Rules Governing use of Certificate and Logo

Purpose

This procedure defines the use of the **QRC Assurance and Solutions** Certificate; QRC Mark of Accredited Registration and Advertising Logo to ensure compliance with QRC and applicable accreditation body's requirements.

This procedure establishes the rules and requirements for the use of Certification Mark/Logo issued by QRC Assurance and Solutions to its clients. Consistent with applicable laws and corporate policies, QRC Assurance and Solutions must ensure that the Mark is used properly and correctly.

Scope

This procedure applies to all Marks of Accredited Registration, Advertising Logos and Certificates issued by QRC Assurance and Solutions.

Advertising Logo

The Certification Mark is owned and controlled by QRC Assurance and Solutions. All certificated companies may use the appropriate Logo's issued by the QRC.

1. QRC Mark of Accredited Registration

1.1 Where audited activities are within scope of accredited operations, certified companies may use the QRC Mark of Accredited Registration on stationery and QRC literature. The control, use, withdrawal, and cancellation of this registration mark are governed by the regulations published by the Accreditation Body governing the use of the accreditation mark given in Appendix 1.

1.2 Where certified company uses the QRC Mark of Accredited Registration, the QRC Mark of Accredited Registration shall be on the same sheet of paper as the company's own name or logo. The QRC Mark of Accredited Registration shall not take prominence over the company's own name or logo, and may not be less than 20 mm, unless specifically agreed in writing.

1.3 The **QRC** Mark of Accredited Registration shall not be used on any document unless the document relates in whole or in part to activities within the scope of registration. This shall not prevent inclusion of the logo on stationery or marketing literature.

2. Regulations

2.1 Where certification is issued within the scope of QRC accreditation, certified companies are sent Regulations Governing Use of the Certificate, QRC Mark of Accredited Registration and Logo (Appendix 1).

2.2 Where certification is outside the scope of QRC accreditation; QRC will not issue the accredited certificate. QRC certificate will not contain an accredited registration mark.

3. Suspension or Withdrawal of Registration

3.1 QRC reserves the right to suspend or withdraw registration upon evidence of a breach of the Certification Rules or misuse of the QRC Mark of Accredited Registration or Advertising Logo.

3.2 QRC may prescribe corrective actions to remedy the breach within a realistic time limit for implementation in accordance with QRC Rules of Certification.

3.3 Certificated companies have the right of appeal as indicated in the Certification services.

4. Termination of Registration

4.1 Both QRC and certified companies have an individual right to terminate the contract for registration as per any specific contract terms, the Certification Rules - and any other agreement pertaining to each client.

4.2 Upon termination of registration howsoever determined, the company shall forthwith:

4.2.1 cease use and distribution of any stationery or literature bearing the QRC Mark of Accredited Registration.

4.2.2 cease use or application of the QRC Mark of Accredited Registration and Advertising Logo.

4.2.3 return to QRC appropriate Certificate(s) of Registration or confirm in writing the withdrawal and subsequent destruction of the documents.

5. Appendix 1 - Regulations Governing Use of the Certificate, Mark of IAS Accredited Registration and Logo

5.1 General Conditions

a. Registration is subject to the Certification Rules and Scheme Addendum where applicable.

b. QRC reserve the right to carry out such verification as deemed necessary to confirm continuing satisfactory performance.

c. Registration does not discharge or lessen companies' responsibilities, statutory or otherwise.

d. Registered Companies may only use applicable certification granted to them, i.e ISO/IEC 27001 and ISO/IEC 27701

e. Each Certified Organization accepts and assumes sole responsibility for understanding and satisfying all applicable organizational and legal requirements related to the use and/or display of the Certification Mark. Among other requirements, each Certified Organization is responsible for ensuring that the use of any Certification Mark in professional and business-related materials (e.g., stationery, signs, business cards, advertisements) is consistent with this Policy, and is not in conflict with applicable laws.

f. The Mark must not be used by the Certified Organization on a product or product packaging seen by the

consumer or in any other way that may be interpreted as denoting product conformity.

g. The Mark must not be applied to laboratory test, calibration, or inspection reports.

h. The Certified Organization is committed to immediately discontinue its certified status and use of Certification Mark and all advertising matters that contain reference to the same upon notice of withdrawal of certification from QRC on following grounds

- Expiration of certification
- Revocation of certification on violation of written guidelines

5.2 Certificate of Registration

a. Upon registration a Certificate is issued detailing the standard or other normative documents against which the certification is granted, company's scope of registration, accreditation body and accreditation number, the company name and the registration address, period of validation and registration number.

b. Any subsidiary companies, site addresses or product/ activities not included in the Certificate of Registration or appendix are not incorporated and must be treated as such.

c. The Certificate remains at all times the property of QRC its display or use being subject to continued and effective registration.

d. The Mark is personal to the Certified Organization and may not be transferred or assigned to any other individual, organization, business, or entity.

5.3 Publicity

a. The QRC Mark of Accredited Registration is restricted to stationery and publicity material, which relates to the Company's scope of registration. This can include brochures, product cards. Accredited Mark cannot be used on the name card of registered company.

b. The use of the QRC advertising logo is restricted to company stationery, literature, and advertisements. QRC logo cannot be used on the name card of registered company.

c. The registered Company may use the certificate number (e.g QRC2001001) in association with the appropriate QRC Mark of Accredited Registration or Advertising Logo.

d. e. In some situations, clients may not wish their certificate to display the accredited registration mark. In this case the certificate should then contain the following information: “This certificate is an accredited certificate, issued under the accredited scope, granted to QRC by IAS”.

5.4 Rules For the use of The Mark of Accredited Registration

a. The appropriate QRC Mark of Accredited Registration shall not be used on products, packaging, documentation, or certificates, which could imply product conformance. The accreditation mark may not be used on vehicles or flown from flags.

b. The QRC Mark of Accredited Registration may be uniformly enlarged or reduced, but shall not be greater than the height of the members owns letterhead or logo, and not less than 20 mm.

c. The QRC Mark of Accredited Registration when used will be displayed on the same sheet of paper as the company's own name or logo. The appropriate QRC Mark of Accredited Registration shall not take prominence over the Company's own name or logo.

d. The mark of accreditation must not be applied to laboratory test reports, certificates of conformance, or calibration reports as reports maybe deemed to be products in this context.

e. The appropriate QRC Mark of Accredited Registration shall be reproduced in a single colour which may be orange, black, dark blue or gold, or in the case of pre-printed letterhead paper the predominant colour of the letterhead.

f. The appropriate QRC Mark of Accredited Registration shall not be used on any document unless the document relates in whole or in part to activities within the scope of registration.

g. The registered company shall identify the scope of registration to which the Certificate applies when using the QRC Mark of Accredited Registration or Advertising Logo in any context where the scope of registration is open to doubt

h. If different system applies for different accreditation body's QRC certification, related accredited QRR should be clearly referred.

i. As described by IAF guidance issue 2 -https://elsmar.com/pdf_files/IAF-GD2- 003_Guide_62_Issue_3_Pub.pdf

5.4.1 Use of Accreditation Body Logos

QRC shall not allow its certified organisations to use the IAF MLA Mark in any manner.

5.5 Suspension of Registration

a. In case a registered company is suspended for all or part of the certified activities, the company shall not publish results under certification concerning the suspended activities. The use of the QRC mark of accredited registration on letters, other than quotations, proposals, p.o., brochures or web site, is permitted during the time of suspension, for no longer than 6 months from the day of suspension.

b. QRC reserves the right to suspend or withdraw registration upon evidence of a breach of the Certification Rules or misuse of the appropriate QRC Mark of Accredited Registration or Logo.

c. QRC may prescribe corrective actions to remedy the breach within a realistic time limit for implementation, normally one month.

5.6 Policy Violation and Related Actions

Following receipt of information that an inappropriate or unauthorized use of the Mark may have occurred, QRC Assurance and Solutions, in consultation with legal counsel, will determine if appropriate response actions will be taken. QRC Assurance and Solutions may take any of the following actions, or other appropriate measures. A Certified Organization is required to cooperate fully in the review and resolution of such matters.

a. A copy of the alleged inappropriate or unauthorized Mark or designation use will be obtained and reviewed to determine whether a violation of the policy has occurred.

b. Upon determination of a policy violation, written correspondence will be issued by an authorized **QRC** Assurance and Solutions representative to the Certified Organization(s) involved, explaining, among other items: the nature of the objectionable or unauthorized use; the relevant QRC Assurance and Solutions policy and law; and the requirement that the Certified Organization cease and desist from the objectionable or unauthorized use immediately and in the future.

c. Upon determination of a policy violation, written correspondence will be sent by an authorized QRC Assurance and Solutions representative to the Certified Organization(s) involved, requesting that the Certified Organization accept and sign an agreement to, among other items: cease the existing objectionable or unauthorized use; abide by all terms of the QRC policy in the future; and provide corrected copies of all offending materials; and,

d. Where a Certified Organization using the Mark in an objectionable or unauthorized manner fails to respond to, or refuses to comply with, QRC requirements to cease and desist from such use, the board may initiate appropriate legal actions and/or disciplinary proceedings, as set forth in the policy.