



Documented Management System

**Rules on use of Certification Logos
(‘Marks’)**

3.06

Issue 6

05 February 2024

Table of Contents

1.	Document control	3
1.1	Control	3
1.2	Circulation	3
1.3	Approval	3
1.4	Version history	3
2.	Rules	4

1. Document control

1.1 Control

Control of this document is in accordance with Documentation Control Procedure 2.11. The General Manager shall maintain a history of all amendments on a change register. The latest date and issue of this manual shall appear on the front cover and document reference and revision number is identified at the top of each page. The content and currency of this Policy document is the responsibility of the General Manager.

1.2 Circulation

A hard copy of this Document is held as a master copy back up and all staff can view this document in head office when required. An electronic copy is also available on the server. A copy of the content is included in other management documents, such as 3.05 Auditor Handbook, and therefore updating of this document has consequential effects which must be considered.

1.3 Approval

Prior to the implementation of any documented process or operational procedure, the formal document will be subject to review to ensure that the commitments and process steps detailed are achievable and realistic, whilst linked to Policies and Objectives. Once reviewed and approved, the version history at 1.4 will be updated to signify the approval, and requisite authority of the approval.

1.4 Version history

Version	Author	Date released	Approved by	Date approved	Change overview
1	Tony Duff	01.03.2016	Tony Duff	01.03.2016	First Issue
2	Tony Duff	24.04.2017	Jim Speirs	24.04.2017	Accreditation update
3	Tony Duff	01.12.2017	Jim Speirs	01.12.2017	Include reference to BIS URN 16/25
4	Tony Duff	01.08.2018	Jim Speirs	01.09.2018	June doc update to replace BIS URN 16/25
5	Tony Duff	30.08.2021	Jim Speirs	30.08.2021	Section 2 updated to reflect removal of 18001 and new UKAS marks
6	Tony Duff	05.02.2024	Jim Speirs	05.02.2024	Link to Ed 4 of UKAS guidance updated

2. Rules

When successfully certified by SCS, organisations shall be permitted to use logos issued by SCS for use on their stationery and associated literature. The following rules shall be applied; failure to comply with the requirements will result in non-conformances being raised against the organisation and can lead to suspension and even legal action. The certification mark is used as part of a set, which shows that the firm has been certificated by SCS to ISO 9001, ISO 14001 or ISO45001 etc. The accreditation mark shows that the certification was accredited by UKAS. An example of how the range of logos may be used, as appropriate, is as follows:

To use on Stationery

To use on Vehicles



The certification marks may be used on stationery including sales brochures; they may not be used on products, product packaging, associated documentation, or certificates or in any other way that may be interpreted as denoting product conformity. They may be used in electronic form where the use is akin to that of stationery, but not where they may seem to be associated with a product. The UKAS marks may not be used on vehicles.

The marks shall be not less than 20mm in height, and shall be reproduced as per the colour scheme above, or in a single colour only, as per the predominant colour of the letterhead in the case of pre-printed letterhead paper. The marks shall comprise the marks appropriate to the issued certificate. The marks are available in soft-copy form on request. When using the issued logos, organisations shall:

- Conform to the requirements of SCS when making reference to its certification status in communication media such as the internet, brochures or advertising or other documents, including amending all media when the scope of certification has been reduced
- Do not make or permit any misleading statement or document regarding its certification, or imply that the certification applies to activities that are outside the scope of certification
- Do not use the marks on laboratory tests, calibration or inspection reports, as such reports are deemed to be products in this context
- Upon suspension or withdrawal of its certification, discontinue the use of all advertising matter that contains reference to certification, as directed by SCS
- Do not allow reference to its management system certification to be used in such a way as to imply that the certification body certifies a product (including service) or process
- Do not use its certification in such a manner that would bring SCS or the certification system into disrepute and lose public trust

SCS shall take any action necessary to deal with above transgressions, which may include publication of the transgression and, if necessary, legal action. After suspension, withdrawal or cancellation of certification, any organisation found to be using the certification marks without authority shall be charged the equivalent to the fees that would have been paid to SCS from the period of suspension, withdrawal or cancellation to discovery. This money may be used to publicise the transgression and, if necessary, legal action.

The above is a synopsis of the 'Conditions for use' document which can be accessed at <https://assets.publishing.service.gov.uk/media/65b8c8e131079b0013b06687/Guidance-ukas-accreditation-logo-and-symbols-V4.pdf>