

GUIDELINES ON USEGE OF GCQ / CERTIFICATION MARK**1.1 INTRODUCTION**

- 1.1.1 These guidelines have been developed to ensure that the rules for use of Certification Marks are communicated to all our Clients and allow GCQ Clients to take full advantage of using the GCQ Certification Marks without breaching the accreditation rules imposed on GCQ.
- 1.1.2 GCQ certification is a valuable asset to us as it demonstrates our achievement and continued commitment to conduct our business in a thoroughly professional and consistent manner.
- 1.1.3 GCQ Certification Body, ensure that their certified Clients use the GCQ Certification Mark in accordance with International and in some cases National Criteria.
- 1.1.4 GCQ ensures that the Marks are not used in such a manner that may cause confusion or be misleading to the organizations and individuals that purchase goods and services from certified companies.

1.2 GCQ POLICY ON USE OF CERTIFICATION MARK (derived from Accreditation body Mark Rules)

- 1.2.1 All GCQ Certified Clients are provided with the appropriate Certification Marks relevant to their Certification Status and Standard. The Certification Marks are provided in two file formats: JPEG, PDF.
- 1.2.2 Clients certified by GCQ (i.e. who have obtained a GCQ certificate) are free to use GCQ Certification marks, accompanied by the particular certificate number(s), for communication purposes.
- 1.2.3 Only Certified Clients may use marks, and are prohibited from altering the typefaces, colors or standard references. Clients are only permitted to add their own certificate number(s).
- 1.2.4 GCQ Certification Marks shall not be applied to products or primary packaging materials intended for consumer communication or use. Organizations demonstrate that product have been manufactured under their certified management system (QMS/EMS/OHSMS/FSMS/HACCP etc.) the marks shall not use on primary or secondary or transit packaging. Please note that GCQ not allow to make any generic statement or primary or secondary packaging.
- 1.2.5 The value of adding the certificate number is that this adds credibility and traceability to the certification marks.

1.3 DESCRIPTION OF CERTIFICATE MARKS

It consists of the following details:

- GCQ Mark, with 'GCQ' letters, is placed on the top right corner.
- On the left side down Accreditation Mark with accreditation certificate number allotted to GCQ by Accreditation body is indicated.
- The color combination shall be strictly as per the specimen mark indicated at the end of the page. However, the color terminology to be used is described below
- "Technical color grade no. applicable for **GCQ Mark** printing is **as below**

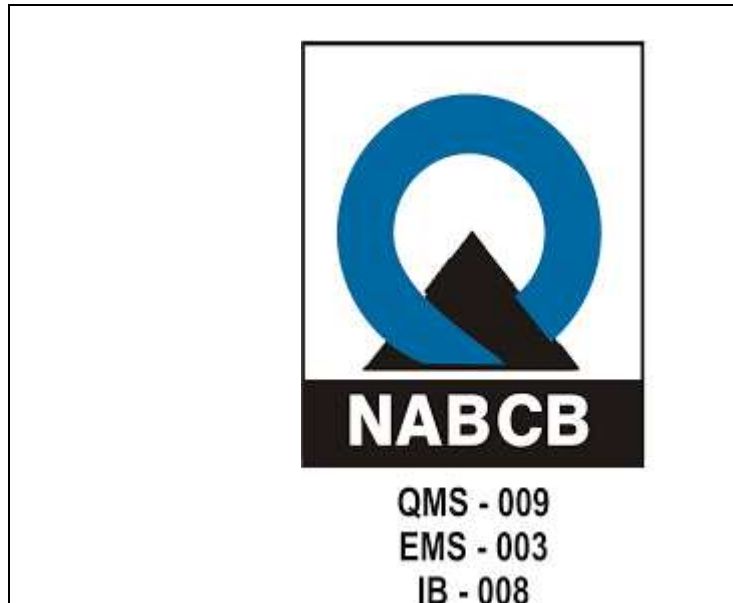
C=2.59	M=31	Y=100	K=0
C=100	M=100	Y=0	K=21

The accreditation symbol shall be displayed in the appropriate form, and colour as demonstrated in figure below. The original proportion between the height and width of the symbol shall not be affected and the symbol is legible. Accreditation symbol shall normally have a minimum height of 20mm (excluding Accreditation No.) and not larger than 25mm. While the width of the symbol shall be minimum 30mm and not larger than 35mm.

The Accreditation Certificate No. shall be printed centrally underneath Accreditation Mark; it consists of two fields QMS-XXX the first field of three alphabets identify the scope of CAB, second field consist of three digits numbers shows the reference number of CAB. The symbol shall not be displayed in a more prominent way than GCQ

P1.3.1 SPECIMEN COMBINED CERTIFICATE MARK





1.3.2 A) SPECIMEN GCQ MARK WITH CERTIFICATE NUMBER

Specific Certification Marks are available for all systems of management. An example is mentioned below.

- Food Safety Management Systems - ISO 22000/HACCP



1.3.2 B) Product Statements

This product has been manufactured under the controls established by a GCQ approved Food Safety Management System that conforms with HACCP. GCQ Certificate Number: XXX/000



1.4 USE OF CERTIFICATION MARKS:

- 1.4.1 GCQ / Accreditation combined Marks depicted in SECTION 1.3.1 shall be used by the company, which has been assessed by GCQ and found meeting with the relevant System Standard for which registration has been sought by the Company.
- 1.4.2 The relevant standard(s) shall be indicated immediately below the Marks frame. (E.g., ISO22000)
- 1.4.3 Any subsidiary/ branch of the Company cannot use this certification mark, if it is not assessed and approved by GCQ.
- 1.4.4 For multi-site operations, if the Company is assessed by GCQ individually covering all the Units, a composite certificate is issued, with address details of all Companies and in that case, all can use the Certification Marks.
- 1.4.5 Any enlargement or reduction of size of the Marks shall be to the same proportion as in the CD or Floppy specimen enclosed. For the purpose of enlargement or reduction of the size of Certification Marks, the Marks and accreditation number are considered as a single entity.
- 1.4.6 In exceptional circumstances, due to space constraints etc, the mark can be reproduced at a reduced height but must be considered legible in the opinion of GCQ Auditors, with no infilling.
- 1.4.7 The Certification Marks shall always bear both GCQ and Accreditation Marks.

1.4.8 The Certification Marks shall be used on correspondence/ advertising/ promotional materials, which relate to the Company's Scope of registration. **(For any clarifications, please contact GCQ office, prior to printing if there is any doubt regarding the intended use of Mark mark.)**

1.4.9 These Marks shall not be embossed or printed on products or their primary packs, with intention for customer communication or use. GCQ does not permit the Marks to be used on laboratory test/ calibration or inspection reports. However, the Marks

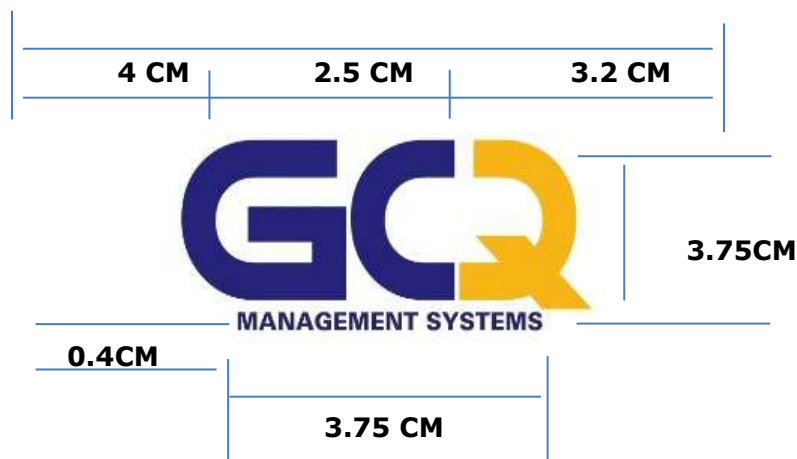
can be used on the secondary or transit packing, with the following statement that, 'The product has been manufactured under the controls established by GCQ approved Food Safety Management System that conforms with relevant GCQ Certificate No ---'. If the organization issues report or certificates incorporating the symbol and containing opinions, interpretations or other material relating to investigational activities, the report or certificate shall include at the beginning close to the expression of opinions/ interpretations a disclaimer such as "the Opinions/ interpretations expressed in this report/certificate are outside the scope of this GCQ Certification.

1.4.10 In all cases the Company's unique Certificate No. allotted by GCQ must be quoted underneath the Certification Marks for the purpose of traceability and the credibility of the certified Company.

1.4.11 The Accreditation Body Mark must not be used:

- For locations and services not listed in the certificate.
- On products, packs and / or promotional products.
- On vehicles and flags under any circumstance

1.5 COLOUR PRINTING & SPACING AND SIZING





1.4.12 Additional NABCB Accreditation Mark Requirements

1.4.12.1 Mandatory Use of NABCB Accreditation Symbol

The NABCB Accreditation Symbol shall be displayed on all certificates issued under NABCB-accredited certification schemes. The symbol shall be used only in the format approved by NABCB and shall always appear together with the GCQ mark and applicable accreditation number.

1.4.12.2 Use of IAF MLA Mark and ILAC MRA Mark

Certified organizations shall not use the IAF MLA Mark or ILAC MRA Mark on any document, product, packaging, promotional material, website, social media platform, or other communication media. The use of these marks is restricted to the Certification Body under applicable agreements with NABCB.

1.4.12.3 Restrictions on Display of Certification and Accreditation Marks

Certification Marks, Accreditation Symbols, NABCB Accreditation Symbol, IAF MLA Mark, and ILAC MRA Mark shall not be displayed on:

- Visiting cards,
- Building
- Except as part of general advertising or promotional material that does not create a misleading impression regarding certification or accreditation status.

1.4.12.4 Control of Client Use

The use of Certification Marks by certified organizations shall remain under the control and supervision of the Certification Body. Certified organizations shall promptly implement any corrective actions requested by the Certification Body regarding improper, unauthorized, or misleading use of Certification Marks or Accreditation Symbols

1.4.12.5 Prevention of Misleading Claims

Certification Marks and Accreditation Symbols shall not be used in any manner that may mislead interested parties regarding:

- Certification status;

- Accreditation status;
- Scope of certification;
- Certified locations;
- Certified activities;
- Products or services.

The use of such marks shall not imply that NABCB or the GCQ has certified, approved, endorsed, guaranteed, or accredited any product, process, or service unless specifically covered by an applicable conformity assessment scheme.

1.4.12.6 Misuse of Certification or Accreditation Marks

Any misuse of Certification Marks or Accreditation Symbols may result in one or more of the following actions:

- Request for corrective action;
- Suspension of certification;
- Withdrawal of certification;
- Public notification of the misuse; and/or
- Legal action where appropriate.

Repeated or intentional violations may result in withdrawal of certification.

1.6 MONITORING OF MARK RULES:

GCQ Auditors check the use of Certification Marks during their every surveillance audit visit and the certified Company must discontinue any use of the Mark, which is not acceptable to GCQ Rules cited above.

1.6.1 PUNISHMENT FOR VIOLATION OF MARK RULES:

Any contravention of GCQ Mark rules could result in withdrawal of the certificate issued to the Company.

1.6.2 DISCONTINUATION OF USE OF MARKS:

If the certificate issued to a Company has been terminated or withdrawn by GCQ for whatever reason, the company must discontinue the use of Marks with immediate effect and shall remove the Marks from the packs under dispatch and shall also destroy the stationery bearing the Marks.

For any clarifications, please contact us as below. Email ID: vijayan@gcqcertifications.com
Website: WWW.gcqcertifications.in

1.6.3 Scheme specific Usage of Mark



**ISO 45001
GCQ Certifications**



**ISO 22000
GCQ Certifications**



**ISO 9001 - ISO 14001
ISO 45001
GCQ Certifications**

