

<b>Prepared By: Quality Manager</b>	<b>Logo Policy</b>	<b>Doc. No. : IOAS/LP/01</b>
<b>Approved By: CEO</b>		<b>Rev. No. : 03 / 20.08.2010</b>

## Logo Policy

### 1. Purpose

This document describes the IOAS's policy regarding the conditions for the use of accreditation symbol and protection of this symbol from an inappropriate use.

### 2. References

ISO / IEC 17011, paragraph 8.3.1 "General requirements for accreditation services that accredit conformity assessment bodies".

### 3. Policy

**3.1** The Accreditation Committee must register an accreditation symbol which will be used by the accredited bodies. The accreditation symbol shall include the logo of IOAS and also the Accreditation number.

**3.2** The symbol of accreditation should be used only when:

- The body is accredited (accreditation is still valid)
- The other requirements defined in the procedure for the use of the accreditation symbol issued from IOAS, are met.

**3.3** It is forbidden the use of accreditation symbol in reports or certificates which contain results of testing, calibration, certification or inspection, which are not part of the accreditation scope. If the body performs also unaccredited conformity assessments, they should be part of a specific report.

**3.4** The accreditation symbol may be placed also in the:

- Letterhead of documents
- Promotional materials which promote the accredited activity.

**3.5** It is forbidden the use of accreditation symbol in the business cards of the accredited body.

**3.6** It is forbidden the use of the accreditation symbol in the promotional materials which promote unaccredited conformity assessment or activities.

**3.7** It is forbidden the use of accreditation symbol from those accredited bodies to which the accreditation has been suspended (completely or partially) throughout the duration of the suspension. The symbol should not be used in any document neither promotional nor ordinary.

**3.8** In cases of accreditation withdrawal, the organization must immediately stop using the accreditation logo.

**3.9** The inappropriate use of accreditation symbol may cause the suspension of accreditation and the repeated use may lead to the withdrawal of accreditation. The use of fake symbols constitutes a penal offense.

