



CERTIFICATE / TRADEMARK AND LOGO USAGE PROCEDURE

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1. PURPOSE

The purpose of this procedure; SCA, Ministry of Industry and Technology and accreditation agency (TURKAK) to define the conditions for the use of Registered Trademarks and Logos.

2. SCOPE

This procedure covers all personnel and customers authorized to perform certification at SCA.

3. DEFINITIONS

Document: SCA, conformity certification documents issued in accordance with TS EN ISO / IEC 17065 Standard requirements of the relevant regulation (2014/34/EU ATEX).

Logo: It was created on the yellow background used on the documents provided by the SCA; It is a logo consisting of gray SCA letters in a navy blue hexagon outside.

4. RESPONSIBLE

- ✓ SCA is responsible for the customer's responsibility for the proper use of Documents and Logos.
- ✓ The client is responsible for acting in accordance with this procedure.
- ✓ SCA is responsible for initiating and maintaining the necessary sanctions for customers acting against this procedure.

5. APPLICATION

- 5.1. Where the SCA document and logo are used, the customer must fulfilled the following conditions; The client must comply with SCA requirements when referring to certification in communication environments such as the Internet, documents, brochures or advertising.
- 5.2. The SCA Document and Logo can be used by the inspected product, the company and the companies that have been successful in the audits and whose certification is still valid. It cannot be used for the product not covered by the document.
- 5.3. Logo letters and lines must be clearly visible and in the original color (can be used in black and white in photocopies) The logo must be indelible, not affected by chemical factors and temperature. Logo can be placed in more than one place in very large products.
- 5.4. The document cannot be transferred to any other institution or legal entity. The customer whose document expires / whose duration is not extended by SCA is obliged to stop the use of documents and logos.
- 5.5. In cases such as cancellation of the contract, suspension of the document, expiry of the document or cancellation of the document, the person or organization should immediately stop using the SCA document and Logo.
- 5.6. The Document and Logo cannot be used by the customer in such a way that the only SCA is responsible for the suitability of the product and related activities. The received document cannot be used by the customer in a way that will damage the SCA and the reputation of the certification system.

Preparer Quality Management Representative	Approving Technical Manager
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- 5.7.** If clients who have the certificate; informs SCA in writing that clients don't want to cancel the use of the document and Logo or continue the expired document, document is canceled and the original document is requested from the customer by SCA.
- 5.8.** SCA reserves the right to take legal action when it is noticed by SCA that the Document and Logo are misleadingly and improperly used and deliberately permitted. In these cases, cancellation and suspension of the document are applied.
- 5.9.** Every organization which SCA has a commercial relationship is deemed to have accepted the legal conditions specified in this procedure.
- 5.10.** Except for the conditions above, the organizations receiving the Certificate; In cases of doubt about the use of the SCA Logo, they can get information by consulting SCA.
- 5.11.** The logo should be attached to a visible surface of the product or to the product label. In case the Logo cannot be stamped on the product, its package may also be hit, but in this case, all products in the package must be within the scope of the document and must be understandable by the customer. The SCA logo can be used in the specified shapes, colors, sizes (proportionally) and on a white background. The SCA logo can be used in accordance with the documented management system, by selecting any of the sample logos provided. Logo sizes can be downscale and enlarged(provided the ratios remain constant.)
- 5.12.** The customer using the Document and Logo must inform SCA about the changes in the scope of the document. These:
- Transferring the license right to another company
 - The company produces the same product in a different facility
 - Relocation of the facility
 - Adding new equipment, process, material etc. to the facility
 - Design and structural changes to be reevaluated on the product in terms of relevant requirements,
 - Increased models, or changes to model names
- 5.13.** The customer with the certificate; cannot use the document and Logo outside the scope of certification and accreditation rules. If the client is out of scope, the client who has the document is warned first and corrective action is requested from client to eliminate this irregularity. This process may also be to take legal action. These:
- If the product certification Logo is printed on different models, changing these labels,
 - If it is placed on the market, to be collected back and to inform its customers and sellers
 - If it cannot be corrected, it is like its destruction.
- 5.14.** During the audits, the client must show the auditors the places where the logos are used with their examples.
- 5.15.** When the CE mark is found to be used improperly, the manufacturer is warned. In addition, the authorized institutions are informed immediately about misuse. During the briefing, details about the manufacturer's name, product, regulation and misuse are provided.
- 5.16.** SCA Logo is subject to Logo registration by the Turkish Patent Institute. If third parties use the SCA Logo without permission, legal sanctions are initiated according to the Turkish Commercial and Intellectual Property Law.

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- 5.17. The certified customer should notify SCA as quickly as possible when there is a problem with certified products.
- 5.18. The trademark can be changed by SCA. This situation is reported to certified organizations and transition period is given for compliance.
- 5.19. The Customer cannot use the Service Certification Trademark in its activities and advertisements outside the scope of the service certificate.
- 5.20. The problems that may arise in the use of the brand are as follows:

- Using the brand by damaging its reputation,
- Deviation from the given rules,
- Use of trademarks in areas that are not certified,
- Detection of wrong brand usage as a result of client complaint,
- Trademark use without a certificate,
- Continue to use the trademark after the termination of the contract,
- Other misuse cases.

In case of the above misuse, SCA requests corrective action from organizations. These types of activities are as follows;

- Making the trademark suitable
- Destruction of documents containing the brand indicating that it is certified,
- Take legal action
- To make announcements about the service provided,
- Giving the correct form of the service received by the customer,
- Requesting not to use the brand,
- To cancel the contract in case the corrective action given is refused or not implemented,

Whether SCA complies with trademark usage rules or not is monitored with interim control and client complaints.

- 5.21. Commercial and corporate logos can only be used with the certificate number. The certificate number should be used by learning from SCA.
- 5.22. The SCA logo is given to the relevant organizations at the time of document delivery. In addition, logos can be accessed through our SCA website.
- 5.23. [FR.14-EN-Document and Logo Usage Agreement](#) is sent to the client before the delivery of the certificate / document to the customer or on the same day.

Notified Body Logo

- ✓ Responsible for the use of the CE mark rests with the manufacturer.
- ✓ When SCA's conformity assessment is carried out under the ATEX 2014/34/EU directive Module D, E, C1 and G the notified body number should be placed under or next to the "2336" CE mark.

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6. RELATED DOCUMENTS

- 6.1. PR.17-EN-2014_34_EU Certification Rules Procedure
- 6.2. FR.14-EN-Document and Logo Usage Agreement

7. REVISION HISTORY

NO	EXPLANATION	REVISION NO	DATE
1	New publication of separation of quality management systems	00	02.02.2020

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