Instructions for use of Certificate and Certification Marks

1. General

Following the certification of your ISO management system, you are permitted to use the certificate and certification logos (hereinafter referred to as 'the certification marks') provided by Citation ISO Certification in accordance with the following instructions:

1.1 The certification marks must not be used on a product or product packaging seen by the consumer, or in any other way which might be interpreted as denoting product or service conformity.

1.2 The use of any statement on product packaging or in accompanying information that the organisation has a certified management system, shall in no way imply that the product, process or service is certified by this means and shall include reference to:

a) identification of the organisation

b) the type of management system and the applicable standard

c) the certifying body (Citation ISO Certification)

NB: Product packaging is considered as that which can be removed without damage or disintegration being caused to the product. Accompanying information is considered as separately available or easily detachable.

1.3 The certification marks must not be applied to laboratory test, calibration or inspection reports.

1.4 You must conform to Citation ISO Certification's requirements and brand guidelines when making reference to your certification status or when using certification logos within any kind of communication media, including the internet, brochures or advertising, or other documents.

1.5 You must not make or permit any kind of misleading statement regarding your certification, nor permit the use of a certification document, or part thereof, in a misleading manner.

1.6 The organisation must not imply that certification applies to any sites or activities beyond those which Citation ISO Certification has specifically agreed to be included.

1.7 If your certification is withdrawn or suspended, you must discontinue the use of all advertising matter that refers to the certification, as directed by Citation ISO Certification.

1.8 If the scope of your certification is reduced, any advertising material affected by this should be amended accordingly.

1.9 You must not allow your certification to be referred to in any way which implies that you are certifying a product, service or process.

1.10 You must ensure that your certification is not referred to in a way which implies that it incorporates activities outside the scope of your certification.

1.11 You must not use your certification in a manner which would bring Citation ISO Certification or its certification system into disrepute and lose public trust.

1.12 The certification marks should only be used in the colours and sizes provided by Citation ISO Certification.

1.13 Citation ISO Certification will take action, including legal action, to deal with any contravention of the above instructions.

2. Examples of where you can use Citation ISO Certification's certification marks

2.1 Marketing material, including brochures, advertisements, case studies, annual reports and Powerpoint presentations.

2.2 Websites, e-mails and social media sites.

2.3 Corporate stationery, invoices and quotations for work.

2.4 Vehicles.

2.5 Internal or external buildings.

2.6 Flags and banners.

3 Examples of where you must not use Citation ISO Certification's certification marks

3.1 Goods or products

3.2 Packaging and labels

3.3 Test or calibration certificates

3.4 Training certificates

4 Use of other certification marks

4.1 Whilst an assortment of certification marks can be found on the internet, these must not be used in connection with your Citation ISO Certification certification.

5 The International Organisation for Standardisation (ISO)

5.1 Only ISO itself, ISO members and ISO technical committees are allowed to use ISO logos. You must not use these for any of your own purposes, nor in any way imply that your organisation is ISO-endorsed.