	Work Instruction	Use of Certificate and Logo		Document #: WI-8.4
		Process owner CD	Approved By PRES	Issue date: 9/14/2020

1 Purpose and Scope

PURPOSE

The purpose of this work instruction is to define the use of management systems certificates and GMS approved logos and marks.

SCOPE

This work instruction applies to all GMS registered clients.

2 Responsibility

The Certification Director (CD) has overall responsibility for the proper use of certificates, marks and logos by GMS and its clients. This includes providing clients with the certificate and logos.

The President and/or CD are responsible for initiating suitable action for client actions in conflict with this procedure.

The client is responsible for adhering to this procedure.

The Lead Auditor is responsible to ensure, during each on-site assessment, proper use of logos.

3 Instructions


3.1. With the successful completion of the GMS registration process, registered organizations are entitled to publish and display the Certificate of Registration and GMS/accreditation body logo(s) on any promotional materials, correspondence and advertising as long as the organization maintains strict adherence to the fields of application, scope, and location specified on the in the Certificate and in the Service Agreement.

3.1.1. Any published material documents shall describe the approval of the client's management system and shall not imply registration of the client's product or service, therefore not misrepresenting the registration awarded. The client shall ensure that there is no ambiguity in the mark or accompanying text.

3.1.2. Logos of GMS and/or accreditation body may not be used on the actual product or on the product's individual packaging. Larger shipping containers may display logos/marks only if a statement that the certification applies only to the management system is included.

3.1.3. Logos of GMS and/or accreditation body may not appear on a product test/analysis report.

3.1.4. A Certificate of Registration does not exempt the client from legal obligations.

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- 3.1.5. The client needs make available to GMS examples of the logos/marks that have been used.
- 3.1.6. If the scope certification has been changed or reduced the client must amend all advertising material to address the change.
- 3.2. The client shall be provided with the GMS and accreditation body logos upon certification. The following conditions apply:
- 3.2.1. The GMS logo may be used by itself; the accreditation body logo must be used in conjunction with the GMS logo.
- 3.2.2. The logos must be used in conjunction with the client's name and location.
- 3.2.3. The logos must be reproduced on a clearly contrasting background, in its entirety, including all "border lines," in the predominant color of the letterhead or printing.
- 3.2.4. The logos must be in a size which makes all features of the mark clearly distinguishable.
- 3.2.5. The accreditation body logo may not be larger than the GMS logo nor may it be placed in isolation from the GMS logo.
- 3.3. The CD shall determine and initiate suitable action, against a client if the use of the Certificate and/or logo(s) is not in compliance with this work instruction. This action will include client corrective actions and may include withdrawal and potential legal action. These actions shall be documented to the client as indicated in per QSP-9.6 Probation, Withdrawal and Cancellation of Registration.
- 3.4. If CD determined that there should be a cancellation of the Service agreement the client shall refrain from any use of the Certificate of Registration and/or logos. The certificate(s) shall be returned to GMS upon request.

4 References

4.1 Related Procedures

Information Requirements	PM-8.1
Probation, Withdrawal and Cancellation	QSP-9.6

4.2 Reference Documents

None

5 Records

Certificate of Registration	QF-8.2.1
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