



Document No	First Publish Date	Revision No	Revision Date	Page No
PR.008	01.01.2003	13	20.12.2018	1/7
CERTIFICATE AND LOGO USAGE PROCEDURE				

Revision No	Revision Date	Article No	Revision Content
01	18.12.2003		Reference was made to TÜRKAK guidelines
02	19.01.2004	4.5	Added
03	17.05.2006		F 009 removed, replaced with F 007. Vehicle, building and business cards were added in the use of the logo.
04	18.10.2006		F 009 was added
05	26.12.2006		Logo sizes were equalized.
06	30.04.2010	All	The document format and document code have changed.
		4.2 4.3	The contents of the P-1030 Procedure were added to this procedure.
		4.4	
		4.5	Additions to the content of the 17024 standard
		6	17021, 17020, 45011, 17024, 17025 with reference to the standard contents and guidance documents have been added.
07	24.08.2011	4.1.3	Added
08	29.05.2012	4.1.2	Kiwa Logo is not available on customer test reports, calibration and audit reports.
09	25.11.2014		Certificate and Logo Usage Agreement - FR.003 was defined as the Certificate and Logo Usage Commitment by adding content.
10	06.03.2017		Change of Kiwa logos only with Kiwa logos
11	12.10.2017	4.6	Kiwa logo usage policy is referenced.
12	19.12.2017	4.3	A statement was made about the use of a notified body identification number.
13	20.12.2018	All	Logo terms are changed by marc.
		4.5.2	Conditions are defined in scope of MYB Personal Certification activities
		4.5.4	
		5.10	
		6	

Quality Management Manager	General Manager

1.0 OBJECT

- 1.1 This is to define the management system audit certificates and the conditions for the use of Kiwa, Kiwa accreditation body registered trademarks and logos.

2.0 SCOPE

- 2.1 Applies to all customers that Kiwa has certified.

3.0 RESPONSIBILITIES

- 3.1 The responsibility for the proper use of certificates, brands and logos by Kiwa and its customers is under the responsibility of the Operations Manager.
- 3.2 Certification Coordinator is responsible for providing brands and logos to customers for certificate and printing purposes.
- 3.3 Customer is responsible for acting in accordance with this procedure.
- 3.4 General Manager shall be responsible for initiating and maintaining the sanctions necessary for customers acting in violation of this procedure..

4.0 APPLICATION

4.1 Management System Certification Logos

- 4.1.1 After the successful completion of the Kiwa certification process, a Certificate shall be issued with the details of the application scope, location, and the standard name of the audit. This certificate, the Kiwa logo and the TÜRKAK logo are subject to the following conditions.

(a) The Customer is entitled to use certificates and / or logos on promotional materials, correspondence and advertisements, provided that it is strictly adhered to the scope and location conditions contained in the certificate. The TÜRKAK logo cannot be used on vehicles, flags, buildings, business cards.

(b) Printed documents should not misrepresent the certification process only by invoking the product or service document that has been prepared in accordance with the principle that the company management system is certified.

(c) No logos can be found on the product primary packaging or reference to the management system document. 2. It is possible to use the necessary explanations on the packaging (parcels etc.). (Ex. ISO 9001: 2008 certified ABC company facilities.)

(d) The management system certificate is valid for three years provided that the interim checks are successful. Logos can be used as long as the document is valid. In case of cancellation of the company's certificate or the removal of Kiwa's accreditation, the companies are obliged to stop the use of the logo.

(e) Management system certificate does not prevent the customer from complying with legal requirements.

(f) During interim audits, the customer must show the place where logos are used by the auditors.

- 4.1.2 The logos of Kiwa and the accreditation body are provided to the customers in a ready-to-reproduce form. The following conditions apply to the subject.

- (a) The Kiwa logo can be used alone, and the logo of the accreditation body is used in conjunction with the Kiwa logo. Below is an example:



- (c) Logos are used in conjunction with customer information.
- (d) Logos are produced on a background of contrasting color where they can be selected clearly.
- (e) Logos shall be of a size in which all their features can be seen in detail.
- (f) Logos of the accreditation body shall not be in a large place or separate from the Kiwa logo.
- (g) The guidance and documents pertaining to the use of the accreditation institution logos are valid (TÜRKAK Guide, R.10.06). In this context, the logo of the accreditation agency is the same size as the Kiwa logo.
- (h) Kiwa Logo cannot be used on customer test reports, calibration and audit reports.
- 4.1.3 Kiwa audit team carries out the necessary checks for the compliance of IAF, TURKAK guidelines and the use of certificates, trademarks and logos during the audits with respect to this procedure and records the results in the relevant part of the audit report. For this purpose, the audit team takes samples, takes pictures when necessary, and makes checks on brochures, catalogs, business cards, advertising materials and products. The chief auditor also evaluates the issued certificates from the following aspects and records the results in the relevant part of the audit report.
- (a) Overview, typographical errors
- (b) Usage areas
- (c) Dates, standard and revision status
- (d) Company name, address, signature, seal status
- (e) Exclusions and availability
- (f) The presence and status of the logos of Kiwa and the accreditation body,
- 4.1.4 General Manager shall determine and initiate the necessary sanctions if the customers use their logo and certificates in contravention of this procedure. This can range from requesting corrective action to seeking legal remedies. Information about all kinds of activities are notified to the customer in writing.

- 4.1.5 After the cancellation of the certification agreement, the customer stops the use of Kiwa certificates and logos and, if requested, sends the certificate back to Kiwa.
- 4.1.6 Kiwa logo is subject to trademark registration by the Turkish Patent Institute. In case of unauthorized use of the Kiwa logo by the third parties, the General Manager is responsible for the initiation of legal sanctions under the Turkish Commercial Code.

4.2 Product Certification Logos

- 4.2.1 In addition to the tests carried out by the Kiwa Laboratory or a laboratory recognized by Kiwa, a Kiwa-Tested Certificate of Conformity is issued to the products which are found to be suitable as a result of a facility qualification examination at the manufacturer's site and the manufacturer is entitled to use this logo for the products covered by the certificate.



- 4.2.2 Products that have been tested by Kiwa in addition to the relevant standards or which have been tested on a performance parameter defined above the minimum requirements of the standards, the products which are approved as a result of the facility qualification examination to be performed at the manufacturer's place of production shall be given a Kiwa i Evil Eye Bead bir Certificate of Conformity and the manufacturer shall use this logo to qualify.



- 4.2.3 Kiwa provides the Kiwa "Eco-Friendly, Certificate of Conformity to the relevant standards, legal regulations and Kiwa Eco-Friendly product specification requirements (test and analysis) as well as the products that are suitable for the manufacturer's production site as a result of the facility's qualification review and the manufacturer is entitled to use this logo on the products covered by the certificate.



- 4.2.4 Kiwa, Ergonomic tarafından Certificate of Conformity to Kiwa to meet relevant standards, legal requirements (**90/270 / EEC, etc.**) and Kiwa Ergonomic product specifications (test and analysis) and the manufacturer is entitled to use this logo on the products covered by the document.



4.3 Use of Kiwa Notified Body Identification Number

- 4.3.1 *Kiwa has been appointed as a notified body 1984. The logo according to the CE marking is as follows. The CE marking of eligibility refers to article 17, article 18 and annex 12 of the decree, in its L169 interest in the Official Journal of the European Community.*

CE
xxxx

- 4.3.2 The responsibility for the application of the CE marking shall depend on the manufacturer, Kiwa when he is a notified body as a proxy in Kiwa's jurisdiction. In products where Kiwa conducts conformity assessment, the notified body number xxxx must be placed below or below the CE mark. If the brand is reduced or enlarged, the ratio must be based on the figure shown above.
- 4.3.3 The CE mark shall have the same vertical dimensions and shall not be less than 5 mm in height. This minimum size can be used for small scale devices. The requirements of the EC 93/68 / EEC CE Marking Regulation should be fully met.
- 4.3.4 Kiwa-approved organization identification number may only be used in certified products after successfully completing the approved conformity assessment service under the relevant regulation. The Kiwa notified body identification number, except in these cases, cannot be used deceptively.
- 4.3.5 In the case of expiration, withdrawal or cancellation of the service offered by Kiwa; Brochures, catalogs, cards or other materials that use Kiwa's approved organization number or use the Kiwa logo must be destroyed. There should not be any information on the product and related material that is relevant to the relevant regulation.
- 4.3.6 In case of misuse and inappropriate use of the Kiwa notified body identification number, such measures shall be introduced in such a way that the breach is declared through publication and, where appropriate, initiating additional legal proceedings.
- 4.3.7 In the event of misuse or improper use of Kiwa's notified body identification number, this breach shall be notified by Kiwa to the relevant ministry in writing.

4.4 Application

- 4.4.1 When changing the dimensions of the logos, they must be scaled down and enlarged in proportion to the original format.



- 4.4.2 The brand logo should be attached to a visible surface of the product or to the product data plate. If the logo cannot be hit on the product, it may be shot in the package, but in this case all of the products in the package must be documented and must be understood by the customer. The logo size should not fall below 5 mm in all conditions.



- 4.4.3 Logo must be indelible and not affected by chemical agents and temperature.
- 4.4.4 Logo can be placed on multiple locations on very large products.
- 4.4.5 The company that is entitled to receive the document and use the relevant product certification logo must inform Kiwa about the changes in the scope of the document. These:
- * Transfer of license right to another firm
 - * Company to produce the same product in a different plant
 - * Plant displacement
 - * Design and structural changes that will need to be re-evaluated on the product for the relevant requirements.
 - * Increased models, or changes in model names
- 4.4.6 The relevant product logo may only be used by the companies and products which have passed the plant audit and found appropriate. Only companies that have test report, Type Certificate, System certificate, Audit Certificate and Certificate of Conformity cannot use Kiwa product logos.
- 4.4.7 The certificate holder cannot use the certificate and the related product certification logo outside the scope of certification and accreditation rules. In the event that it falls outside the scope, the certificate owner shall be warned and the corrective action shall be requested for the elimination of such irregularity. This procedure can be comprehensive, ranging from resorting to legal remedies.
These are as follows
- * Change of these labels if product certification logo is printed on different models,
 - * Gathering back to the market and informing its customers and vendors,
 - * Destructible if destroyed.
- 4.4.8 Following the successful completion of the Kiwa certification process, a Certificate shall be issued containing the standard name details for the scope of application, location, and audit.

The product certification certificate is valid for 5 (five) years provided that the interim audits are successful.

- 4.4.9 During the interim audits, the customer must show the place where the logos are used by the auditors.
- 4.4.10 The product certification certificate does not prevent the customer from complying with legal requirements.
- 4.4.11 If the certificate holder wishes to cancel the right to use the document and logo, if the certificate does not wish to resume the expired certificate or if the certificate is canceled due to financial and other obligations; written approval of the customer. In addition, the original back of the document is requested from the customer.
- 4.4.12 The manufacturer is warned when the CE marking is found to be inappropriately used. In addition, the competent authorities are notified immediately of misuse. The details of the manufacturer's name, product, regulation and misuse are provided during the notification.
- 4.4.13 Kiwa Product certification logos are subject to trademark registration by the Turkish Patent Institute. In case of unauthorized use of the Kiwa logo by the third parties, the General Manager shall be responsible for the initiation of legal sanctions in accordance with the Turkish Commercial and Industrial Property Law.
- 4.4.14 The document holder should inform Kiwa as soon as possible when s/he has a problem with the certified products.

4.5 Use of documents and logos / trademarks (personnel certification)

- 4.5.1 *Providing the certification mark or logo, Kiwa has documented the conditions for their use and appropriately manages their rights of use and representation.*
- 4.5.2 *The certification body shall sign a T.F.001 Personnel Certification Declaration stating that the certified person has accepted the following.*
 - a) *comply with the relevant requirements of the certification program,*
 - b) *that it shall make a request solely within the scope of the document,*
 - c) *shall not use the document in a way that would cause it to be re-discussed with the certification body and shall not make a declaration that the certification body shall be deemed to be misleading or unauthorized,*
 - d) *In the case of suspension or cancellation of the document, all documentation requests including any references to the certification or certification body shall be terminated and all documents issued by the certification body shall be returned,*
 - e) *Certification Company shall sign T.F.001 Personnel Certification Commitment and PQ.FR.022 MYB Document Delivery Contract to the fact that document will not be misleading.*
- 4.5.3 *Non-conforming references to the document or the publication of documents and trademarks or logos in publications, catalogs, etc. upon the misuse of the document, the suspension of the document or the revocation of the document, the publication of this breach by publication and, where appropriate, the introduction of additional legal procedures should be implemented.*
- 4.5.4 *The requirements of the MYK Marking Procedures and Principles for FMC documents applied under the MYB are applied in the same manner.*

4.6 Use of logos and certificates in accordance with Kiwa Logo Use Policies;

- 4.6.1 *The terms of use of the logos and certificates are documented in SD.025 Kiwa Logo Usage Policy.*
- 4.6.2 *Kiwa adopts this policy; publishes it on the website to ensure easy access by interested parties,*
- 4.6.3 *In the event that the certificate and logo are not used in accordance with SD.025 Kiwa Logo Usage Policies, measures such as the suspension of the certificate or the revocation of the*

document and the announcement of such violation by publication and the initiation of additional legal action where appropriate are implemented..

5.0 RECORDS

- 5.1 S.Q.FR.001 Quality Management System Certificate
- 5.2 S.E.FR.001 Environmental System Audit Certificate
- 5.3 S.F.FR.001 Food System Audit Certificate
- 5.4 S.M.FR.001 Medical System Audit Certificate
- 5.5 FR.003 Certificate and Logo Usage Commitment
- 5.6 S.F.007 Contract
- 5.7 T.F.001 Personnel Certification Commitment
- 5.8 Correspondence with the customer in case of incorrect use of certificates and logos.
- 5.9 SD.025 Kiwa Logo Usage Policies
- 5.10 PQ.FR.022 MYB Certification delivery contract

6.0 REFERENCES

Standard No	Standard Name	Article No / Name
TS EN ISO/IEC 17021	Conformity Assessment - Conditions for Organizations Providing the Audit and Certification of Management Systems	8.4 Certification and brand use
TS EN ISO/IEC 17020	General Criteria for Operation of Various Types of Audit Organizations	13 Audit reports and audit documents
TS EN 45011	General Conditions for Certification of Product Certification Organizations	14 Use of compliance licenses, certificates and trademarks
TS EN ISO/IEC 17024	Conformity Assessment - General Conditions for Personnel Certification Organizations	Article 9.7 Use of documents and logos / marcs
TS EN ISO/IEC 17025	General Requirements for the Adequacy of Testing and Calibration Laboratories	Article 5.10.8 Format of reports or certificates
TÜRKAK Guide R10-06	Conditions for use of TÜRKAK ACCREDITATION BRANDS by TÜRKAK accredited organizations	31.03.2006, R3
L169	Official Journal of the European Community	Article 17, 18 Enactment 12.Annex
93/68/EEC	European Union CE Marking Regulation	
ISO/IEC Guide 23	Guidance for documents and brands permitted by the certification body	
ISO/IEC Guide 27	Use of compliance licenses, certificates and trademarks	
	Requirements and principles of MYK Mark	