

	<b>STAREGISTER International Inc.</b>		
<b>TITLE: STAREGISTER Certification logo/mark Policy</b>			
<b>DOC: MSC-P330</b>	<b>ISSUE: 01</b>	<b>DATE: MAY 2014</b>	<b>Page 1 of 4</b>
<b>PREPARED BY: Quality Manager (QM)</b>		<b>APPROVED BY: General Director</b>	

## 1. PURPOSE

This procedure describes the rules which certified organizations are required to follow in order to be authorized to use the STAREGISTER certification logo or to make reference to the certificate issued. The certification logo allows organizations certified by STAREGISTER to demonstrate to the market that they have been certified.

## 2. SCOPE

This procedure applies to all organizations certified by STAREGISTER and, by signing the certification contract; the certified organization is bound to comply with the applicable requirements of these rules.

## 3. DEFINITIONS AND ABBREVIATIONS

### 3.1 Logo/Mark of conformity:

Protected logo/mark issued by STAREGISTER which performs third party conformity assessment activities, indicating that the object undergoing conformity assessment (system or organization) complies with specified requirements.

### 3.2 Organization:

Client, the subject which stipulates the contract with STAREGISTER and to which the requirements of these rules apply.

## 4 RESPONSIBILITIES

**4.1 Sales/Marketing Manager** of STAREGISTER is responsible to overview the implementation of this procedure.

**4.2 Auditors** of STAREGISTER are responsible to audit the implementation of this procedure during the audits they perform.

## 5 PROCEDURE

**5.1** Authorization to use the STAREGISTER certification logo, in accordance with the criteria of these rules, is granted to organizations which have positively completed the certification process.

**5.2** Except what is specifically stated in the STAREGISTER Rules related to the provision of individual services or in other applicable rules, use of the logos is to refer exclusively to the services or management aspects subject to certification by STAREGISTER and to which the certificates of compliance issued by STAREGISTER refer.

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- 5.3** An organization which has successfully completed the certification process is authorized to use the certification logo on documents/other materials such as: stationery, advertising material, publications, presentations, headed paper, business cards, web sites, invoices, transport documents, posters and signs of the organization, company vehicles, in accordance with the conditions given below (except for any changes to be agreed in advance with STAREGISTER). The certification logo is to be used together with the mark and/or business name of the certified organization.
- 5.4** Any use not expressly covered by the STAREGISTER Rules related to individual services, by contracts or by other applicable legislation, is to be previously authorized in writing by STAREGISTER.
- 5.5** An organization may not, under any circumstances, transfer the right to use the STAREGISTER certification logos to third parties.
- 5.6** The system certification logo must not, in any way, be confused with a product certification mark.
- 5.7** Except as regards what is specifically covered by the STAREGISTER Rules for the certification of management systems related to individual services provided or in other applicable legislation, the STAREGISTER logos related to system certification cannot be affixed to products, packaging visible to the consumer, adhesive tape, laboratory certificates, test reports, calibration or inspection reports, technical reports if they represent the final product/service.
- 5.8** In the above-mentioned cases, it is possible to use, as an alternative, wording such as "This product has been manufactured in a plant whose quality management system has been certified/registered as complying with (applicable standard/STAREGISTER regulation name/no)" or "This product has been manufactured in compliance with the rules established by the management system conforming to the requirements of (applicable standard/STAREGISTER regulation name/no)"
- 5.9** The organization must ensure that certification may not be intended as covering other product types or lines or production units other than those covered by certification.
- 5.10** Moreover, organizations are allowed to put the wording "Organization with management system certified by STAREGISTER in compliance with the (applicable standard/STAREGISTER regulation name/no)" on products or packaging.
- 5.11** If certification refers to only a part of the company's facility, sites or processes, use of the logos must make it clear that certification does not refer to the whole organization. In particular, if some of the organization's operational units/production lines, mentioned in the document to which the STAREGISTER certification logo will be affixed, are not undergoing certification, it will be necessary to put below the logo the certificate number and the list of operational units/production lines covered by certification
- 5.12** An organization whose certificate has been suspended must cease immediately to use the STAREGISTER certification logo on all documents/items to which it was affixed and throughout the suspension period of the certificate.

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**5.13** A certified organization whose certificate has been revoked in relation to a specific scheme must cease altogether to use the STAREGISTER logo for the scheme in question, in any form and place.

## **6 SANCTIONS**

**6.1** Any breaches of these Rules by certified organizations, where applicable, will be sanctioned by STAREGISTER through the adoption of the following measures, in increasing order of severity:

- a. Written warning with a request to take the necessary steps and corrective action;
- b. if the above steps and corrective action is not taken or is inadequately taken or the error continues to be made: the certificate of the certified organization will be suspended for a period of time commensurate with the seriousness of the situation of non-compliance;
- c. if noncompliance persists and/or breaches continue beyond the end of the suspension period the certificate will be revoked.

**6.2.** For each breach of the rules related to use of the logo contained in this document, in contracts, in STAREGISTER Rules relevant to individual services provided or in any other applicable regulations, STAREGISTER has the right to claim compensation for any damage suffered, in whatsoever capacity, related to the improper use of the logos by organizations.

**6.3** STAREGISTER reserves the right to make the checks it considers most appropriate to verify that the logos are used in compliance with these Rules and with any other applicable regulations, also asking the organization to show documentation such as catalogues, packaging, headed letter paper, etc. If the organization unjustifiably refuses to show STAREGISTER what the latter requests, this will lead to implementation of what is stated in the next paragraph.

**6.4** If the requirements contained in points above are not complied with, STAREGISTER will have the right to terminate the contract for the provision of its services.

**6.5** Notwithstanding the above, STAREGISTER reserves the right to report any misuse of its logos on its web site

## **7 FORMAT AND COLOR OF THE LOGOS**

**7.1** The STAREGISTER certification logos can be reproduced in real size, bigger or smaller, provided the proportions are maintained and legibility is ensured. The logos may not be partially reproduced.

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7.2 The certification logo is available in black and white and in color.

## **8 CRITERIA FOR USE OF THE MARK OF ACCREDITATION BODIES BY USERS OF ACCREDITED CERTIFICATION SERVICES**

- 8.1** The wording “Users of accredited certification services” means the clients of accredited bodies, that is to say, organizations which are holders of company management system certificates.
- 8.2** If authorized by the accreditation body, organizations which have a valid certificate issued by STAREGISTER can also use the mark of that specific body (i.e. IAS)
- 8.3** Use of an accreditation body’s mark is only allowed in combination with the STAREGISTER certification logo and must be used in compliance with the Rules for the use of the accreditation mark, available on the site of the respective accreditation body.
- 8.4** The holder of a specific type of certificate, related to a particular accreditation scheme, must never use the accreditation mark without the STAREGISTER mark/certification logo.
- 8.5** The accreditation body’s logo must not be confused with that of the certification body.
- 8.6** The mark of the accreditation body must not be used in such a way as to suggest the accreditation body certified or approved the company management system or product of a holder of accredited certification or in any other misleading way.
- 8.7** In the case of company management system certification, neither the STAREGISTER mark/logo nor the accreditation body’s mark are ever to be affixed separately or together on the products manufactured or supplied by the holders of the certificate and on their packaging or wrapping (primary).
- 8.8** Except where otherwise stated in the rules of the accreditation body, the test reports and/or calibration certificates issued by laboratories, whose company quality management system has been certified by STAREGISTER under accreditation, must never contain either the accreditation mark of the accreditation body together with that of STAREGISTER or even simply the STAREGISTER mark/logo.

## **9 RELATED DOCUMENTS**

- 9.1** MSC-M101, Quality Management System Manual

### **Amendments Record**

<b>No.</b>	<b>Date</b>	<b>No. of Amendment pages</b>	<b>Place and summary of the amendment</b>	<b>Rev. No</b>	<b>Approval</b>