



INSTRUCTIONS TO USE LOGO AND CERTIFICATION

Organizations certified by Q-check are obliged to use the certificates and logos in accordance with the accreditation rules

Use of Certificates

Q-check management system documentation is valid for three (3) years on the condition that monitoring audit has positive results.

Rules on the use of certificates are stated in the Certification Agreement signed between Q-check and the organization. The organization commits to comply with this agreement and the rules specified in the Agreement. Organizations can use the system certificates only under the rules specified in the Agreement.

Q-check follows up the organizations after the issuance of the certificate on the use of the certificate. In this context, the press and electronic media are monitored. In addition, upon complaints from customers and when cases contrary to the rules are detected, corrective action is requested from the relevant organization. In case of failure to conduct the corrective action within the time specified, Q-check will conduct the following activities:

- The accreditation body will be informed,
- The public is announced that the certificate has been withdrawn,

Legal proceedings will be initiated

Use of Logo

1. Q-check logo may be used by organizations that have been successful in system certification audit conducted by Q-check and by people who have been successful in the Certification of Personnel.
2. Organizations certified by Q-check are obliged to use the logo compatible with the relevant accreditation rules. A copy of the instructions to use certificates and logos of the relevant accreditation body will be given to the organizations entitled to receive certification.
3. Q-check logo and certificate may not be used in sections, affiliates or subsidiaries not covered by the certificate.
4. Q-check Logo conditions of use;
 - ✓ Q-check Logo may not be used as product documentation.
 - ✓ Q-check logo may not be used on products (products can be touched or directly in a package or box.)
 - ✓ Q-check Logo may be used on the outer packaging of the product made of materials such as cardboard along with a statement to indicate that the certifications belongs to the management system, not the product
 - ✓ Organization may use the Q-check logo on promotional publications, official documents or brochures provided it meets the requirements of Q-check.
 - ✓ In connection with any system not certified, the organization may not use the Q-check Logo to be perceived as if it has been certified.
 - ✓ The organization may not use the Q-check Logo of its Certified system for its un-certified system to be perceived as if it has been certified.
 - ✓ When scope is narrowed in relation to organization's uncertified system, the organization may not use the sections which are not certified to be perceived as if it has been certified. In this case, the organization is obliged to change all advertising materials according to existing scope. If Q-check detects any use of logo contrary to the designated requirement, it may use the rights arising from the law and has the right to proceed according to the legislation.
 - ✓ In case of withdrawal/suspension regarding the organization's Certified system, for any reason, it may not be used in a way as if certification continues. In these cases, all advertising activities with a

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reference to the certification must stop. If Q-check detects any use of logo contrary to the designated requirement, it may use the rights arising from the law and has the right to proceed according to the legislation.

- ✓ In case of cancellation of the certificate regarding the organization's Certified system, for any reason, it may not be used in a way as if certification continues. In these cases, all advertising activities with a reference to the certification must stop. If Q-check detects any use of logo contrary to the designated requirement, it may use the rights arising from the law and has the right to proceed according to the legislation.
- ✓ In case duration of the certificate regarding the organization's Certified system expires, it may not be used in a way as if certification continues. In these cases, it shall stop all advertising activities with a reference to the certification. If Q-check detects any use of logo contrary to the designated requirement, it may use the rights arising from the law and has the right to proceed according to the legislation.
- ✓ A certified management system does not imply that the certification body has certified a product (including services) or a process . Therefore, the organization may not use a product (including service) or process to give the impression that it has been certified,
- ✓ The organization may not use certification for activities outside the scope of certification.
- ✓ The organization may not use the certificate it has received in such a manner to undermine the credibility of Q-check or the certification system, and to lose the public trust.
- ✓ The organization may not use audit reports delivered to it with regards to its Certified system for different purposes and in a misleading way.
- ✓ Organization may not do any changes on the Q-check logo (colour, appearance, etc.) and should use it in the areas of use in its present form.

5. Rules regarding use of the Q-check Logo on products are given below:

Use of Logo	On the product (*a)	On big boxes etc. used for transport of goods (*b)	on promotional brochures etc.
without explanation	may not be used	may not be used	may be used (*d)
with description (*c)	may not be used	may be used (*d)	may be used (*d)
with description (*e)	may not be used	may not be used	may not be used

*a. Product may be tangible, concrete or one of it can be in a package or container. It can be for test/analysis report for testing/analysis activities.

*b. It may be outer packaging material made of board which is considered not to have reached the end-user.

*c. There must be a clear statement such as: "This product is manufactured in an organization whose quality management system is certified according to the standards *ISO 9001, ISO 14001, ISO 22000, ISO 13485.*"

*d. It may be used provided that it complies with the other requirements laid down.

*e. It may never be used in Inspection and Calibration reports, certificates, and so on.

6. Product packaging is considered to be the section where product is separated without dividing into parts or damage. Information to be supplied together will be considered as separately provided or easily separable. Type tags and identification plates are evaluated as part of the product. The statement should not even imply the product, process or service is certified. The statement should refer to the following:

- ✓ The definition of certified client (such as brand or name)
- ✓ Type of management system (such as quality, environment) and the standard applied,
- ✓ The Q-CHECK issuing the certificate.

7. In cases where the organization doubts /is not sure about the relevance of the method Q-check logo to be used, approval from Q-check Certification Directorate must be obtained and should be used as guided.

8. The customer organizations certified by Q-check may use tIAS Accreditation Marks only in accordance

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with the information in the current versions of the following documents:

✓

✓ Reuirements for Use by IAS Accredited Organizations (available at www.ias.com)

9. The term "Promotional Materials" include notes, labels, documents or written notice attached on products and materials other than the products manufactured under activities of an accredited certification of products. This restriction applies to packaging and promotional materials.

10. Accreditation Marks IAS should not be used on vehicles.

11. The Accreditation Marks IAS should not be used on buildings or flags.

12. The Accreditation Marks IAS cannot be used on the product (the product can be in direct touch or a package or container), on promotional materials, in the outer walls of the building, and laboratory experiments, calibration or inspection reports and on the product packaging.

13. In the event of suspension, cancellation of certificate or cancellation of the agreement between Q-check and the company, use of logo must certainly be stopped. All brochures, packaging, flags, cars, promotional materials etc. bearing the logo should be removed from use.

14. IAF brand cannot be used by client in any way.

15. Q-check logo and accreditation mark will be sent to the relevant institutions on the "CD" or by electronic means upon request. In addition, Q-check logo can be accessed via Q-checkweb site.

16. Certified companies are obliged to comply with the provisions of this directive after receiving the certificates.

17. Q-check has the right to suspend, withdraw, cancel the certificates of the organizations or terminate agreements with these organizations that fail to comply with these instructions. In addition, if any use of logo contrary to the designated requirement is detected, it may use the rights arising from the law and has the right to proceed according to the legislation.

REVISION INFORMATION		
Rev. No	Revision Date	Description of the Revision
0		First release

Drafted by MANAGEMENT REPRESENTATIVE	Approved by GENERAL MANAGER
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