UGMCERT
DOCUMENT AND LOGO USAGE INSTRUCTION

1. PURPOSE AND SCOPE
The purpose of this instruction is to determine the rules regarding the use of UGMCERT CERTIFICATION's certification mark. This instruction covers the use of UGMCERT CERTIFICATION's logo and certification mark and the logo usage rules of the relevant accreditation institution.

2. DEFINITIONS
Logo: A stylized symbol used for promotional purposes.

Ugmcert Certification Brand: A combination of symbols consisting of UGMCERT CERTIFICATION's logo, title and the name of the relevant management system. In addition to these, the management systems within the scope of accreditation have the accreditation brand and number of the accreditation body. Accreditation Agency Brand: It is the symbol used by organizations accredited by the Accreditation Agency to show their accreditation status. Accreditation Brand It is created by adding the accreditation field, the number of the standard subject to accreditation and the accreditation number of the accredited institution under the accreditation body logo.

3. APPLICATION
• The UGMCERT CERTIFICATION brand can be used by organizations whose management system has been audited by UGMCERT CERTIFICATION and found successful, and for which a Management System Certificate has been issued.

• Firms that are entitled to receive a certificate from the UGMCERT CERTIFICATION company must use the UGMCERT CERTIFICATION brand, certificate and accreditation brand according to the conditions written in this instruction.

• UGMCERT CERTIFICATION brand and logos are not used in a way that means that they are the responsibility of the UGMCERT CERTIFICATION accreditation body in any way, from the content of the document or the related activity.

• UGMCERT CERTIFICATION brand and certificate, department not covered by the certificate, affiliateor affiliates. If the certified organization has more than one branch and some of these branches are certified, the UGMCERT CERTIFICATION brand should be used only by the certified branches. If a common form is used in all branches, the UGMCERT CERTIFICATION brand can be used in the relevant document, but next to the brand, which branches are certified should be clearly stated.

• The UGMCERT CERTIFICATION brand, UGMCERT CERTIFICATION logos and accreditation mark cannot be used to create a product or service approval mark.

• The UGMCERT CERTIFICATION brand should not be used in a way that may cause misinformation about the certification status. This situation requires the suspension of the company / person's certificate.

• The document cannot be used to make the UGMCERT CERTIFICATION or certification system notorious or to undermine public trust,

Accreditation Agency Brand;
- ✓ On vehicles,
- ✓ On buildings or flags,
- ✓ It cannot be used on cards and business cards.

• Even if it is accredited by the accreditation institution, an inspection and testing organization that has Management System Certification by UGMCERT CERTIFICATION or other certified companies cannot use the UGMCERT CERTIFICATION brand and accreditation brand in their test reports, calibration and inspection reports, laboratory

tests or certificates. With the expiration of the validity period of the certificate, the company must immediately stop using the UGMCERT CERTIFICATION brand. In case of suspension or withdrawal of the certificate, the UGMCERT CERTIFICATION brand should be stopped immediately.

- The companies that do not comply with the UGMCERT CERTIFICATION brand and document usage conditions are implemented within the framework of PR-03_Certification Rules Procedure. In the event that the UGMCERT CERTIFICATION brand, logos and document are used in a misleading and inappropriate way, all legal rights belong to UGMCERT CERTIFICATION. If logo use is detected outside of this instruction, action will be taken in Ankara Courts in accordance with legal regulations.

- Document, UGMCERT CERTIFICATION brand and logos are not transferable to third parties.

- Pay attention to the following issues when using certification marks;

a) UGMCERT CERTIFICATION marks can be used in the specified shapes, colors and on a white background. In addition, the dimensions can be reduced or enlarged, provided that the proportions remain constant. However, their shape cannot be changed under any circumstances.

b) It cannot be used on the product at all. (Here, product refers to a product that can be touched directly, or a product in a separate package, container, etc., or a test/analysis report for test/analysis activities.)

c) It can be used with a readable statement on the outer packaging used for the transportation of the products (the part that is separated without the product being disassembled or damaged), indicating that the document is not given to the product, service or process, but to the relevant Management System. For example; next to the customer brand or name: "This product has been produced in our facilities certified by UGMCERT CERTIFICATION INSPECTION TRAINING COMPANY according to ISO …….. Management System standard." may form.

d) It can be used on the organization's publications for advertising purposes, official documents or communication materials. (The term communication materials includes notes, labels, documents or written notices attached to products and materials other than products or goods manufactured under an accredited product certification activity. This restriction also applies to packaging and promotional materials.)

Colored versions of the accredited UGMCERT CERTIFICATION brand given as an example in the appendix and other brands in use are available at www.UGMCERT.com.tr, and UGMCERT CERTIFICATION should be contacted in preparation for printing the relevant logos.

Terms of use of the UGMCERT CERTIFICATION brand;

UGMCERT Trademark Usage	On the product (*a)	Large boxes used for transporting products, etc. on (*b)	Advertising brochures etc. on
without explanation	Not available	Not available	Available (*d)
with explanation (*c)	Not available	Available (*d)	Available (*d)

*a. Product; It may be a tangible, tangible product, or it may be a single item in a package or box.

*b. Cardboard, etc., which is thought to not reach the end user. may be outer packaging made of material.

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*c. "(This product) is manufactured in an organization whose Quality Management System is certified according to ISO 9001 standard."

It should be a clear statement in form.

*d. It can be used provided that other conditions specified in these rules are complied with.

4. RELATED DOCUMENTS

- Documentation Rules Procedure (P-01)

Author/Organization Representative Approval	Approval/System Certification Manager Approval

Revision Information

Rev. No	Rev. Date	Rev. Explanation
00	-	First Release