

SQNET ASSESSMENTS PVT LTD

**BMS Business Centre, 2, Gujrat Vihar,
Vikas Marg, NEW DELHI-110096, INDIA**

Ph: +91 9870285149,

Email: info@sqnetassessments.com,

Web: www.sqnetassessments.com

SQAPL shall issue a certificate when the client complies with, all the requirements for certification. All certificates issued by SQAPL shall remain the property of SQAPL and must be returned when requested. The certificates are issued for a period of three years and have validity as stated in the certificate. After the issue of the certificate the client is authorized to use the certification mark or the logo in advertising matter in conformity with the following requirements.

Certified Client information: the name, related Standard, scope and geographical location (city and country) for a specific Management System is verified through website. (www.sqnetassessments.com)

SQAPL has documented process/ rules governing any management system certification mark that it authorizes certified clients to use. These rules ensure, among other things, traceability back to the SQAPL. There shall be no ambiguity, in the mark or accompanying text, as to what has been certified and which certification body has granted the certification. This mark shall not be used on a product nor product packaging nor in any other way that may be interpreted as denoting product conformity.

SQAPL never permits its marks to be applied by certified clients to laboratory test, calibration or inspection reports or certificates.

SQAPL has governing the use of any statement on product packaging or in accompanying information that the certified client has a certified management system. Product packaging will be considered as that which can be removed without the product disintegrating or being damaged. Accompanying information will be considered as separately available or easily detachable. Type labels or identification plates will be considered as part of the product. The statement should in no way imply that the product, process or service is certified by this means. The statement will include reference to:

- Identification of the certified client;
- The type of management system and the applicable standard;
- SQAPL as a certificate issuer.

SQAPL has provision through legally enforceable arrangements require that the certified client: (Certification Agreement- SQAPL05)

- a) Conforms to the requirements of the SQAPL when making reference to its certification status in communication media such as the internet, brochures or advertising, or other documents;
- b) Does not make or permit any misleading statement regarding its certification;
- c) Does not use or permit the use of a certification document or any part thereof in a misleading manner;
- d) Upon withdrawal of its certification, discontinues its use of all advertising matter that contains a reference to certification, as directed by the SQAPL;
- e) amends all advertising matter when the scope of certification has been reduced;
- f) Does not allow reference to its management system certification to be used in such a way as to imply that the certification body certifies a product (including service) or process;
- g) Does not imply that the certification applies to activities and sites that are outside the scope of certification;
- h) Does not use its certification in such a manner that would bring the SQAPL and/or certification system into disrepute and lose public trust.

SQAPL exercises proper control of ownership and takes action to deal with incorrect references to certification status or misleading use of certification documents, marks or audit reports.

SQAPL action includes requests for correction and corrective action, suspension, withdrawal of certification, publication of the transgression and, if necessary, legal action.

General conditions for use of Logo & Certificates

1.0 The client is authorized to use the certification mark or its logo in advertising matter and while using this mark or logo the client shall ensure that it: -

- (a) Conforms to requirements of SQAPL when making reference to its certification status in communication media such as Internet, brochures or advertising or other documents.
- (b) Does not make or permit any misleading statement regarding its certification.
- (c) Does not use or permit the use of the certification document or any part thereof in a misleading manner.

- (d) Upon suspension or withdrawal of its certification, discontinues its use of all advertising matter that contains a reference to certification, as directed by Conforms to requirements of SQAPL.
- (e) Amends all advertising matter when the scope of certification has been reduced.
- (f) Shall not use the certification information in a manner to imply that the product or service is certified. The certification mark or logo shall not be used on a product or product packaging as this could be interpreted as denoting product conformity.
- (g) The logos shall also not be applied to laboratory test, calibration or inspection reports or any form of certificates issued by educational institutions as such reports/ certificates are deemed to be products in this context.
- (h) Does not imply that certification applies to activities that are outside the scope of its certification.
- (i) Shall not use the certification in such a manner that would bring conforms to requirements of SQAPL and /or the certification system into disrepute and lose public trust.
- (j) Logo shall not be applied on visiting cards.

1.1 Whenever the Accreditation Mark is to be used by Conforms to requirements of SQAPL certified clients, it is to be accompanied by the SQAPL logo, & both marks are to be proportioned so that neither has obvious precedence or prominence over the other and its use is limited to stationery, literature and other written promotional materials.

1.2 Whether it is used by an accredited body or the client of an accredited body, the ACCREDIA accreditation symbol is only to be used in conjunction with the symbol of the accredited body and may not be reproduced in isolation.

1.3 An accredited body shall only use the ACCREDIA accreditation symbol in the following way:
the accreditation symbol and conformity assessment mark are positioned in a manner that ensures the relationship between the accreditation symbol and the mark of the accredited body is obvious.
the physical dimensions of the accreditation symbol and the conformity assessment mark are proportionately equal.

1.4 An accredited body's clients shall only use the accreditation symbol in the following way:
The combination, of the accreditation symbol and the accredited body's mark is placed next to the name and/or logo of the accredited body's client, unless otherwise stated by ACCREDIA in writing; and
the dimensions of the accreditation symbol and the conformity assessment mark are proportionately equal.

1.5 The accreditation symbol is only to be reproduced in the colour combination as shown in Figure

1.6 The Certification Body / Accreditation Body Logo may be uniformly reduced or enlarged but shall not be less than 15 mm in height and not less than 12mm in width (minimum size 15x12mm.), but both the symbols should be legible

1.7 The symbols may be reproduced electronically, provided that the requirements of the respective accreditations bodies, as described in this procedure, are met and distortion and /or degradation does not occur

1.8 Whenever a subsidiary belonging to a group has been certified there shall not be any confusion as to which part of the group holds the certification and it shall not imply that the other subsidiaries have been certified

1.9 Where the organization (the client) wishes to make reference to its certification instead of using the symbols of the certification & accreditation bodies, the organization shall use without variation the phrase "An ISO XXXXX:XXXX Certified Company" (identify the applicable ISO standard namely ISO 9001:2015, ISO 14001:2015, OHSMS 45001:2018 & ISO 50001:2018)

2.0 Certification body logo

The SQAPL certification mark may only be reproduced as shown in the attachment-

- 1 for QMS**
- 2 for EMS**
- 3 for OHSMS**
- 4 for EnMS**

3.0 Accreditation body logo

Accreditation (ACCREDIA) Logo: The logo shall only be printed in the colour combination or in the gray black combination.

4.0 Misuse

The misuse of marks or certificate shall result in the following actions.

4.1 Innocent Misuse

- Immediate withdrawal of the offending literature by the client , or
- Suspension of approval (certification) until misuse is rectified.

If action is not taken to rectify the misuse within a reasonable time, the approval will be withdrawn.

4.2 Negligent / Fraudulent misuse

- Withdrawal of approval together with publication of the reason for withdrawal.

Misuse is deemed negligent / fraudulent where the mark is knowingly or carelessly misused. Repeated “innocent” misuse would be deemed negligent.

5.0 Withdrawal of certification

In the event that approval is withdrawn, the client shall immediately cease use and distribution of any literature, stationary etc. bearing the mark. The artwork supplied and all the original approval certificates are to be returned to SQAPL.

6.0 Contractual Obligation

6.1 Correct use of SQAPL certification and the accreditation body mark is a contractual obligation that the client undertakes to comply with as per agreement signed with SQAPL

6.2 Where the SQAPL certification and accreditation body’s mark have been used by the client, their use is to be reviewed at all surveillance and re-certification audits to ensure that their use is correct and in accordance with the requirements identified in this document.

6.3 Any misuse of logo shall be brought to the attention of the client and included in the surveillance or the re-certification audit reports.

6.4 It is likely that in some cases the client may have to update the logos and they still may have stationery and brochures showing the previously issued SQAPL certification and the accreditation body logos. Under such circumstance, it is permissible for the client to continue use of the previously issued logo on the understanding that the new logos must be used in the next printing.

Attachment -1

**SQAPL Mark for ISO 9001(QMS)
shall be reproduced as below**



ISO 9001:2015

Attachment -2

**SQAPL Mark for ISO 14001(EMS)
shall be reproduced as below**



ISO 14001:2015

Attachment -3

**SQAPL Mark for ISO 45001(OHSMS)
shall be reproduced as below**



ISO 45001:2018

Attachment -4

**SQAPL Mark for ISO 50001(EnMS)
shall be reproduced as below**



ISO 50001:2018