

Certification Marks and Accreditation Symbols

Appendix 15 Rules on the use of PMC Certification Marks and UKAS Accreditation Symbols

1. Introduction

Print and Media Certification Ltd (PMC) issues two sets of marks to its certified clients: the PMC marks and the PMC/UKAS marks/symbols in a boxed design. The UKAS accreditation symbol(s) relates to the accreditation of PMC to award certificates and cannot be used alone by certified companies.

The UKAS accreditation symbols can only be used in conjunction with the relevant PMC marks.

In order to use either the PMC marks on their own, or the PMC/UKAS marks together, as defined in these instructions, the certified organisation must agree to abide by these instructions and sign and return them to PMC.

PMC will monitor the use of all marks and symbols by its certified organisations at each on-site audit, and remotely using other means.

2. PMC Certification Marks

PMC certification marks can be used by any organisation certified by PMC (See Appendix 1, Sample 1), and use of the marks by an organisation certified by PMC represents a valid claim of certification for the relevant standard or scheme. The PMC marks can be used individually (i.e. not in conjunction with the UKAS symbols) in any way such that:

- All of the mark is fully legible at all times
- The relevant mark(s) for the company's management system certification or product certification is used;

The marks cannot be used

- On a product, on primary product packing, or certificates of product conformity or in any way that may be interpreted as denoting product conformity
- On any type of test, calibration, inspection report or certificate issued by the certified client
- By sites or activities not included in the scope
- By licensees of a certified company or in any misleading manner.

Use of the PMC marks must cease if certification is suspended, withdrawn or cancelled in any way, at any time.

3. The PMC marks/UKAS Symbols

The UKAS symbols must always be used together with the PMC accreditation number issued by UKAS (257) printed centrally below the accreditation symbol (in Arial 10 font), as shown in the boxed sample 2 illustration below.



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For management systems certifications (e.g. ISO 9001, ISO 14001) a generic management systems PMC/UKAS symbol is used (see Appendix 1, Sample 2).

The PMC/UKAS certification mark, can be used on:

- The organisation's stationery;
- The organisation's publicity material or other items relevant to the certification;
- Exhibition stands;
- Internal walls and doors within the certified organisation's site or building.
- Websites and other digital media provided that the following wording is used in conjunction with the mark and all other requirements of these instructions are met:
 - "**<Organisation Name>** has been certified to **<Standard Identifier eg ISO 9001:date of issue>** for the following scope: **<Insert Scope from PMC Certificate Schedule>**. Certification is subject to periodic surveillance and re-assessment. For further information regarding the validity of the certification please contact Print and Media Certification on info@printcertification.co.uk";
 - the mark is reproduced so that infilling does not occur;
 - degradation and/or distortion of the mark graphic is avoided. e.g. change to the aspect ratio

Please supply to PMC Scheme office the URLs for websites on which the mark is used.

The PMC/UKAS marks **cannot be used**:

- On products or primary product packaging (see 4 below for use of the UKAS product certification symbol);
- On vehicles;
- On external walls of buildings;
- On flags and banners;
- By sites or activities not included in the scope;
- By licensees of a certified organisation;
- In any misleading manner.

Use of the PMC/UKAS marks must cease if certification is suspended, withdrawn or cancelled in any way, at any time.

4. The PMC/UKAS Product Certification Symbol

In addition to the restrictions in (3) above, the PMC/UKAS product certification symbol can only be used in connection with a product or service certified under an accredited product certification scheme.

If, in the case of a product certified under an accredited product certification scheme, physical constraints prevent reproduction of the PMC/UKAS product certification symbol to the specified limits in these instructions, then a label using the necessary mark and PMC/UKAS symbol may be attached to the product or, where this is impracticable, to the primary packaging (eg blister pack), but not to the secondary packaging (outer, transit pack).

5. Reproduction of the PMC/UKAS Marks

The UKAS symbol part of the combined mark should have a minimum height (excluding the accreditation number) of 20mm.

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On A4 stationery the symbol should not be larger than 30mm high. On larger items of unfolded stationery the size may be proportionally increased.

In exceptional cases, where there is clearly a space restriction, the PMC/UKAS mark may be reduced in size but must always be legible with no infilling. Multicolour printing of the UKAS symbol must follow the UKAS guidelines, which can be provided on request.

Electronic reproduction of the marks from masters is permitted, provided that the above requirements are met. Redrawn approximations of the marks are not permitted.

6. Claims and Declarations

All references to PMC's accreditation should be phrased: 'Print and Media Certification Ltd is a UKAS accredited certification body No 257'.

The certified organisation must not claim that it is 'accredited' to a particular standard but can claim it is 'certified', 'certificated' or 'registered' e.g. to say *<ISO 9001:date of issue>* or other relevant standard.

The certified organisation should not make claims or declarations that are not true or give the impression that the organisation, parts of the organisation, sites/geographical locations or its subsidiaries and associates are certified for activities, services or products, when in fact they are not.

The certification marks and UKAS accreditation symbols, claims or declarations should not be used in a way as to imply that PMC or UKAS accepts responsibilities for activities carried out under the scope of the certification.

7. Misuse of PMC/UKAS Marks

Flagrant and/or persistent misuse of the PMC certification marks or UKAS symbols is considered grounds for suspension or withdrawal of certification.

Certified organisations shall immediately cease to issue any materials or documentation containing the PMC certification mark or UKAS symbols following suspension or withdrawal of certification.

If a certified organisation decides to cancel its certificate it must immediately cease issue of any materials that suggests it is still certified. It must return the PMC certificate, permanently delete all digital files of the PMC/UKAS marks it holds in email/computer systems, servers etc (and, if issued, return the CD containing the PMC/UKAS marks and symbols to the PMC office) or otherwise render such files permanently beyond use.

8. Information

Further information on the use of the marks and UKAS symbols can be obtained from the PMC office.

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Appendix 1.

Samples:

Sample 1) PMC Stand alone certification marks



Sample 2) UKAS accreditation symbols accompanied by the relevant PMC certification mark as per illustration below. All PMC marks are also available in black and white versions for use as above.



Signatories

I hereby acknowledge receipt of, and agree to comply with, these instructions on the use of PMC certification marks and UKAS accreditation symbols:

Signed (authorised representative).....

Name.....

Position.....

Company.....

Date.....

Please sign, copy and then return these instructions to:

Print and Media Certification Ltd
84 Main Road
Wigginton
Tamworth
Staffordshire
B79 9DZ