



USE OF LOGO AND MARK

The ISS logo and accreditation marks remain the **exclusive, non-transferable property** of our company. Clients may not sell, lend, license, or list the Marks as an organizational asset.

1. Conditions for Use of the Mark

1.1. **Scope Requirement:** The Mark may only be used on stationery and literature relating to assessed activities that are **within the ISS scope** of accredited registration.

1.2. **Prominence Rule:** When used, the client's own name and logo must be included on the same page and be **no less prominent** than the Mark.

1.3. **Prohibited Use:** The Mark cannot be used on any document unless the document relates in whole or in part to activities within the scope of registration. It is specifically **not allowed** on goods, products, or primary packaging.

2. Suspension and Withdrawal of Registration

2.1. **Grounds for Action:** ISS reserves the right to suspend or withdraw registration for:
* Breach of Certification Rules. * **Misuse** of the ISS logo or Mark of Accredited Registration.

2.2. **Process for Non-Action (Corrective Actions):** * Failure to address corrective actions results in a letter requiring action within **30 days**. * Continued failure leads to a formal **28-day notice of suspension**. * Subsequent failure results in **certificate withdrawal**.

2.3. **Client Obligations upon Suspension/Withdrawal:** The client must **immediately** cease use of the certification logo and Mark and return the certificate.

2.4. **Appeal:** Clients have the right of appeal.

3. Termination of Registration

3.1. **Immediate Cessation:** Upon termination (howsoever determined), the client must **forthwith**: * Cease use and distribution of any stationery or literature bearing the Mark. * Cease use or application of the ISS certification Logo. * Return appropriate certificates of registration to ISS.



4. IAF Mark Restrictions

4.1. **Use by ISS Only:** The IAF Mark will only be used by ISS in conjunction with the accreditation body and ISS marks.

4.2. **Restricted Materials:** Use of the IAF Mark is restricted to: pre-printed letterheads, accredited certificates, quotations for work, advertisements, and websites.



Appendix 1

ISS logo is only to be reproduced in the colour codes as follow:

- RGB colour codes #ED3338, #373536, and #818181.



Appendix 2

1. FORM AND DISPLAY OF THE MARKS

- a) The marks will be displayed only in the appropriate form, size and color detailed in this procedure.
- b) The ISS accreditation number will be printed centrally under the accreditation mark, as indicated in Appendix 1.
- c) When the mark is printed on stationery sized no greater than A4, it will be displayed in a size no larger than 30 mm high. On larger stationery, the size may be proportionately increased.
- d) ISS will base all reproductions of the accreditation marks in this procedure.
- e) Accreditation marks will normally have a minimum height (excluding the accreditation number) of 20 mm. Any enlargement or reduction will retain the same proportions as those of the masters printed in this publication. The mark and the accreditation number will be considered as a single entity for purposes of enlargement or reduction.
- f) In exceptional circumstances, the marks may be reproduced at a reduced height, but paragraph g) must be satisfied.
- g) Irrespective of the height of reproduction, the mark must be legible, with no infilling.
- h) An accreditation mark may be displayed on stationery:
only if the ISS logo is also shown; with no more prominence than the logo or title of the accredited organisation; no more than once for each accreditation.
- i) The accreditation mark will normally be printed in a single colour, which should be the predominant *ink* colour of the document, or, in the case of a pre-printed letterhead, the predominant *ink* colour of the letterhead.
- j) Embossed, relief, or die-stamped versions may be used.
- k) The marks may be reproduced as water marks.

- l) Electronic reproduction of the marks is permitted provided that the requirements of this procedure are met and:
 - the ISS accreditation number is printed under the mark.
 - the mark is reproduced so that infilling does not occur.
 - degradation and/or distortion of the mark graphic is avoided.
 - computer files of the marks shall be prepared from mark masters.

- m) Reversed-image versions of the accreditation marks are available. All other conditions for use of accreditation marks apply to these versions.

2. USE OF THE ACCREDITATION MARKS IN PUBLICITY MATERIAL

- a) Accreditation marks shall not be used in any way that might mislead the reader about the accredited status of ISS.

- b) ISS is entitled to incorporate an accreditation mark in publicity material that refers to accredited services, provided that the conditions contained in this procedure are met.

- c) Holders of certificates issued by ISS may use the appropriate mark in the manner prescribed in Appendix 1, on stationery and publicity material or other items relevant to their certificate. The accreditation mark(s) shall always be used in conjunction with the ISS mark. Holders of accredited certificates may use the ISS mark without the accreditation mark.

- d) The terms 'publicity material' shall not include notices, labels, documents or written announcements affixed to or otherwise appearing on goods or products. This restriction shall also apply to primary (eg blister packs) packaging and promotional products.

3. OTHER RESTRICTIONS ON USE OF THE MARKS

- a) The accreditation marks shall not be displayed on vehicles, except in publicity material containing an accreditation mark as part of a larger advertisement, provided the mark is used in the publicity material in accordance with the conditions detailed in this publication.

- b) The accreditation marks shall not be displayed on buildings and flags.

- c) Marks may be displayed on internal walls and doors, and on exhibition stands.

- d) Accreditation marks will not be used in such a way as to imply that the Accreditation Body accepts responsibility for activities carried out under the scope of accreditation and/or certification.
- e) All quotations for work that contain an accreditation mark will clearly indicate those activities that are not accredited.
- f) Upon suspension of relevant accreditation, ISS will immediately cease to issue certificates, reports and quotations for work displaying an accreditation mark.
- g) Upon termination of accreditation, ISS will immediately cease distribution of all items on which an accreditation mark is displayed.
- h) In the event that accreditation is withdrawn from ISS in respect of a scheme whereby ISS owns and licenses its own mark, ISS will take all reasonable steps to ensure that its licensees immediately cease use of stationery, literature, advertisements, goods, labelling and packaging bearing the national accreditation mark.
- i) Any use of an accreditation mark that might contravene the conditions laid down in this procedure will be referred to the relevant Accreditation Body.

4. REFERENCE TO ACCREDITATION

- a) Where ISS wishes to make reference to its accreditation instead of using the accreditation mark, it will without variation use the phrase 'a SAC accredited certification body No. ___' as appropriate. ISS will take all reasonable steps to ensure that this wording is used by any client when referring to the use of an accredited organisation.

5. REQUIREMENTS ON CERTIFICATION BODIES

- a) ISS will ensure that it audits the use of accreditation marks by its certificate holders. Conditions for the use of the marks by such certificate holders are given in the Audit and Certification Regulations.
- b) Reproduction of the marks will be based on versions printed in Appendix 1 of this Procedure