



LOGO AND TRADEMARK USAGE INSTRUCTION

1.0. PURPOSE

Aim of this instruction is how to use management system logos for the companies that are certificated within the framework of the system certification activity 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. Related system certification logos are being sent to the certified clients via e-mail along with their scanned certificates.

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. 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.

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

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

4.5. 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.

4.6. QA Technic System Certification Logos,

- It can not be used on the product. (The product mentioned here can be any product or package, vessel which can be directly touchable.)

- Logo can not be used giving the impression of QA Technic certifies one of the product (including service) or process.

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- With an aim of transportation of product, logo can be used on outer packages stating the certificate is not given to product, given to related management system. (It can not used in product package which is seen by consumers).
- Any statement means that certificate is given to management system, can be as; "this product is produced in the plant whose the quality management system is certified complying with the ISO 9001:2008 / ISO 22000:2005 standard.
- Certificate can be used in advertisement purposed publishes or introduction brochures by declaring related management system or not.
- Organisation is not permitted to be applied on laboratory tests, calibration and inspection reports since it can be understood that certification is done in product sense.
- Organisation can not use the certificate not to bring into disrepute and not to lose the confidence of public to QA Technic certificate.

4.7. System Certification Logos sent via e-mail could be only used within pre-specified shape and dimensions. 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 DAKKS 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 DAKKS accreditation mark must be used with QA TECHNIC logo.

4.10 If the certified client from QA TECHNIC wants to use DAKKS accreditation mark, should be obey the below conditions. It's allowed to use DAKKS mark only certificates for accredited certification body, DAKKS mark isn't allowed to used for the the clients.

- DAKKS mark should be definitely used with QA TECHNIC logo by providing form from QA TECHNIC.
- DAKKS mark shouldn't be used alone on vehicles, buildings and flags.
- DAKKS mark mark shouldn't be used out of the certified standart or extent of the scope.
- DAKKS 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.

4.11 In case there would have been a revision regarding system certification logos, related parties are going to be notified by informative e-mail.

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If it is determined that logos and the certificates that are issued by Alberk QA TECHNIC have been used as misleading and dishonestly or declarations of it for the customers, the subject will be devolved to Germany Courts.

4.12 The logo of ALBERK and DAKKS shall be used together as represented below. DAKKS shall never be used alone.



4.13. About usage of the IAF logo;



IAF MLA logo whose shape has been defined above is going to be used on the certificate deserved as result of audit realised in your company together along with logo of accreditation body in accordance with requirements of IAF ML 2:2011 guide. IAF MLA logo's right of use is given to Alberk QA Technik as a consequence of countersigned agreement. Clients that are certified by ALBERK QA TECHNIC are never authorised to use IAF MLA logo on any document/record/product. Legal process is going to be initiated for those who unjustly use IAF MLA logo.

5. RELATED DOCUMENTS

- PR-09 Audit and Certification Procedure
- EN ISO 17021:2011 Standard
- 83 SD 003 Rules for accredited conformity assessment bodies on the use of the accreditation certificate and the accreditation symbol of the Deutsche Akkreditierungsstelle GmbH

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6.0 STATUS OF REVISION

Revision Date	Revision Number	Related Clause Number	Explanation
15.03.2012			Generation of the instruction.
24.05.2013	01	4.12 – 4.13	Picture has been added regarding usage of logo.Addition has been made to related documentation
27.02.2015	02	4.1-4.7-4.11	It has been defined that system certification logos would be sent to the attention of certified clients via e-mail. ISO 14001 logo is added.

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