



TQ SERVICES

PROCEDURE NO. : **CBP- 11**

TQ SERVICES PROCEDURE

REV.NO. 03

DATE:01.04.2023

USAGE OF CERTIFICATES AND LOGOS

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PROCEDURE FOR USAGE OF CERTIFICATES AND LOGOS

REV. NO.	DATE	BRIEF RECORD OF REVISIONS
03	01-04-2023	Name of Prepared by and Approved by Changed
02	27.02.2016	Designation of AGM-QA to AGM QA, TQ Services changed to TQS
01	27.03.2015	Designation of Head-QA changed to Senior Manager-QA
00	03.01.2011	First issue

PREPARED BY : Head - QA

APPROVED BY : Chief of Certification

SIGNATURE :

SIGNATURE :

NAME : Bhagya Sree

NAME : Krishna Datta



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1.0 OBJECTIVE

To exercise control over the use and display of management system certificates, certification mark and logos.

2.0 SCOPE

The procedure is applicable to all certified clients.

3.0 RESPONSIBILITY

Contract Executive (CE) is responsible to implement this procedure.

4.0 PROCEDURE

4.1 It is ensured that

- The logo and certificate are traceable to TQS
- There is no ambiguity in the logo or certificate or other documents sent to clients as to what has been certified.

4.2 TQS has issued the conditions for use of its certificate and logo as part of the certification agreement (CBF-07). These conditions require

- i. Controlled use/display of certificate/mark/logo. (It is clearly spelt out that the mark/logo shall not be used on a product or product packaging as seen by the customer, in any other way that may be interpreted as denoting product conformity).
- ii. that the organization conforms to the requirements of TQS when making reference to its certification status in any communication media such as internet, brochures or advertising or any other documents.
- iii. That the organization does not make or permit any misleading statement regarding its certification.
- iv. that the organization does not use or permit use of a certification document or any part thereof in a misleading manner
- v. That the organization upon suspension or withdrawal of its certification, it discontinues its use of all advertising matter that contains reference to certification as directed by TQS.
- vi. That the organization amends all its advertising matter when the scope of certification has been reduced.
- vii. that the organization does not allow reference to its management system certification to be used in such a way as to imply that TQS certifies the product (inclusive of any service involved) or process
- viii. That the Organization does not imply that the certification applies to activities that are outside the scope of certification



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ix. That the organization does not use its certification in such a manner that would bring TQS or the certification system into disrepute and loss of public trust.

4.3 TQS does not permit its marks to be applied to laboratory tests, calibrations or inspection reports.

4.4 CE shall exercise proper control of ownership and shall take suitable action for incorrect references to certification status or misleading use of documents as given below:

- Request for Correction / corrective action
- Suspension, withdrawal of certificate
- Publication of transgression
- Legal action, where necessary.

5.0 REFERENCES

Procedure for Handling Appeals and Complaints	---	CBP-03
Procedure for certification decision and Issue of certification documents	---	CBP-10
Procedure for usage of certificates and logos	---	CBP-11
Procedure for Document Control	---	CBP-13
Procedure for Records Control	---	CBP-14

6.0 RECORDS

Contracts Executive maintains the record of agreement with certified clients about the rules for using certification marks and logos (format no. CBF-07).