

		STAREGISTER International Inc.	
TITLE: STAREGISTER Certification logo/mark Policy			
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PREPARED BY: Quality Manager (QM)		APPROVED BY: General Director	

1. PURPOSE

This procedure describes the rules which certified persons and Training Providers 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 persons certified by STAREGISTER to demonstrate to the market that they have been certified.

2. SCOPE

This procedure applies to all persons and training providers certified by STAREGISTER and, by signing the certification contract; the certified persons and training providers 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 Certified Person:

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

4 RESPONSIBILITIES

4.1 Quality Manager of STAREGISTER is responsible to overview the implementation of this procedure.

4.2 All staff 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 persons 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** A person 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** A certified person may not, under any circumstances, transfer the right to use the STAREGISTER certification logos to third parties.
- 5.6** An person 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.
- 5.7** A certified person 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 certified persons

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- 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 persons to show documentation. If the person 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.
- 7.2** The personnel certified by STAREGISTER may use Accreditation Services' Logo only with the logo of STAREGISTER and Their certification number as defined below. No other way of usage is allowed by STAREGISTER



- 7.3** All the colors of the logo may just be used in original colors.

8 RELATED DOCUMENTS

- 8.1** PC.Q101_1 Personnel Certification Manuel

Amendments Record



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No.	Date	No. of Amendment pages	Place and summary of the amendment	Rev. No	Approval
1	20.07.2015	Clause 7	The revision on the Logo of IAS	2/15.12.2015	CEO



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