



## OVERVIEW

This procedure states how logos are used and monitored so that adequate controls are in place to ensure all logos are used in the correct manner.

## PROCEDURE

### Use of Logo

- All documentation that contains the Sancert certification logo or which makes reference to Sancert certification, must clearly indicate those activities that are not covered by the Sancert certification.
- The display of the Sancert certification logo or the reference to Sancert certification is allowed on all sheets of stationery (e.g. Letterhead Paper, Quotation, Brochures) or other items relevant to the certificated activity.
- The organisation may not imply in their use of the Sancert logo, nor in any reference to Sancert certification, that Sancert approves their product or service.
- The organisation shall upon termination of Sancert certification, immediately cease distribution of all items on which the Sancert certification logo or any reference is displayed.
- Sancert shall take appropriate action to deal with incorrect use of any of the Sancert certification logo or reference to certification. This action may include, but is not limited to:-
  - Request for corrective action
  - Withdrawal of certification
  - Publication of transgression, and if necessary
  - Legal action and / or withdrawal of certification status.
- Colours may not be changed, only original colours or greyscale may be used.
- If the size needs to be changed, this must be done to scale.
- Under no circumstances is a client allowed to use the logo on laboratory test, calibration or inspection reports.

### Types of Sancert logos

- Only logos issued by Sancert to the organisation may be used. *Please note: - This may be reproduced by the client's printers to enhance the definition.*

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