

ORGANIZATION USE OF REGISTRATION CERTIFICATE AND LOGO

1.0 PURPOSE

To define the procedure for the use of Certificate of Quality and/or Environmental Management System Registration, ASR and ANAB registered mark/logo(s) and advertising language. For the purpose of this procedure the word mark is interchangeable with the word logo. **For organizations registered to ISO/TS 16949:2002 use of the IATF logo is prohibited.**

2.0 SCOPE

This procedure applies to organizations registered by ASR.

3.0 RESPONSIBILITY

- 3.1 The Registration Manager shall be responsible for providing the organization with the certificate and ASR/ ANAB mark/logo(s).
- 3.2 The organization shall be responsible for adhering to this procedure and requirements listed in their signed contract concerning the use of logo's and certificates.

4.0 PROCEDURE

- 4.1 Organizations certified to ISO/TS 16949 may not use the IATF logotype except in displaying the certificate granted to them by ASR. Organizations can reproduce a copy of their certificate in full for marketing purposes.
- 4.2 Upon successful completion of the ASR registration process, the organization shall be issued a Certificate of Quality/Environmental Management System Registration: detailing the scope of application, location and the applicable quality or environmental series standards. This certificate and the relevant accreditation mark/logo(s) are subject to the conditions below:
 - a) The organization is entitled to publish and display the Certificate of Quality/Environmental System Registration and/or mark/logo(s) on promotional materials, correspondence and advertising with strict adherence to the fields of application (the standard), scope, and location specified in the Certificate of Quality/Environmental Management System Registration. **Exception: The use of IATF logo is prohibited except as listed in 4.1 above.**
 - b) In the event the scope of certification changes advertising matter must be amended.
 - c) Any advertising material (such as letterhead, business cards, marketing-promotional materials) shall clearly describe the approval of the organization's quality/environmental management system and in **NO WAY** as to suggest that ASR and/or ANAB/IATF have certified or approved any product, process or service or in any other misleading manner.

(Example: ISO 9001 certified QMS **not** ISO 9001 certified)

- d) No mark/logo(s) may be applied to laboratory test, calibration or inspection equipment or reports.

- e) The Certificate of Quality/Environmental Management System Registration is valid for a period of three years assuming successful completion of surveillance audits.
- 4.3 The organization shall be provided with camera-ready artwork to reproduce the ASR and ASR's Accreditation Agency (ANAB) marks/logos. **THE ANAB MARK/LOGO MAY NOT BE USED WITHOUT ASR'S MARK/LOGO.** ASR mark/logo may be used without ANAB mark/logo.

Organizations will not be provided with IATF marks/logo for ISO/TS 16949:2002 registrations. The use of an IATF logo is prohibited.

ASR/ANAB) Mark/Logo(s) shall be reproduced:

- a) In conjunction with the organization's name, location, and registration number;
 - b) In a size which makes all features of the mark/logo clearly distinguishable, without distortion of its dimensions **and its size must not exceed the size of ASR's mark /logo.** In the case of non-accredited certificates organization will not be provided with ANAB mark/logo.
 - c) An organization may not place the ANAB accreditation mark/logo in isolation from ASR's mark/logo. Placement of ANAB mark/logo and ASR mark/logo must be placed directly next to each other.
- 4.4 ASR shall take suitable action against an organization if the use of the Certificate of Quality /Environmental System Registration and/or mark/logo(s) is not in compliance with this procedure.
- 4.5 Upon termination of the registration agreement (F-2002,F-2010,F-2012,F-2014,F-2016) the organization shall refrain from any use of the Certificate of Quality/Environmental Management System Registration and/or mark/logo(s). The certificate shall be returned to ASR upon request.
- 4.6 The Certificate of Quality /Environmental Management System Registration does not exempt the organization from legal obligations.

5.0 **RECORDS**

Document Number	Title or Description
F-2022 (A,C,E, F)	Certificate of Quality/Environmental System Registration
F-2002,F-2010,F-2012F-2014,F-2016	Agreement's for Quality, Environmental, OHSAS & TS.

OP-2040 REVISIONS

Revision No:	Revision Date	Nature of Change	Review and Approval
0	12/1/97	Original Issue	CR
1	12/20/99	Added under 4.2 item (e)	GFB
2	02/04/00	Added Environmental thru out the document. Changed supplier to customer	BFC
3	05/01/00	Changed customer to supplier/organization	Bfc
4	1/2/01	Expanded 4.2 to include statement “. THE RAB LOGO IS NOT TO BE REPRODUCED WITHOUT ASR’S LOGO ”	RLK
5	01/11/01	Corrected Quality/Environment Systems to Quality/Environment Management Systems. Deleted portion of 4.2 d. Correct 4.2 e RAB to ANSI-RAB	RLK
6	06/18/01	Revised document for clearer clarification of use of logo’s	RLK
7	07/15/02	Revised procedure due to Advisory 17 revision	RLK
8	07/23/02	Simplified procedure for clarity	RLK
9	01/05/04	Changed title of D of R to Registration Manger. Added that TS organizations will only have IATF logo on their certificate.	RLK
10	02/19/04	Removed supplier from the document. Added thru out the document that the use of IATF logo is prohibited.	RLK
11	07/08/04	Reinforce statement against the use of IATF logo	RLK
12	02/14/05	Removed ANSI-RAB inserted ANAB Included language specific from ANAB Advisory 6 issued 1/1/2005	RLK
13	08/23/05	Under 4.1 added FAQ 21 from IATF concerning reproducing certificate in full for marketing purposes	RLK
14	02/14/06	Removed F-2020 & F-2020-A and added under 3.2 they must also adhere to items in their signed contract concerning logo’s and certificates	RLK
15	12/11/06	REMOVED REFERENCE TO QS-9000	RLK
16	2/28/08	Revised per 17021, added agreements, added letters after certificate number, removed reference to FAQ	RLK
17	1/15/2009	Updated for AS9100	RLK
18	3/17/2010	Removed portion of 4.2 c dealing with placement of mark/logo on packaging.	RLK