

INSTRUCTION FOR USE OF LOGO

1. PURPOSE:

To define the procedure for the use of Certificate of Quality Management System Registration, NS MSS & ANAB registered mark/logo(s) and advertising language. To this procedure the word mark is interchangeable with the word logo

2. SCOPE:

This is applicable to Novo Star – Clients

3. RESPONSIBILITY:

Novo Star Clients

4. REFERENCE STANDARDS:

Standard No	Standards Name
ISO 17021-1	Conformity assessment — Requirements for bodies providing audit and certification of management systems
IAF ML 02	General Principles on the Use of the IAF MLA Mark
PR 1018	Policy on Use of ANAB Accreditation Symbols And Claims of Accreditation Status

5. ABBREVIATION:

CB	Certification Body
AB	Accreditation Body
IAF	International Accreditation Forum
MLA	Multilateral Recognition Arrangement
ANAB	ANSI National Accreditation Board

6. PROCEDURE:

6.1. Organization shall follow below requirements when it decides to use the symbol or reference of Novo Star and/or ANAB and/or IAF

6.1.1. Novo Star & ANAB Accreditation Symbols and references to Novo Star & ANAB accreditation may be used only after accredited certificate has been granted. While an organization is certified by Novo Star, organization shall have the right to use

INSTRUCTION FOR USE OF LOGO

the accredited certificate (including the scope of certification) and the Novo Star & ANAB Accreditation Symbol, and reference of Novo Star & ANAB accredited certification, in accordance with this Procedure.

- 6.1.2.** If organization has multiple certification of management systems and one or more are not certified by Novo Star, the Novo Star & ANAB Accreditation Symbol cannot be used with and references to Novo Star & ANAB accreditation cannot be made for the unaccredited scopes of activity.
- 6.1.3.** Novo Star & ANAB accreditation symbols and references shall be used only under the name or registered trade name of the legal entity.
- 6.1.4.** Organization is not authorized, and is expressly prohibited from, transferring the right to use or allowing the use of the Novo Star & ANAB name or accreditation symbol to or by another entity regardless of the relationship to or with any such entity, including but not limited to an affiliated company (such as a parent or subsidiary company), outsourced company, or subcontractor.
- 6.1.5.** Organization shall not use the Novo Star & ANAB Accreditation Symbol or make references to Novo Star & ANAB accreditation in any way that brings Novo Star & ANAB into disrepute and shall not make any statement regarding their accreditation that Novo Star & ANAB may consider inaccurate, misleading, or unauthorized.
- 6.1.6.** When organization refers to certification in any medium – including but not limited to advertising, marketing materials, quotes, proposals, certificates, reports, stationery, and literature in hard copy or electronic format or **on websites** – by use of an Novo Star & ANAB Accreditation Symbol, Novo Star & ANAB business name, or Novo Star & ANAB business acronym, the organization shall ensure:
- 6.1.6.1.** The Novo Star & ANAB accreditation symbol or statement used is specific to the applicable Novo Star's certification program;
- 6.1.6.2.** The symbol, name, or acronym is used only in relation to activities within the scope of certification and not associated with other activities in which the organization involved;
- 6.1.6.3.** Such reference is neither misleading nor includes any unauthorized representation of certification status;
- 6.1.6.4.** Such reference includes no implication that Novo Star accepts responsibility for or approves of results or any opinion or interpretation derived from those results;
- 6.1.6.5.** Such reference includes no implication that a product, item, process, service (or any part of it), management system, or person is approved or certified by Novo Star & ANAB; and The Novo Star or ANAB accreditation symbol is not affixed on to any product or labeling or packaging or laboratory test, calibration or inspection reports or certificates.
- 6.1.6.6.** If Marking is used, Product packaging is considered as that which can be removed without the product disintegrating or being damaged. Accompanying information is considered as separately available or easily detachable. Type

INSTRUCTION FOR USE OF LOGO

labels or identification plates are considered as part of the product. The statement shall in no way imply that the product, process or service is certified by this means. The statement shall include reference to:

- identification (e.g. brand or name) of the certified client;
- the type of management system (e.g. quality, environment) and the applicable standard.
- the certification body issuing the certificate.

6.1.7. To ensure high-quality reproduction, the accreditation symbol shall be based on the original artwork provided to the Novo Star by ANAB. Copying the symbol from other documents or sources is prohibited. The ANAB Accreditation Symbol shall be reproduced on a background that will not impede readability:

- 6.1.7.1.** In black or in blue (PMS 286 or equivalent) and red (PMS 485 or equivalent) on a white or light colored background, or in white on a dark-colored background;
- 6.1.7.2.** In a size that makes all features of the symbol clearly distinguishable; and
- 6.1.7.3.** Without distortion of its dimensions.

6.1.8. Organization shall use the ANAB Accreditation Symbol only in conjunction with Novo Star's certification mark associated with accredited certification activities, subject to the conditions in this document.

6.1.9. When using the ANAB Accreditation Symbol, its size shall not exceed the size of the Novo Star symbol

6.1.10. The Novo Star & ANAB Accreditation Symbol shall not be used on any document unless the document relates in whole or in part to the ANAB's accredited certification activities that are certified by Novo Star. This does not preclude organization from including the certification symbol on organization's letterhead or business cards.

6.1.11. Upon suspension of organization certification, the organization shall immediately cease using Novo Star & ANAB accreditation symbol and references to the suspended portion of the scope for the duration of the suspension.

6.1.12. Upon withdrawal of Novo Star certification, organization shall immediately cease use of the Novo Star & ANAB accreditation symbol and any references to Novo Star certification.

6.2. Organization shall abide to below requirements when it decides to use the IAF mark

6.2.1. Organization is authorized to use the IAF mark in combination with the Novo Star & ANAB Accreditation Symbol (ANAB & IAF combined mark)

6.2.2. IAF mark can only be used by the organization who are certified for ISO 9001 & ISO 14001



WORK PROCEDURE

Document No: NSMSS-3.12

Revision No R02

INSTRUCTION FOR USE OF LOGO

Revision Date 01-Oct-2020

Page NO 4 of 4

6.2.3. Permission for the use of the combined mark shall be obtained from Novo Star only prior to use. When permission is granted, the combined mark shall be used only in the format provided, only in conjunction with an Novo Star certification program for which organization certified for ISO 9001 and/or ISO 14001 in accordance with any conditions for use set forth by Novo Star.

6.2.4. A request for permission to use the IAF combined mark can be made using the initial or surveillance application(which will be sent to you before each assessment) form submitted to you or you can send a request mail to info@novostar.in

Un-controlled If Printed; See Company Quality Document Server For Latest Release-:\novostar\files\ANAB

Confidential: This document is the property of Novo Star, Bangalore. The use of the information or intent either directly or indirectly shall be strictly with prior written permission from the competent authority