism program logos —FOR USE IN TURKEY ONLY.

Under the terms of the formal agreement between GSTC and TGA, GSTC's name and logo will be included within the Sustainable Tourism Program logo below.

These are presented here in English, but of course the official public logos are also written in Turkish. At the bottom of the program logo above is the phrase "Accepted by GSTC".



These English versions are provided as an indication of the official logos that will be published for use by the TGA only. The following three logos will be used by accommodation providers reaching one of the three stages of the

#### Sustainable Tourism Programme:


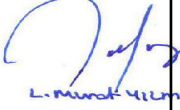
- The name or abbreviation GSTC appears in all four logo types. However, the GSTC logo appears in only two of the four logo versions:
- On the Stage 3 logo used by businesses that have been fully certified against all requirements of the GSTC Accreditation Guide by GSTC accredited Certification Bodies.
- The Sustainable Tourism program logo is for use only by the TGA or officially designated affiliates and CANNOT be used by others, including hotels.

9. Ownership of logos, brands and documents; It belongs to Alberk QA TECHNIC. Our company evaluates the use of the logo in every audit. Corrective actions and corrections are requested from our certified customers for incorrect logo usage. Failure to make these corrections will result in suspension or withdrawal of the document. In addition, errors about the use of logos by our customers from third parties are also evaluated in the same way.

10. In case of detection of misleading or deceptive uses or statements of the logos and documents issued by Alberk QA TECHNIC, the matter will be referred to the T.C. Kadıköy Enforcement Offices and Courts.

#### 11. RELATED DOCUMENTS

- PR-09 Audit and Certification Procedure

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## LOGO, CERTIFICATE AND TRADEMARK USAGE INSTRUCTION

- R10.06 The conditions relating to usage of TÜRKAK Accreditation Mark by the firms that have accredited by TURKAK.
- TS EN ISO / IEC 17021-1: 2015 Conformity assessment - Requirements for organizations that provide audit and certification of management systems
- ISO 22003-1:2022 Food safety - Requirements for organizations that provide auditing and certification of food safety management systems
- ISO 27006-1 Information technology, cybersecurity and privacy protection - Requirements for bodies providing audit and certification of information security management systems - Part 1: General
- ISO 50003 Energy management systems - Requirements for organizations that provide auditing and certification of energy management systems
- TS ISO / IEC 17030 Conformity assessment - General requirements for third party conformity markings
- TS EN ISO / IEC 17020 General criteria for the operation of various types of inspection establishments
- TS EN ISO / IEC 17065 Conformity assessment - Requirements for organizations performing product, process and service certification
- "CE" MARKING REGULATION
- TN 6.0: GAC Technical Note 6 Policy on the Use of the GAC logo, GAC endorsement and references to accreditation
- <https://www.gstcouncil.org/gstc-logo-usage-guidelines/>

### 12 STATUS OF REVISION

Revision date	Rev. no	Rev. article	Comment
20.11.2023	00	4-8-10	Added information about using the GSTC Logo (It has been republished as it has completed its 40th revision.)
09.05.2024	01	5.10	IAS MSCB Update - Logos have been updated within the scope of the Certified Clients Use of IAS Mark guide
16.12.2024	02	5.6-5.14-11	Additions have been made within the scope of ISO 22003-1:2022 Standard
16.06.2025	03	All	References to IAS have been deleted. ISO 27006-1 standard updates have been made. G Sign definition has been deleted. Building materials and gas burning appliance definitions have been deleted.

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