SN Registrars (Holdings) Limited trading as
QEC Certification Ltd
Registration House
22b Church Street
Rushden, Northamptonshire
NN10 9YT
Tel: 01933 383261
email info@qec.co.uk
www.qec.co.uk

CONDITIONS FOR USE OF LOGO – ISO 9001:2008

This document becomes a part of a legally enforceable agreement. By signing the contract (P21/01) you are deemed to have agreed to the terms and conditions mentioned below.

1 Certification Conditions

1.1 Introduction

The Client shall comply with the following conditions governing the use of the Certificate of Quality Approval and mark/symbol of the Certification Body.

1.2 Use of Certificate of Quality Approval

(a) The certificate shall remain the property of the Certification Body.
(b) Certificates are valid for three years from the date of the certificate issue, subject to satisfactory annual surveillance assessments.
(c) Certificates are not transferable.
(d) The certificate shall only be displayed at the location applicable to the certificated scope of supply.
(e) The certificate shall not be used to imply certification of any location other than that detailed on the certificate.
(f) The certificate shall not be used in any way to imply product approval.
(g) The certificated client must advise the Certification Body of any changes which may affect the scope of supply.
(h) The certified client shall inform the certification body, without delay, of matters that may affect the capability of the management system to continue to fulfil the requirements of the standard used for certification. These include, for example, changes relating to:-
   a) the legal, commercial, organisational status or ownership,
   b) organisation and management (e.g. key managerial, decision-making or technical staff),
   c) contact address and sites,
   d) scope of operations under the certified management system, and
   e) major changes to the management system and processes.
(i) If the Client changes their operating site then the certification body shall conduct a surveillance visit to check the Quality Management System is operating to the requirements of ISO 9001 .

1.3 Use of SNR-QEC Certification Ltd / UKAS Mark

Example

SN Registrars (Holdings) Limited trading as
QEC Certification Ltd
Registration House
22b Church Street
Rushden, Northamptonshire
NN10 9YT
Tel: 01933 383261
email info@qec.co.uk
www.qec.co.uk

a. The mark above shall always be used on certificates issued in conjunction with the Client's name and have the certificate number adjacent to it.
b. The mark may be used on stationery, such as headed letter paper and advertising brochures, and only in connection with the International QMS Standard scope of supply listed on the certificate.
c. The mark shall not be used on flags, buildings, vehicles, packaging, directly on products, nor on promotional products such as calendars, diaries, coasters, etc.
d. The mark shall not be used in any way to imply product approval, nor on documentation such as test certificates and certificates of conformity.
e. The certificated Client shall, upon reasonable notice, discontinue any use of the mark which is considered to be unacceptable to the Certification Body.
f. The mark may be reproduced in any size provided the configuration is strictly adhered to, including the surrounding frame.
g. **UKAS mark – a single colour in either red, brown, black, dark blue or gold or the predominant colour of a letterhead with a minimum height of 20mm. The logo may appear smaller than 20mm in exceptional circumstances only, (eg.businesscards), providing it is legible with no infilling. Please refer the Conditions for Use of National Accreditation Marks by UKAS and UKAS Accredited Organisations in the UKAS website (www.ukas.com)**

- Upon suspension of the accreditation, the certified body (The client) shall immediately cease to use its stationery and other publicity material that has the accreditation logo on it. The use can be restarted only after the suspension is revoked by the SNR Governing Board.
- Upon termination of the certification the certified body (The client) shall immediately cease to use its stationery and other publicity material that has the certification logo on them.

1.4 Use of the SNR-QEC Certification Ltd Unaccredited Logo

Example

Note : The above logo shall be used if the client is certified to unaccredited ISO 9001 : 2008

(a) The symbol shall never be used in conjunction with the UKAS logo
(b) The symbol shall always be used in conjunction with the Client's name.
(c) The symbol may be used on stationery, such as headed letter paper, advertising brochures, test certificates and certificates of conformity and only in connection with the International Quality System Standard and scope of supply listed on the Certificate.
(d) The symbol may be used on vehicles, buildings or flags which bear the name or emblem of the Client.
(e) The symbol shall not be used in any way to imply product approval.
(f) The certified Client shall, upon reasonable notice, discontinue any use of the symbol which is considered to be unacceptable to the Certification Body.
(g) Upon termination of the certification, for whatever reason, the Client shall discontinue all use of the symbol immediately.

SN Registrars (Holdings) Limited trading as
QEC Certification Ltd
Registration House
22b Church Street
Rushden, Northamptonshire
NN10 9YT
Tel: 01933 383261
email info@qec.co.uk
www.qec.co.uk

The same conditions of logo usage shall apply in case of non-accredited certificates also.

1.5 Failure to Comply with the Certification Conditions

Suspension and withdrawal of certificate approval

If the Client/certificate holder fails to maintain compliance with the requirements of certified standard **s**uch as ISO9001 or ISO14001, those requirements detailed in Certification Conditions Document form P24/02 and those commercial and operating requirements of the certification body then;

- The client/certificate holder is formally informed in writing/fax/phone/email about the failure of compliance to the above conditions and asked to detail corrective action.
- If the client refuses to respond to correct the non-compliance to the above conditions then the SNR scheme manager shall contact the client and inform the client that the certificate may be suspended initially for 6 months and after 6 months if the situation is unchanged the certificate is cancelled and the client is required to return the certificate and cease to use and distribute any literature, stationery, etc., referencing the certificate of Certification Body mark/symbol.
- If the period of surveillance exceeds the contracted period from completion of the stage 2 audit (6m, 9m, 12m.) or the recertification period exceeded the three year period the rules of suspension also apply

Special Audits

- **Extension to scope – SNR** shall review the application for extension to the scope of certification and shall determine the need of any audit activities. Depending on the complexity of there change this may require a special visit or may be conducted in conjunction with a surveillance audit.

- **Reduction of scope of certification – SNR** shall review the extent of reduction of scope of certification and the Scheme Manager will determine the need of any audit activities. SNR shall contact the client and ask him to return the certificate and then re-issue a certificate with the reduced scope.

- **Short-notice audits – SNR** reserve the right to conduct short notice audits on certified clients to investigate complaints, in response to changes or as follow up on suspended clients.