



**CORRECT USE OF THE
SIQ CERTIFICATION
MARK**





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A: Examples of correct use of the certification mark

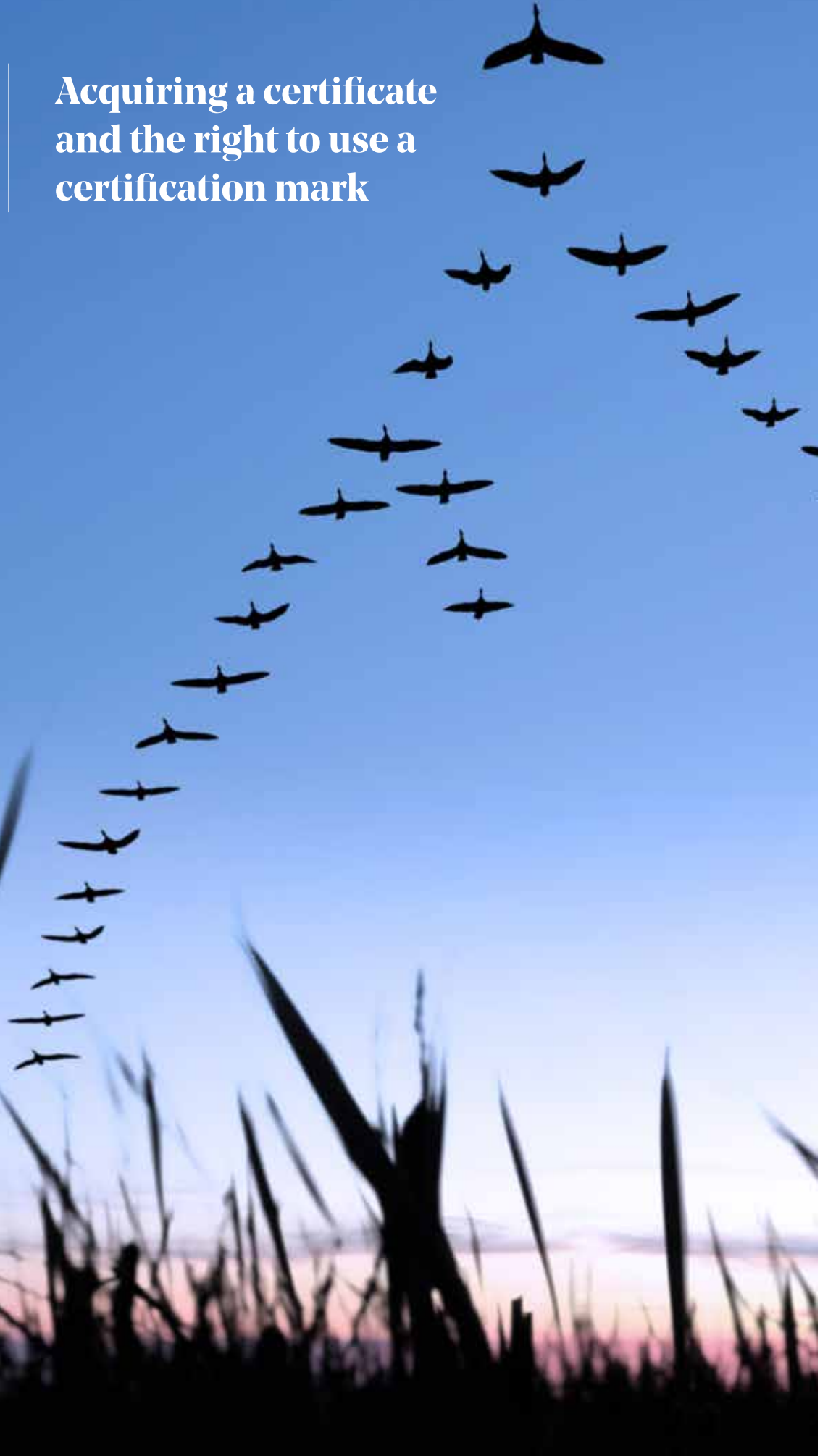
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1

Acquiring a certificate and the right to use a certification mark



Congratulations! You have become a management systems certificate holder. This document describes how to use the certification mark to the benefit of your organization and provides clear rules for its use.

The organization that acquires an SIQ certificate has the right to use the SIQ certification mark free of charge. This contributes to its self-promotion and credibility, as the mark confirms that the organization meets certain professional criteria and customer expectations.

The organization that acquires an SIQ management system certificate has the right to make that information public. This may be done in different ways. The organization may use the SIQ certification mark on its business letters, offers, web pages, marketing materials, fleet vehicles, e-mails, etc.

2

Rules of use of the certification mark

An organization may use the certification mark as long as it holds a valid certificate.

In the event of expiry or revocation of a certificate, the use of the certificate for promotional purposes is not allowed.

The certificate holder shall ensure that the certificate is not used in connection with its non-certified activities or in a way that would give a faulty impression that its products or services have been certified.

The certificate holder shall also ensure that the certification mark received from SIQ Ljubljana is used only in its original form, which means that it is not allowed to change its proportions and content.

3

Description of the SIQ certification mark

The SIQ certification mark consists of:

- the SIQ logo,
- a text:
 - the name of the standard the certified management system conforms to, and
 - the registration number of the certificate.



The SIQ certification mark shall be printed in one colour only. The inside of the letter Q shall be left empty (transparent) or shall have the colour of the background. The mark shall be printed either:

- dark against a light background, or
- light against a dark background.

The SIQ certification mark may be enlarged or reduced provided the height-width ratio of the SIQ logo remains unchanged and the height of the logo without the text is at least 8 mm.

The SIQ certification mark may be used together with the logo of the certificate holder. The mark and the logo shall be relatively equal in size.

4

IQNet certification mark and SA accreditation mark



A: IQNet certification mark

The holder of an SIQ management system certificate may use the SIQ certification mark together with the certification mark of the international certification network IQNet. The IQNet certification mark shall be printed in one colour only and shall not be used alone. Both marks shall be relatively equal in size.



Free black and white versions of certification marks in formats *.cdr, *.pcx and *.tif may be ordered by e-mail at: siq.certifikati@siq.si.

Any other use of the certification mark requires the written consent of SIQ Ljubljana.
For further clarifications, please call +386 1 4778 156.

B: Accreditation mark

The use of the accreditation mark is not allowed.



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Examples of correct and incorrect use of the SIQ certification mark

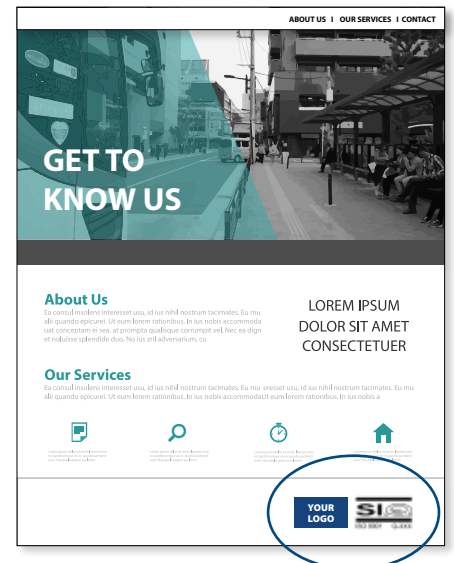


A: Examples of correct use of the certification mark





Product catalogue



Website



Envelopes



Signature in an e-mail



Business letters and other documents

B: Incorrect use of the SIQ certification mark

The certification mark shall not be used:

- on products;
- on documents representing the product of the organization (e.g., laboratory test, calibration or inspection reports, project documentation, decisions, etc.);
- on the packaging (packaging that may or may not reach the direct user of the product).

Examples of incorrect use of the certification mark



The name of the standard and the registration number of the certificate are not stated.



The SIQ and IQNet certification marks are not printed in one colour (blue against a white background).
The letter Q in the SIQ certification mark is not blank (transparent) with regard to the background.



The SIQ logo is used as a certification mark.



ISO 9001 Q-xxx
ISO 14001 E-xxx

The height-width ratio of the mark is incorrect.
The letters under the SIQ logo are too small.



The SIQ certification mark is not printed in one colour.
 The name of the standard is incorrect.
 The letters under the SIQ logo are different sizes.



The IQNet mark is used without the SIQ mark.
 The width of the IQNet mark is inappropriate.



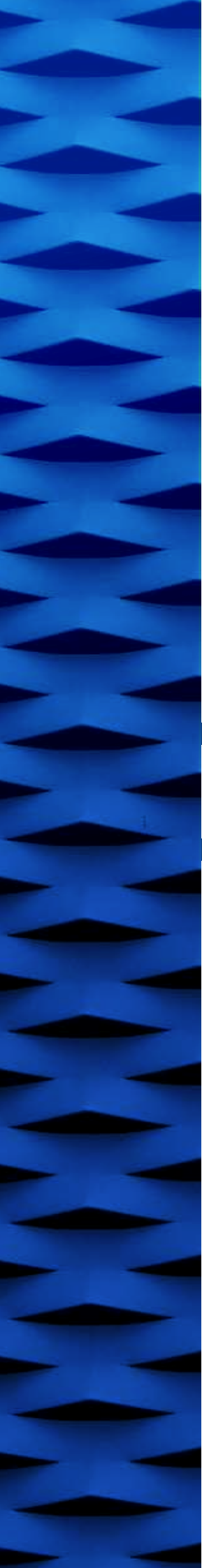
Replaced marks.



Prohibited use on packaging.



The mark shall not appear on distracting backgrounds or photographs.



www.siq.si

For additional clarification, write to urejenost@siq.si.