

Work Instruction 06

Mark and Logo and Certificate Use

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1-PURPOSE

The purpose of this work instruction is to explain the principles of using the ATC INTERNATIONAL logo, brand, AB logo, notified body logo and number in EN ISO/IEC 17021, EN ISO/IEC 17065 activities and the other voluntary certification activities carried out by ATC INTERNATIONAL.

2-SCOPE

It covers the use of the ATC INTERNATIONAL logo, brand, AB logo, notified body logo and number in the appropriate size and purpose in EN ISO/IEC 17021, EN ISO/IEC 17065 activities and the other voluntary certification activities.

2-REFERENCE

ISO/IEC 17021-1, ISO/IEC 17065

Scheme 01 Welding Products Scheme

Scheme 02 Metal Products Scheme

EA-2/17 EA Document on Accreditation for Notification Purposes

Regulation (EC) No 765/2008 of The European Parliament and of The Council of 9 July 2008 setting out the requirements for accreditation and market surveillance relating to the marketing of products and repealing Regulation (EEC) No 339/93

Regulation EU No 305/2011 Construction Products

2006/42/EC Machinery Directive

4- DEFINITIONS

Brand: They are the signs that serve to distinguish the products or services offered by a commercial enterprise from the products and / or services of another commercial enterprise.

Logo: A specially crafted form of an organization's name with a symbol feature.

5- Procedure

5.1.

The right to use the logo on the ATC INTERNATIONAL certificates belongs only to ATC INTERNATIONAL, and the organizations certified by ATC INTERNATIONAL have the right to use the ATC INTERNATIONAL brand and certificate's mark based on these rules.

5.2. The ATC INTERNATIONAL logo, trademark and certificate marks are given in the Figures. The

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color and format of the ATC INTERNATIONAL logo, trademark and certificate's mark may not be changed under any circumstances, and may be enlarged or reduced, provided that they are retained in their original form, remain legible.

5.3. The registered ATC INTERNATIONAL 's logos are as below:

The logo consists of the letters 'ATC' in a large, bold, blue sans-serif font. A horizontal blue line is positioned directly beneath the 'ATC' text. Below this line, the word 'International' is written in a smaller, blue, sans-serif font.

5.4. In case they have more than one document issued by ATC INTERNATIONAL, the brand and the certificate's mark should be used in a way that does not create ambiguity.

5.5. The certified body shall stop using the ATC INTERNATIONAL brand, logo, accreditation logo and notified body number in case the certificate/contract is canceled, or the certificate is suspended, and the relevant brand and logo cannot be referenced in advertising materials.

5.6. It cannot transfer the right to use the certificate, brand, logo, notified body number to third parties.

5.7. The certified body may use the ATC INTERNATIONAL brand and certificate's mark in stationery, advertising promotion and similar materials, but the ATC INTERNATIONAL brand and certificate's mark cannot be used on promotional materials and documents related to activities that are not within the scope of certification.

5.8. ATC INTERNATIONAL brand and certificate's mark cannot be used on vehicles, buildings, corporate flags and business cards. No references to the accreditation of the organization can be made on the business cards. Signatures/business cards used in e-mails and corporate social media accounts are also within this scope.

5.9. In case the certified person/organization does not use the certificate, brand and notified body number in accordance with this procedure, ATC INTERNATIONAL immediately prevents misuse and takes the necessary measures to correct the situation. ATC INTERNATIONAL has the right to immediately cancel the use, suspend the certificate, initiate legal proceedings, and immediately inform the accreditation body and the ministry to which it is affiliated in case of misleading or unauthorized use of the document, brand, notified body number and CE mark (if applicable).

5.10. In case of request of brand and document mark to the organization certified by ATC INTERNATIONAL, it is transmitted electronically. Publishes on their website. The location of the ATC INTERNATIONAL mark in the document mark and the accreditation mark cannot be changed.

5.11. ATC INTERNATIONAL brand and certificate mark cannot be used on the declaration of conformity and declaration of performance of the other documents of the product. Notified Body identification number is used in the Declaration of Performance and CE label with the scope of Regulation EU No.305/2011 Construction Products. But Notified Body identification number

cannot be used CE label with the scope 2006/42/EC Machinery Directive for conformity assessment procedure according to Annex-IX of Directive.

5.12. In case the certified organization has more than one branch and some of the branches are certified by ATC INTERNATIONAL, ATC INTERNATIONAL 's brand, logo and notified body number can only be used by the certified branches.

5.13. The certificate can be used in journals, articles, articles, etc. publications and on the internet in order to demonstrate proficiency in the relevant field by the certificate owner. The certificate may be reproduced in order to demonstrate the certificate holder's competence within the scope of certification.

5.14. Rules for the use of brand, logo, and notified body number are determined in this procedure. With this procedure, the use of brand, logo and notified body number is prohibited, except for the rules permitted by ATC INTERNATIONAL.

5.15. Notified Body identification number; It can be used by the organizations certified by ATC INTERNATIONAL according to the relevant technical regulation, together with the CE marking, when required by the relevant technical regulation, as follows:



XXXX
Figure.1



XXXX
Figure.2

5.16. Any damage that may occur due to incorrect use of the Notified Body identification number is the responsibility of the organization.

5.17. By placing the "CE" mark on the product or by ensuring that it is affixed, the organization is deemed to have declared that it is under its own responsibility that the product conforms to the relevant technical regulation or regulations that require this marking, and that the product has been subjected to all necessary conformity assessment procedures.

5.18. In the works carried out on a modular basis in the relevant directives, some modules complement each other. After completing each other, the "CE" marking can be used. The notified body number is not used in the certificates issued during the completion process.

5.19. The "CE" mark consists of the letters "CE" in accordance with the figure below, and the design of the mark cannot be changed, except that it is reduced and enlarged in accordance with the proportions in the drawing.

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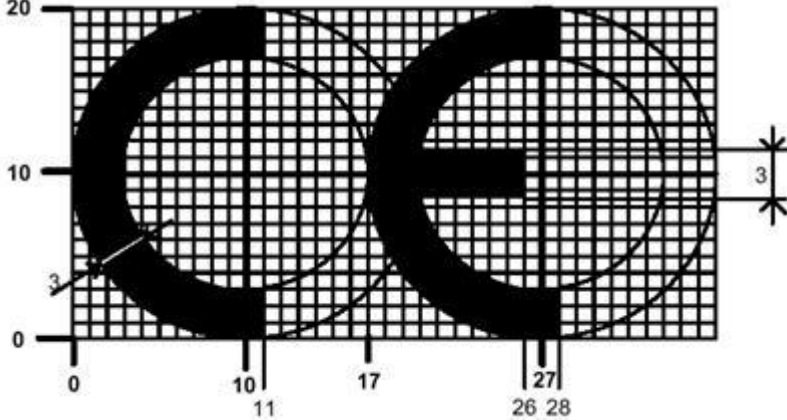


Figure.3

- 5.20. The "CE" mark must be at least 5 mm in size, unless otherwise specified in the relevant technical regulation.
- 5.21. The "CE" mark is placed on the product or on the information plate, or in cases where this is not possible due to the nature of the product or its permanence cannot be guaranteed, on its packaging and in the documents accompanying the product as stipulated by the relevant technical regulation, in a visible, legible and indelible manner.
- 5.22. Along with the "CE" mark, the product may include pictograms or other markings describing a particular risk or use.
- 5.23. The "CE" mark can only be used on products for which technical regulations are required and cannot be used on other products.
- 5.24. When it comes to the use of ATC INTERNATIONAL logo and the AB brand together, the AB brand cannot be more dominant. The client shall check AB procedure or instructions related to how to use of logo and brand and shall satisfy the requirements when it's applicable.
- 5.25. For product certification activities according to ISO/IEC 17065 which is accredited by Sri Lanka Accreditation Board, following sample logo is used by the clients which had already certified by ATC International.

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Standard Code

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International ISO 3834-2:2021

Samples:

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International EN 10080:2005

Figure.4

For Management system certificates:

- 5.26.** ATC INTERNATIONAL logo shall not be used on the product or product packaging in any other way that may be interpreted as the concept of product conformity. Also, the mark and logo shall not be used on labels and general items, notices and written ads. ATC INTERNATIONAL has regulations to control the use of any statement on product packaging or accompanying information for a certified client whose management system is certified, which is as follows:
- 5.27.** Accompanying information (statement, catalog, guide, etc.) should be considered in such a way that it can be accessed separately from the product or can be easily separated. In the statements (catalogue, guide) it should not be stated in such a way that it is implied that the product, process or service is certified. The statements should refer to the following:
- Identification (such as brand or name) of the certified client.
 - Type of management system (such as quality, environment, information security) and related standard.
 - The name of ATC INTERNATIONAL that issued the certificate.
- 5.28.** When referring to the status of its certificate in any media such as Internet, brochures, advertisements or other media, the organization must comply with the requirements contained in this instruction and the requirements of the Scheme rules of ATC INTERNATIONAL.
- 5.29.** The certified client must modify all advertising materials when the scope of certificate is limited.
- 5.30.** The organization should not implicitly state that the certificate is valid for activities and sites that are outside the scope of certificate.
- 5.31.** The Client does not have the right to use the logo of ATC INTERNATIONAL alone without specification of related standard system that certified.
- 5.32.** The certificates remain the property of ATC INTERNATIONAL and can be recalled upon request, any time.
- 5.33.** Usage and of certificates and marks and logo are checked by the auditors of ATC INTERNATIONAL in every surveillance and recertification audits.
- 5.34.** The client is allowed to use the logo in internal and external letterheads and correspondence, contracts, brochures, magazines, websites, advertisements, electronic correspondence, and invitation cards.
- 5.35.** The client shall not use logos on test reports, calibration certificate, training certificate or inspection reports.
- 5.36.** The client is not allowed to refer to the certification of his management system in such a way that it can be inferred that the certifier has certified (a product or service). The certified

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management system must be registered under the logo.

- 5.37. The client shall not use his certificate in a way that damages the reputation of ATC INTERNATIONAL.
- 5.38. The client is obliged to do all his advertising based on the scope of certificate.
- 5.39. Whenever a company affiliated to the parent company or a holding is certified, it must be clearly specified in advertisement which department this certificate and logo belongs to.
- 5.40. The client is obliged to stop using any material that includes reference to the certificate as soon as the certificate is suspended or withdrawn.
- 5.41. If the certificate is suspended or withdrawn, the abuse of logos is subject to legal action by ATC INTERNATIONAL.

Logo Sample:



Figure.5

6 Records

N/A