

	<b>ALIGNED GLOBAL ASSURANCE QUALITY &amp; STANDARDIZATION CERTIFICATE</b>	<b>Doc No.: AGA-MSC-QP-20</b>	
		Issue No.	2
	<b>PROCEDURE FOR USE OF CERTIFICATION MARK &amp; ACCREDITATION SYMBOL</b>	Revision No.	1
		Issue Date	01.02.2023
		Page No.	1
Uncontrolled document if printed			

## 1.0 Purpose

The purpose of this procedure is to provide our certified clients with rules of usage of Aligned Global Assurance Quality & Standardization Certificate Registration, AGA mark and use of AGA mark.

Accreditation Body require that Aligned Global Assurance Quality & Standardization Certificate ensure that its certified clients use the certification mark and not Accreditation symbol.

The following rules in addition to the terms and conditions given Aligned Global Assurance Quality & Standardization Certificate Terms and Conditions ensure that the Certifications mark are not used in such a manner that may be misleading to the public.

All promotion of the management system to which the client is certified must be clear and shall not imply that the product or services of the client are certified by AGA. Any usage of the Aligned Global Assurance Quality & Standardization Certificate mark shall be in accordance with AGA Terms and Conditions and the rules given below.

## 2.0 Scope

This procedure shall be applicable to whenever it AGA uses EIAC accreditation symbol and enforces the requirements of Certification Mark use by its clients issued with EIAC Accredited Certificate, But in case of IAS, Certified Clients will use the Symbol of AGA Mark only not the IAS Mark.

## 3.0 Procedure

### 3.1 Use of Certificate of Registration

- 3.1.1 The certificate shall remain the property of AGA.
- 3.1.2 Certificates are valid for three years from the date of the certificate issue, subject to satisfactory annual surveillance assessments.
- 3.1.3 Certificates are not transferable.
- 3.1.4 The certificate shall only be displayed at the location applicable to the certificated scope of supply.
- 3.1.5 The certificate shall not be used to imply certification of any location other than that detailed on the certificate.
- 3.1.6 The certificate shall not be used in any way to imply product approval.

	<b>ALIGNED GLOBAL ASSURANCE QUALITY &amp; STANDARDIZATION CERTIFICATE</b>	<b>Doc No.: AGA-MSC-QP-20</b>	
		Issue No.	2
	<b>PROCEDURE FOR USE OF CERTIFICATION MARK &amp; ACCREDITATION SYMBOL</b>	Revision No.	1
		Issue Date	01.02.2023
		Page No.	2
Uncontrolled document if printed			

3.1.7 The certificated Client must advise AGA of any changes which may affect the scope of supply.

3.1.8 If the Client changes operating site, then AGA shall conduct a surveillance visit to check the Management System in accordance with Accredited Certification scheme(s) (E.g, ISO 22000, ISO 9001, ISO 14001, ISO 45001, HACCP) requirements as applicable.

### 3.2 Use of Certification Mark

3.2.1 The Certifications marks shall always be used on certificates issued in conjunction with the Client's name.

3.2.2 The mark may be reproduced in any size provided the configuration is strictly adhered to, including the surrounding frame.

3.2.3 The mark may be used on stationery, such as head letter paper and advertising brochures.

3.2.4 The mark shall not be used on flags, buildings, packaging, directly on products.

3.2.5 The mark shall not be used in any way to imply product approval, or on documentation such as test certificates and certificates of conformity.

3.2.6 If the scope of certification does not include all products and/or services provided by the organization, and/or all locations/facilities of the organization, the material bearing the mark shall not suggest that all products/services/sites/locations of the organization are covered by the scope of certification.

3.2.7 The mark(s) cannot be altered or modified. However, it may be resized, provided the proportions of the entire mark are maintained and all features of the mark are clearly distinguishable. When the mark as provided includes an accreditation number, the number is part of the mark and cannot be removed from the mark.

3.2.8 The client shall not use the certificate and/or the certification mark(s) provided by AGA in such in a manner that would bring AGA, and/or the Accreditation Body or, and/or the certification system into disrepute and lose public trust, and shall not make any statement regarding its product certification that AGA may consider to be misleading or unauthorized.

3.2.9 The right to use the certification mark by the organization cannot be assigned to or acquired by any other person, entity, or corporation (including through a change of ownership of the organization) without AGA's prior written consent

3.2.10 The certificated Client shall, upon reasonable notice, discontinue any use of the mark which is considered to be unacceptable to AGA

	<b>ALIGNED GLOBAL ASSURANCE QUALITY &amp; STANDARDIZATION CERTIFICATE</b>	<b>Doc No.: AGA-MSC-QP-20</b>	
		Issue No.	2
	<b>PROCEDURE FOR USE OF CERTIFICATION MARK &amp; ACCREDITATION SYMBOL</b>	Revision No.	1
		Issue Date	01.02.2023
		Page No.	3
Uncontrolled document if printed			

3.2.11 Upon termination of the certification, for whatever reason, the Client shall discontinue all use of the mark immediately.

3.2.12 AGA mark cannot be applied by certified clients to laboratory test, calibration or inspection reports or certificates.

Guidance table for proper use of certification marks

Where to Use	On Product	On product packaging or accompanying information	On letterhead, pamphlets, etc. for advertisement only
Without a Statement	Not allowed	Not allowed	Allowed
With a statement	Not allowed	Not Allowed	Allowed
A statement without a Mark	Not allowed	Allowed	Allowed

### 3.3 Failure to comply with the Certification Condition

#### 3.3.1 Suspension and withdrawal of certificate approval

- If the Client/certificate holder fails to maintain compliance with the requirements of Accredited Certification scheme(s) those requirements detailed in AGA Terms and Conditions and those commercial and operating requirements of AGA then;
- The client/certificate holder is formally informed in writing/fax/phone/email about the failure of compliance with the above conditions and asked to detail corrective action.
- If the client refuses to respond to correct the failure of non-compliance with the above conditions, then the Technical Manager concerned shall contact the client and inform the client that the certificate may be suspended initially for 6 months and after 6 months the client is informed that the certificate is cancelled and would the client return the certificates and cease to use and distribute any literature, stationary, etc., referencing the certificate of AGA mark & Accreditation Symbol.
- If the period of surveillance exceeds the contracted period (6m, 9m, 12m.) or the recertification period exceeded the three year period the rules of suspension also apply.

### 3.4 Display of AGA Logos

	<b>ALIGNED GLOBAL ASSURANCE QUALITY &amp; STANDARDIZATION CERTIFICATE</b>		<b>Doc No.: AGA-MSC-QP-20</b>	
			Issue No.	2
			Revision No.	1
	<b>PROCEDURE FOR USE OF CERTIFICATION MARK &amp; ACCREDITATION SYMBOL</b>		Issue Date	01.02.2023
			Page No.	4
Uncontrolled document if printed				

Option 1:



**Note:**

1. The symbol shall be displayed only in the appropriate form and colour as demonstrated in Fig 1 above.
2. The minimum height of the symbol shall be 10 mm and the width shall be 10 mm; however, it is that a client uses the 15mm or 20 mm for good visual display.
3. Above is the size normally used for visiting cards, however the client can reproduce the size provided that the symbol is not distorted, degraded to maintain integrity of the symbol.

Option 2:

<b>AB LOGO</b>	<b>CB LOGO</b>
----------------	----------------

Note: This shall apply only in case of EIAC, {In Case of IAS, Accreditation Symbol cannot be used by the Certified Clients }

	<b>ALIGNED GLOBAL ASSURANCE QUALITY &amp; STANDARDIZATION CERTIFICATE</b>	<b>Doc No.: AGA-MSC-QP-20</b>	
		Issue No.	2
	<b>PROCEDURE FOR USE OF CERTIFICATION MARK &amp; ACCREDITATION SYMBOL</b>	Revision No.	1
		Issue Date	01.02.2023
		Page No.	5
Uncontrolled document if printed			

1. The symbol shall be displayed only in the appropriate form and color as demonstrated in Fig 2 above. Accreditation symbol shall normally have a minimum height of 15mm and minimum width of 10mm.
2. Accreditation symbol may be displayed on advertising materials / publicity along with the reference number(s) of CAB as shown in Fig 2.
3. The Fig 2 symbols shall not be used in such a way to state, imply or suggest that Accreditation accepts responsibility for the accuracy of test, calibration, inspection results or certification decisions covered by the scope of accreditation.
4. The Fig 2 symbol shall not be used in any way to imply product approval, nor on documentation such as inspection / test certificates and certificates of conformity
5. Accreditation body logo not to be used alone.
6. Correct use of the certificate, certification mark or accreditation mark and certification statement(s) is a contractual obligation and will be monitored at surveillance and certificate renewal assessments. Any misuse of the certificate, certification statements, certification mark or accreditation by the client shall be reported as a non-conformity and consequently may result in suspension or withdrawal of the certification by AGA