



INSTRUCTIONS FOR USING LOGO-BRAND- DOCUMENT AND VALIDATION/VERIFICATION REPORT

1. PURPOSE

The purpose of this instruction is to determine the amount of professional liability insurance made to cover the damages that may be incurred by the 1st, 2nd and 3rd parties as a result of the activities carried out by QSI.

2. SCOPE

This instruction covers all activities that QSI serves.

3. RESPONSIBILITIES

Chief Inspectors, Inspectors and Certification/Product Certification/**Validation**/verification Manager are responsible for controlling the implementation of this instruction by customers.

Organizations certified by QSI on Management Systems and Product Certification are obliged to comply with the provisions of this instruction after the signing of the certificate agreement, as long as the validity of the certificate continues.

4. RELATED DOCUMENTS

4.1. Related documents

4.2. References

5. APPLICATION

5.1. Logo Terms of Use (For System Certification Customers)

- a) Organizations certified by QSI have the right to use the QSI logo in the fields of activity within the scope of the certificate during the validity period of the system certificate. The QSI logo cannot be used for business areas outside the scope of the document.
- b) In case of suspension or termination/cancellation of the document contract / certificate, the organization will stop all advertising work including logo use and reference to certification. When the scope of the document is narrowed, it will revise the advertising work or materials covering all logo use and attribution in accordance with this narrowing.

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- c) Suspension and termination of the certificate and legal action, if necessary, are applied to the organizations that do not fulfill the conditions specified in this instruction.
- d) QSI System Certification Logos as per System Certification Rules;
- It cannot be used on the product. (Here, the term product can be a product that can be touched directly or a product in a separate package, container, etc.)
 - It cannot be used in a way that gives the impression that QSI has documented the product (including service) or process.
 - It can be used on the packages used for the transportation of the products with a statement indicating that the document is not given to the product, but to the relevant Management System. (Cannot be used on the product packaging seen by the consumer)
 - The statement explaining that the certificate has been given to the Management System can be, for example, "This product has been manufactured in a factory whose compliance with the quality management system ISO 9001 standards has been documented".
 - It can be used in the organization's publications for advertising purposes or on promotional brochures, with or without stating that the document has been given to the relevant Management System.
 - The application of the logo to the laboratory tests, calibration and inspection reports of the organization is not allowed as it would imply that such reports are to be assumed as products in this context.
 - The organization cannot use the certificate it has received in a way that will cast a shadow on the reputation of the QSI or certification system and lose public trust.
- e) System Certification symbols can be used as specified on our website and in sizes. In addition, the dimensions can be reduced or enlarged, provided that the proportions remain constant. If necessary, changes that can be made by QSI in terms of form, shape, dimensions or reduction and enlargement ratios in the system certification symbols (logo) are announced to the relevant parties by the Management Representative.
- f) TÜRKAK accreditation mark is used in promotional/advertising materials belonging to QSI, stationery, documents, letterhead, etc. available on request by QSI. However, it cannot be used on business cards printed for personnel.
- g) TURKAK accreditation Mark must be used together with the QSI logo.

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h) If the TÜRKAĞ accreditation mark is to be used by an organization certified by QSI, they must comply with the following restrictions.

- TÜRKAĞ accreditation brand must be used together with the QSI brand and as given on our website.
- TÜRKAĞ accreditation mark cannot be used alone on vehicles, buildings and flags.
- TÜRKAĞ accreditation mark cannot be used outside the standard or scope subject to certification.
- The TÜRKAĞ accreditation mark cannot be used on the product or its packaging, implying that the products have been tested and approved.
- Organizations whose certificates have been suspended or whose certification has been revoked should immediately stop the use of the QSI and TÜRKAĞ brand and remove it from wherever they are used.

Usage Area	TURKAK unbranded QSI logos	TURKAK branded QSI logos
Second Packing (packaging on)	available (<i>There should be a clear statement such as "This product was manufactured in a factory that has been certified to comply with ISO 9001 quality management system standards."</i>)	Not used
Stationery/Office materials (letterhead, envelopes, invoices, etc.)	available	available
Advertising Materials (Catalogue, poster, brochure, advertisement, visual media, website, fair promotion stand)	available (with Registration Numbers)	available (with Registration Numbers)
Flag	available	Not used
Business Cards	available	Not used

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Promotional Items (Calendar/Agenda/New Year's card)	available	Not used
On Vehicle	available	Not used
Window Adhesive & on the walls of buildings	available	available (interior wall, interior door and windows)
In staff uniforms	available	Not used
On the Product	Not used	Not used
Nonconformity Report (Ex: Test/Calibration Report)	Not used	Not used
Laboratory Tests, Calibration, and Inspection Reports	Not used	Not used

Example Logo Usage



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5.2. Document Terms of Use

- a) The ownership of the certificate belongs to QSI, and the certified body is obliged to return the certificate to QSI in case of suspension or cancellation of the certificate.
- b) The certified organization cannot make any damage to the document in any way.
- c) The document is issued for the organization whose name, address and activities/products are included in the document and cannot be transferred to another institution or legal entity in any way. The responsibility arising from the unfair use of the document by third parties belongs to the organization.
- d) Organizations that have the right to use the certificate cannot use the system/product certificate or the information pertaining to the certificate in the promotional documents in a misleading or unfair manner to the consumer.
- e) The organization that uses the system/product certificate in a misleading or unfair manner is first warned in writing. When necessary, the System/Product Certification Manager evaluates the issue with the cooperation of legal experts.
- f) If it is determined by the System/Product Certification Directorate that the organization violates the terms of the contract and creates situations that will damage the reputation of QSI, and does not take into account the written warnings, legal actions are initiated regarding the subject.

5.3. Logo Terms of Use (For GHG Validation/verification Customers)

Customers who are provided with Greenhouse Gas **Validation/**verification Service cannot use the QSI and TÜRKAK logos in any way. They can only declare that the Greenhouse Gases have been verified by QSI as TÜRKAK accredited for the verified period.

5.4. **Validation/**verification Report Terms of Use

- a) The organization cannot make any damage on the report in any way.
- b) The report is prepared for the organization whose name, address and activities are included in the report and cannot be transferred to another institution or legal entity in any way. The responsibility arising from the unfair use of the report by third parties belongs to the organization.

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- c) The customer cannot use the information contained in the report in a misleading or unfair manner.
- d) The organization that uses the report in a misleading or unfair manner is first warned in writing. Where necessary, the Validation/verification Manager evaluates the matter with the cooperation of legal experts.
- e) If it is determined by the Validation/verification Department that the organization violates the terms of the contract and creates situations that will damage the reputation of QSI, and does not take into account the written warnings, legal actions are initiated regarding the issue.

5.5. Control of Document, Report and Logo Terms of Use

In the audits carried out by QSI, the use of documents and logos is checked. Moreover, necessary checks are carried out for followings;

- Informing QSI about the misleading and unfair use of the certificate by other certified organizations,
- Questioning the content of the scope of the document by public institutions, consumer courts and private companies that open tenders,
- Follow-up in the written and visual media,
- By carrying out on-site observations,

5.6. Logo and Brand Terms of Use (For Product Certification Customers)

5.6.1 Organizations certified on Product Certification by the QSI Product Certification Directorate are obliged to comply with the provisions of this instruction after the signing of the document agreement, as long as the validity of the certificate continues.

In addition, if the certified organizations have certificates other than the product certificate (such as system certificate), they should avoid the use of logos that will cause confusion in the use of these documents.

5.6.2. The organization cannot use the Product Certification and inspection symbol (logo) in its fields of activity and advertisements outside the scope of the document of the product certification system.

5.6.3. The organization can only use the relevant product certification symbol (logo) in the fields of activity and advertisements within the scope of the certificate.

5.6.4. In case the document contract is suspended or terminated, the organization will stop using the logo.

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5.6.5. Institutions that do not fulfill the conditions specified in this instruction are subject to suspension or termination of the certificate.

5.6.6 QSI Product Certification Logos in accordance with the instructions of the Product Certification Department,

-Can be used on the product. (Here, the product expression includes the product in the form of model/type/serial number within the scope of the document. The components, spare parts, etc. of the product cannot be struck on the equipment and materials.)

- It can be used on the outer packaging used for the transportation of the products, with a statement indicating that the document is given to the product included in the scope.

- It can be used in the publications of the organization for advertising purposes or on promotional brochures by stating that the document is given to the relevant product.

- The logo cannot be used on the laboratory, test, analysis, calibration, or surveillance reports of the organization.

The statement explaining that the certificate has been given to the product can be, for example, "this product has been certified under the ISO/IEC 17065 standard".

5.6.7. Product Certification symbols can be used as specified on our website and in sizes. In addition, the dimensions can be reduced or enlarged, provided that the proportions remain constant.

5.6.8. TÜRKAK accreditation mark is used in promotional/advertising materials, stationery, documents, letterhead etc. belonging to QSI. can be used on demand. However, it cannot be used on business cards printed for personnel.

5.6.9. TURKAK accreditation Mark must be used together with the QSI logo. It cannot be used alone in any way.

5.6.10. If the TÜRKAK accreditation mark is to be used by an organization certified by QSI, they must comply with the following restrictions. The following restrictions are announced to the customer in addition to the contract at the contract stage.

- The TÜRKAK accreditation mark must be used together with the QSI brand and as provided by the office.
- TÜRKAK accreditation mark cannot be used alone on vehicles, buildings and flags.
- TÜRKAK accreditation mark cannot be used outside the standard or scope subject to certification.
- Organizations whose certificates have been suspended or whose certification has been revoked should immediately stop the use of the QSI and TÜRKAK brand and remove it from wherever they are used.

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5.6.10 undertakes to use the QSI TÜRKAK accreditation mark and certificate within the scope of the relevant accreditation.

5.6.11 QSI cannot use the accreditation brand and certificate issued by TÜRKAK for the departments, subsidiaries or affiliates not covered by the accreditation certificate, and for conformity assessment subjects and activities not covered by the certificate.

5.6.12 QSI must use the Accreditation certificate and its scope together and cannot reproduce it partially.

5.6.13 QSI may not transfer the use of the Accreditation mark and certificate to third parties.

5.6.14 QSI undertakes to comply with the rules specified in the relevant TURKAK guidelines and ILAC, IAF documents in the use of the TURKAK Accreditation Mark and ILAC, IAF MLA/MRA Marks. (Like R10.06 and R20.18)

5.6.15 The company can use the OSI report, certificate and identification number for the product and the field of activity for which the document is obtained. The firm cannot use reports and documents after the date when the company has completely terminated its relationship with QSI.

5.6.16 QSI ID number can be used on the product, waybill, invoice, customer web address, stationery, promotional materials and correspondence. The company has to remove the logo and mark from any use upon the expiration of the contract. Notified Body Identity Number and Conformity Assessment Body Identity Number cannot be used except for the methods and methods specified in the relevant legislation and standards.

**This instruction will be revised to specify the identification number when the identification numbers of our organization are known.*

5.6.17 The Company may not transfer the rights arising from the relevant documents and reports submitted to it to third parties or organizations without the consent of QSI. The document is the property of QSI and may not be reproduced in any way. The legal responsibility arising from the unfair use of the document by third parties belongs to the organization named in the document.

5.6.15. Example Logo Usage: CE expression cannot be used without QSI's authorized body number (XXXX). The CE mark with XXXX number in the lower part can be used alone or side by side with the QSI logo. If used in conjunction with QSI's logo, the two logos must be of equal size.

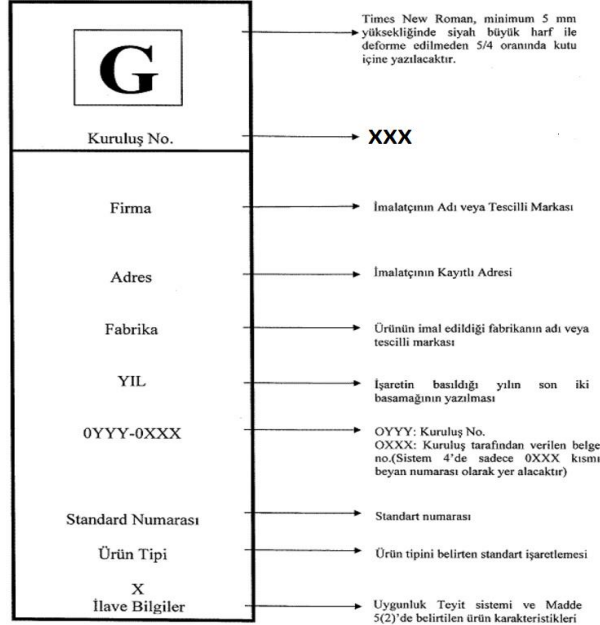


5.6.16. Notified Body Number should be used as defined in the regulation within the scope of 305/2011/EU Construction Products Regulation.

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5.6.17. Use of G Mark:

The use of the G sign must be made in accordance with the Regulation Rules on the Criteria to which the Current Construction Materials Will Be Subject. In case of detection of misleading or deceptive uses or statements of the logos and documents issued by QSI, the matter will be referred to the TR Ankara Enforcement Offices and Courts.



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6. DAkKS Logo Usage Rules in QSI

6.1. Description

6.1.1. Introduction

The labeling within the report may be indicated by a reference to the existing accreditation or the application of the symbol. QSI confirms herewith, that the results were issued in accordance with all relevant accreditation requirements. If QSI issues results which give no hint on the accreditation neither the conformity with the respective accreditation requirements according to the basic standards (DIN EN ISO/IEC 17000 ff., DIN EN ISO 15189, ...) nor the compliance with other requirements can be expected.

For indication of the international recognition of reports, QSI may apply the symbol in combination with the IAF- or ILAC-symbol. The specific conditions for using of these combined symbols are part of this rule. For the reduction of trade barriers and promotion of the acceptance and equivalence of services provided by accredited bodies the DAkKS supports the existing multilateral arrangements of EA, ILAC and IAF.

6.1.2. General rules on the use of the accreditation certificate

the accreditation certificate marked with the logo of the DAkKS is part of the official notice of accreditation; the certificate is used by QSI as a reference to their accreditation by the DAkKS. By submitting the notice of accreditation along with the accreditation certificate, QSI is approved to be competent for performing tasks in the specified scope of accreditation based on the stated standard from the standards series for QSI. They do not represent any registration in terms of a notification, approval or recognition as defined by legislation. The accreditation certificate marked only with the logo of the DAkKS, *without the Federal Eagle*, can be used by QSI *that are established outside the EEA* as a reference to their accreditation by the DAkKS and thus as a formal accreditation document according to Section 7.9.4 of EN ISO/IEC 17011. It is delivered along with a covering letter out of which further rights and duties may arise.

6.1.3. General rules on the use of the symbol

The permission for the use of the symbol follows on application of QSI. The written application may be submitted informal or in the context of a requested initial accreditation, reaccreditation, or modification/extension of an accreditation with the application forms on the DAkKS website.

6.1.4. Preconditions for the use of the symbol by accredited bodies

To be entitled to give a reference to the accreditation or to use the symbol, QSI must:

- be in possession of a valid accreditation;
- dispose of an approval of the DAkKS for the specific use;
- observe the requirements according to the mandatory rules of the DAkKS and EA, ILAC, IAF (if applicable).

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The symbol consists of according to §1 of the SymbolVO and from the Deutschen Patent and Markenamt (DPMA) protected sign of the DAkKS and of the individual registry number of the respective CAB. It is provided by the DAkKS in the electronic form and may only be used in this depiction.

QSI which has moment authority as accredited CAB has to use the symbol in the way it is defined in the SymbolVO. The design and the use of the symbol of the DAkKS are basically regulated in the SymbolVO. The accredited body shall document their procedures how the accreditation certificates, the symbol and other references to their accreditation are used in a suitable manner. These procedures shall refer to the fulfilment of the requirements of this rule and shall not contradict to these requirements.

6.1.5. Reproduction of the symbol, background design and protection area

- The symbol may be only illustrated on a white background.
- At least one-unit white space (12 pt in square) may remain around the symbol. The protection area is integrated in the provided files of the symbol, with the result that on positioning of the files in other layouts the correct protection area automatically arises.
- The symbol including the protection area may be scaled (enlarged or downscaled) while retaining of the aspect ratio
- The symbol may be only applied in the determined design (form, font, positioning of the registration number and proportions). An editing of the provided files with image editing programs to modify the determined design is prohibited.
- The symbol may not exceed the size of the respective corporate logo of QSI.
- The symbol must appear separately, in other words it may not be integrated in the corporate mark of QSI.

6.1.6. Use of the symbol and text reference to accreditation

to indicate accreditation status, symbol can be used in,

- inspection reports (including expertise) and/or
- certificates

6.1.7. Reference to the status of DAkKS as signatory of the multilateral arrangements of EA, ILAC and IAF

In reports of accredited bodies additionally to the symbol or text reference to the accreditation may be referred to the status of the DAkKS as signatory of the multilateral arrangement of the EA, ILAC and IAF. The text reference should read as follows:

„The Deutsche Akkreditierungsstelle GmbH is signatory of the multilateral arrangements of EA, ILAC and IAF for mutual recognition. “

6.1.8. Use on reports of accredited bodies

The use of the symbol on reports of accredited bodies (QSI) is the significant purpose of the symbol. The use of the symbol for indication of the results of accredited bodies is explicitly requested by the DAkKS. The symbol shows the reader of these reports that the results are provided by capable bodies and with due regard to the requirements of fundamental standards and that the results are trustful.

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If an accredited body places an order of a customer completely with one or more subcontractors, it is also not allowed to use the symbol. The symbol may not be used in a way, that it validates, implies or indicates that DAKkS is responsible about the validity of test, calibration or inspection results or about the decision for certification, which are subject to the accreditation. Furthermore, no use is allowed, that validates, implies or indicates that DAKkS approves a calibrated device, a test or inspection item, a product, a management system or a person or that a product, a management system or a person has been approved by DAKkS.

6.1.9. Use on other documents and promotional media

Basically, the use of the symbol on promotional medias or other documents may be allowed when the documents or promotional medias refer at least partially to a service, which is covered by the scope of accreditation. The symbol may not – like a corporate logo – be used in a form which conduces exclusively as identification of the body by which no connection to the services within the accredited scope is cognizable. The use of the symbol on training certificates which are issued by the accredited body for training courses (internal or external) to the participants is not allowed because it can convey the impression that the training course is subject of the scope of accreditation.

6.1.10. Letterheads

The symbol may be used on general letterheads of the accredited body to show that the body is accredited. It is recommended to provide the symbol with a text reference to the scope of accreditation and, contains the following statements:

„The accreditation is valid for the scope determined in the annex of the accreditation certificate D-PL-99999-01-00“

Letters to be printed on letterheads bearing the symbol and going with reports or certificates containing no accredited results shall include a disclaimer stating for instance:

„Attached reports are not covered by accreditation “

6.1.11. Business cards and E-Mail signatures

The use of the symbol or text reference to accreditation on business cards or E-Mail signatures by the accredited conformity assessment body's staff is not permitted.

6.1.12. Right to use in the case of revocation, termination or restriction of the accreditation

If an accreditation is revoked, temporarily suspended or the validity of accreditation is expired the right for using the symbol immediately terminates. Any reference to the status of accreditation is prohibited after the expiration of validity of the accreditation. Existing references to the accreditation (website, letterheads, publications, promotion material) needs to be promptly retracted. A reapplication of the symbol needs the reinstatement of the accreditation and the reapproval by the DAKkS for using the symbol.

6.2. Use of the combined IAF- respectively ILAC-DAKkS-symbol

The DAKkS is signatory of the multilateral arrangements of the EA, ILAC and IAF. Results of accredited bodies enjoy a status of international acceptance.

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By the use of the combined IAF- or ILAC-DAkKS symbol on reports the issuing body indicates that the results are subject to the multilateral recognition arrangements and as a consequence internationally accepted. Likewise reports, which only contain the DAkKS symbol, are internationally accepted. Using the combined symbol is merely adverted to the status of the DAkKS as a signatory to the multilateral recognition arrangements. For the reader of a report, it is thus easier to recognize the status. Regarding the application rules for the combined symbols the same conditions and requirements apply as for the use of the DAkKS symbol.

For using the IAF-DAkKS symbol on certificates specific conditions apply (see IAF document IAF ML 2).

The use of the combined IAF-DAkKS symbol on accredited certificates is admissible only if the scope of the certificate contains a recognized IAF-MLA sub-scope – such as ISO 9001 or ISO 14001 for the certification of management systems. The current published information on the IAF website is valid. In this case the combined IAF-DAkKS symbol confirms the international equivalence and recognition of the certificate. The use of the DAkKS symbol is unrestrictedly possible on every certificate as long as a respective accreditation for this purpose exists. Before using the combined IAF- or ILAC-DAkKS symbol for a specifically intended use it needs a sample which has to be provided to the customer manager of the DAkKS for the purpose of review and approval.

6.3. Use of the symbol by users of services of accredited bodies

The accredited conformity assessment bodies are basically not allowed to pass on the symbol to the users of their services. But they are free to allow the usage of their own mark/logo, name or a reference made to their accreditation to their customers on letterheads, reports, brochures, documents, promotional material, products or other communication media, such as the Internet.

By doing so, the accredited conformity assessment body shall ensure that:

- they laid down rules how the users of their services may provide a link to it and also agree by contract these arrangements with the users;
- in cases of doubt, the DAkKS will be included prior to authorization of use;
- the use refers only to services that are covered by accreditation and are in clear, un-equivocal relationship with them;
- that the users of accredited services and the references to the accreditation do not imply that the users are the holders of accreditation;
- the users will not make any statements regarding the accredited services that might be considered as misleading or unjustified;
- no report or certificate, or parts thereof, as far as their partial reproduction was allowed, is used in a confusing way;
- by referring to the date or period of use of accredited services, their respective valid accreditation status is reproducible;
- in the event of suspension or withdrawal of their accreditation, the users of the services can no longer make further use of any references relating to the previously accredited status;

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Regarding the use of the colored DakkS logo, QSI will comply with the notes on the correct use of the color versions of the DAKkS accreditation symbol.

7. REVISION MONITORING PAGE

Rev. No.	Rev. Date	Revision Description
1	01.03.2011	
2	22.08.2011	
3	01.08.2013	Terms of use have been added on the logo product
4	08.07.2015	QSI logo change
5	20.10.2015	General Revision done. The instruction number, which was TL.08, was changed to TL.05.
6	20.04.2019	Added Report and Logo Usage for GHG Validation/verification Customers
7	10.02.2020	Added use of Logo for Product Certification Clients
8	04.02.2021	Added to the use of Logo for product certification Customers. Brand name added to Document Name.
9	25.08.2023	Validation terms are added

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