



## **PTS Registration Logos Client Use Issue 5 29.03.17**

### **Policy**

This policy is to ensure the authorisation and use of its certification /accreditation mark as issued by PTS to certified clients is traceable back to PTS via PTS logo and accreditation logo numbers.

PTS in line with standards ISO/IEC 17021-1:2015 and EN 17065 shall display their accredited logo as attained from UKAS on its literature, website and other associated flyers/brochures etc to promote the activity. UKAS accreditation No 6478.

PTS as a Notified Body provides a conformity assessment service which carries out tasks of CE Marking products as laid down in the relevant harmonised technical specifications (Annex ZA of harmonised standards) for the Construction Products Regulations (Regulation 305/2011/EC) in line with factory production control (FPC) certification - as part of the AVCP procedures for systems 2+ and initial type testing (ITT) and initial type calculation (ITC) - as part of the AVCP procedures for system 3 and product certification. PTS shall only act within their areas of competence they currently have and are permitted to act as a conformity assessment body.

As a Notified Body (No 2448) PTS shall quote on any Declaration of Conformity certificate issued following a successful assessment.

PTS shall make publicly accessible information that is accurate and not misleading about certifications granted, suspended or withdrawn. On request from any party PTS shall provide information about certifications granted suspended or withdrawn and provide the means to confirm the validity of a given certification.

### **Protection of the Certification / Accreditation Mark**

PTS shall inform the notifying authority of;

- Any refusal, restriction, suspension or withdrawal of certificates
- Any circumstances affecting the scope of and conditions for, notification
- Any request for information on assessment and/or verification of constancy of performance activities carried out which they have received from market surveillance authorities
- On request, third party tasks in accordance with the systems of assessment and verification of constancy of performance carried out within the scope and any other activity performed

PTS shall provide other notified bodies carrying out similar third party tasks in accordance with the systems of assessment and verification of performance and technical specifications with relevant information on issues relating to negative and on request, positive results from assessments and/or verifications.

The client agrees by signing agreement terms and conditions declaration that a contractual arrangement is in place for the use of the marks of conformity (No 6478 and No 2448) and/or corrective action for any misuse of the mark of conformity;

### **Monitoring Use Of The Certification Mark**

Clients shall be monitored for their use via regular checks of client web sites and through interview during client visits via check list as above. PTS shall follow guidelines as set by ISO/IEC Guides for the protection of its mark of conformity for any event of misuse of its mark of conformity

- PTS's policy for customer use of the PTS Certification Mark and UKAS Accreditation Mark for Management systems and Product Certification
- Clients must use the logo that appears on your certificate, or as provided by PTS
- Clients add certificate number that appears on your certificate (eg 12345 – see example)
- Include the words 'Certificate Number or Cert No before the digits and place centrally underneath the logo
- Place the standard(s) for which you have a certificate centrally underneath the certificate number



Certificate Number 12345  
ISO 9001

- If you are certified for multiple standards, they may be listed one under the other



Certificate Number 12345  
EN13108  
EN12271

- Or the standards can be combined within a line, separated by a comma



Certificate Number 12345  
EN13108, EN12271

- Or the standards may be placed beside the logo



Certificate Number 12345

EN 13108  
EN 12271

- The Logo, Certificate Number and Standards must clearly relate to one another

## Size / Colour

- Marks can be reproduced in full colour, black and white or grey
- On websites and electronic documents, logos and associated text should be legible on commonly used computer screens/resolutions

## Printed Materials

- Minimum height of logo box (excluding certificate number) is 20mm, although this can be reduced to 15mm on business cards providing legibility is maintained.
- Maximum height is 30mm on A4 paper but can be increased proportionately for larger paper/display sizes

## Restrictions on the use of the Marks

The Client Shall:

- Not use the Marks on a product or product packaging seen by the customer or in any other way that may be interpreted as denoting product conformity (unless the goods or product have been manufactured under an accredited product conformity scheme)
- Use or permit the use of a certification document or any part thereof in a misleading manner
- Make or permit any misleading statement regarding its certification
- Not allow reference to its management system certification to be used in such a way as to imply that the certification body (PTS) certifies a product (including service) or process
- Not imply that the certification applies to activities that are outside the scope of certification
- Not to apply Marks to laboratory test, calibration or inspection reports, as such reports are deemed to be products in this context
- Not use its certification in such a manner that would bring the certification body (PTS) and/or certification system into disrepute and lose public trust
- Not use UKAS Accreditation Marks on vehicles (unless part of a full advertisement, such as would appear in a magazine). The PTS Certification Mark may be used on vehicles
- Not use Marks on building exteriors (but they can be used on internal walls and exhibition stands)
- Not use Marks on flags
- Amend all advertising matter when the scope of certification has been reduced
- Upon suspension or withdrawal of its certification, discontinue its use of all advertising matter that contains a reference to certification

## As part of planned surveillance visits PTS Auditors will check for the correct usage of logos

The current **Customer Use of Logos Appendix B** can be found at the following link

[https://www.ukas.com/download/publications/Publications%20for%20all%20organisations/URN%20BIS\\_16\\_25.pdf](https://www.ukas.com/download/publications/Publications%20for%20all%20organisations/URN%20BIS_16_25.pdf)