

WI MS Logo and Certification Mark

Possible influences of the change

Does the change affect any QM documentation?		<input type="checkbox"/> Yes ¹	<input checked="" type="checkbox"/> No ²
1) Affected Documents	---		
2) Justification	Initial version		
Does the change affect any project?		<input type="checkbox"/> Yes ³	<input checked="" type="checkbox"/> No ⁴
3) Documents affected	---		
4) Justification	Initial version		
Does the change affect any requirements?		<input type="checkbox"/> Yes ⁵	<input checked="" type="checkbox"/> No ⁶
5) Documents affected	---		
6) Justification	Initial version		

Training

Is training necessary?		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No ⁷
7) Justification	---		

Validity

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1 Purpose

The purpose of this WI is to control the proper use of issued certificate and brands in accordance with the requirements.

2 Terms and Definitions

Abbreviation/Term	Definition
Logo	The symbol 3cert uses to promote its name.
Brand	A symbol used by 3cert to indicate the certification status of the companies that it certifies. The brand is created under the logo by writing the certification scope and the corresponding standard number.

3 Usage

3.1.1 Management System Certification Certificates & Logos

Upon successful completion of the certification process, 3cert issues a certificate containing the application standard, location, denomination, and standard details. This certificate, 3cert logo and accreditation body logo are subject to the following conditions.

- The client has the right to use certificates and/or logos on promotional materials, correspondence and advertisements with the condition to strictly adhere to the scope and location conditions on the certificate. Accreditation body logo cannot be used on vehicles, flags, buildings, business cards.
- Printed documents should only be prepared on the basis of the company's certified management system. It should not misrepresent the certification process by evoking the product or service certificate.
- No logos on the primary packaging of the product or reference to the management system document shall be found. It is possible to use it on the second package (parcel etc.) with the necessary explanations. (E.g. manufactured at ISO 13485 certified company XXXX)
- Upon condition that surveillance audits are successfully completed, management system certification is valid for three years. Logos can be used as long as the certificate is valid. If the company's certificate is cancelled or the accreditation of the 3cert is revoked, the companies are obliged to stop using the logo.
- The management system certificate does not withhold the client from complying with legal requirements.
- The client must show the auditors the place where the logos are used during surveillance audits.
- 3cert logo can be used alone, accreditation agency logo is used together with 3cert logo.
- Logos are used in conjunction with client information.
- Logos are produced in such a way as to provide integrity on an increment of opposite color that can be explicitly selected.
- The logos must be of a size so that all features are visible in detail.
- The accreditation body's logo cannot be in a big or separate place from the 3cert logos.
- Guidelines and documents regarding the use of accreditation agency logos apply.
- 3cert Logos cannot be used on client test reports, calibration and inspection reports.

3cert audit team makes the necessary checks in terms of compliance with the IAF, Accreditation body guidelines and procedures related to the use of certificates, marks and logos during audits and records the results in the relevant part of the audit report. For this purpose, the audit team takes samples, takes pictures, when necessary, checks brochures, catalogues, business cards, advertising materials and products.

In case clients use the logo and certificates in contradiction to this procedure, 3cert defines and initiates necessary enforcements. This process can go from requesting corrective action from the client to legal appeals. Information regarding any kind of activity will be given the client in writing.

After the cancellation of the certification agreement, the client stops using the 3cert certificate and logos and returns the certificate to 3cert.

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In case the third parties use the 3cert logo without permission, Managing Director is responsible for initiating legal sanctions.

3.1.2 General Rules

The company entitled to obtain the certificate and to use the relevant logos and must inform 3cert of any changes in the certificate scope.

The certificate holder can only use the certificate and related certification logos in the certification scope and according to accreditation rules. If the certificate is used out of the given scope, the certificate holder will be warned, and corrective action will be demanded to correct this nonconformity. This process can be as extensive as making legal appeal.

These include:

- Modification of different models' labels with the certification logo printed on them,
- If it is placed on the market, recalling and informing its clients and sellers,
- If it cannot be corrected, its annihilation.

Upon successful completion of the 3cert certification process, a certificate is issued containing the application standard scope, place, and principal standard details. The certificate is valid for 3 years provided that surveillance audits are passed successfully.

If the certificate holder tends to cancel the right to use the certificate and the logo, if he does not want to continue the expired certificate, or if the certificate is cancelled due to financial and other obligations; written approval of the client is taken. In addition, the client is requested to send back the original certificate.

4 Additional Process Requirements

4.1 Logos

General 3cert Brand:



..... Accredited Management System:

n.a

5 Requirements and References

- n.a

6 Related Documents

- n.a

7 Change History

Revision	Change description
01	Initial version