

	INSTRUCTION OF CERTIFICATE AND LOGO USAGE	Document Code	BQT.03
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1. PURPOSE

The purpose of this instruction is to explain the rules for the use of the BQS logo and certificate.

2. DEFINITIONS

3. APPLICATION

3.1. Logo Usage Rules

3.1.1. This instruction, in which the rules of use of the BQS logo are explained, is kept open to the public at www.bqs.com.tr in order to be accessible when requested by the relevant parties and is sent to the institution entitled to certification together with the certificate.

3.1.2. The BQS logo is not used in any way to imply that BQS is responsible for the document content or related activity.

3.1.3. The BQS logo can be used by certified organizations that have been successful in the certification audit performed by BQS and have been approved.

3.1.4. BQS logo; They can only use it in the fields of activity covered by the certification. The BQS logo cannot be used in fields of activity outside the scope of the document.

3.1.5. The BQS logo cannot be used in departments, affiliates or subsidiaries that are not included in the certification scope.

3.1.6. The BQS logo cannot be used as a product certificate for the products produced by the organization.

3.1.7. The BQS certification certificate is a document that proves the compliance of the management system established and implemented within the organization. The logo used should only describe the quality / environment / food / management system for which the organization is certified, and cannot be used as a document issued on behalf of any product or service.

3.1.8. The BQS logo cannot be used on the laboratory test reports, calibration reports and inspection reports of certified organizations.

3.1.9. BQS Logo;

- It cannot be used as a product certificate,
- Cannot be used on the product (The product can be touched directly or in a package or box),
- Products, cardboard, etc. It can be used with a statement on the outer packaging made of material, indicating that the certificate belongs to the management system, not the product,
 - Such as "This product has been produced by Management System Standard". The statement should in no way imply that the product, process or service is certified.

Prepared by	Approval
<i>Management Representative</i>	<i>General Manager</i>

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- Product Packaging is considered to be the section that is separated without the product being torn apart or damaged. Type Labels and identification plates are considered part of the product.

- It can be used in advertising publications, official documents or promotional brochures of the organization.

3.1.10. The BQS logo will be sent to the relevant organizations on CD, upon request. In addition, the BQS logo can be accessed on the website www.bqs.com.tr.

3.1.11. The requirement to comply with the rules regarding the use of the BQS certificate and logo by the certified body has been notified to the customer in the certification contract, and the customer has committed to comply with the specified rules.

3.1.12. Certified organizations are obliged to comply with the provisions of this instruction, after receiving their documents, as long as the validity of the document continues. If the use of logo is detected other than this instruction, action is taken according to the legal regulations.

3.1.13. The certified body has to stop the BQS logo immediately after the expiry of the certificate, if the certificate is not renewed.

3.1.14. Institutions whose certificate is suspended (during the period of suspension of the certificate) or withdrawn must cease the use of BQS logos, all written and visual activities related to certification, within 15 days from the date of suspension or withdrawal.

3.1.15. If it is determined that the BQS logo is used by organizations that do not have the right to use the logo, legal action will be initiated against all persons and organizations that have a role in the said situation.

3.1.16. The appropriateness of the applications regarding the use of the logo by BQS is checked in the surveillance and certification renewal audits after the organization is entitled to certification. The organization is obliged to demonstrate its practices regarding the use of the BQS logo to the audit team.

3.1.17. Suspension of the certificate or termination of the contract are applied to the organizations that do not fulfill the conditions specified in this instruction.

3.1.18. BQS and Certified Company Logo cannot be used as dominant (size, color, etc.) than the TURKAK/IAS Logo under any circumstances.

3.2. Turkak/IAS Branded BQS Logos

3.2.1. It can be used in stationery materials (letterhead, envelope, invoice, etc.), advertising materials (catalog, brochure, advertisement, fair promotion stand, etc.), interior walls and doors of the place of activity.

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It cannot be used on the product, on the product packaging, on flags, vehicles, business cards, promotional materials, on the outer walls of buildings and on laboratory tests, calibration or inspection reports.

3.2.2. TURKAK/IAS Accreditation Symbol cannot be used alone. The BQS logo must be accompanied by the TURKAK/IAS brand.

3.2.3. TURKAK/IAS brand can only be used on a white background.

3.2.4. The color of the TURKAK/IAS brand cannot be changed.

3.2.5. During the use of the logo, in addition to the above conditions, the conditions document regarding the use of the TURKAK/IAS Accreditation Mark by the organizations accredited by TURKAK/IAS will also be taken as basis.

3.3. Certificate Usage Rules

3.3.1. The BQS certification certificate is valid for 3 years after the annual surveillance audits have been successfully completed.

3.3.2. The certified organization is obliged to notify any information changes regarding the company information defined on the certificate within the scope of certification activities.

3.3.3. BQS certified organizations cannot use the BQS certification certificate for departments, addresses, affiliates or affiliates that are not included in the document, and cannot publish in these areas.

3.3.4. The certificate cannot be transferred or published in any person or institution other than BQS information.

4. RELATED DOCUMENTS AND REFERENCES

5. REVISION INFORMATION

Rev. Date	Rev. No	Item No	Rev. Descriptions
26.08.2013	01	3.2	Information on the use of the Türkak Accreditation Logo has been added.
30.08.2013	02	3.1.18 3.2.5	It was added that the BQS Brand should not be used predominantly. It has been added that the Türkak Logo Usage Instruction will be based.
15.10.2016	03	-	Transition of TS EN ISO / IEC 17021-1: 2015
01.02.2021	04	-	ISO 27001, ISO 50003 and ISO 22003 requirements have been added. IAS brand usage rules have been added

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