Documented Management System

Rules on use of Certification Logos ('Marks')

3.06

Issue 7

04 June 2024

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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
7	Tony Duff	04.06.2024	Jim Speirs	05.06.2024	Updated to include product certification marks

2. Rules for Certification Marks

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 national accreditation symbol(s) shall always be used in conjunction with the logo/mark of the certification body or certification scheme. The accreditation mark shows that the certification was accredited by UKAS.

An example of how the Management System Certification 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.

An example of how the Product Certification logos may be used, as appropriate, is as follows:

To use on Stationery

To use 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 any 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

3. Rules for Product Markings

The UKCA marking is the conformity marking used for products being placed on the market in Great Britain (England, Scotland and Wales). The UKNI marking is a conformity marking for products placed on the market in Northern Ireland which have undergone mandatory third-party conformity assessment by a notified body based in the UK.

The UKCA or UKNI markings are not recognised on the EU market. Many products need a CE marking to show that they are in conformity with EU rules before they can be supplied on the EU market.

Product Markings must be placed on a label affixed to the product, packaging or on a document accompanying the product. They cannot be placed on products unless there is a specific requirement to do so in the legislation.

Rules for using the UKCA or UKNI image

You must make sure that:

- if you reduce or enlarge the size of your marking, the letters forming the UKCA or UKNI marking must be in proportion to the version set out below
- the UKCA or UKNI marking is at least 5mm in height unless a different minimum dimension is specified in the relevant legislation
- the UKCA or UKNI marking is easily visible, legible and indelible

UKCA UKNI

The UKCA or UKNI markings can take different forms (for example, the colour does not have to be solid), as long as it remains visible, legible and maintains the required proportions.