



PROCEDURE MANUAL

PM NO. : 13

USE OF MARKS

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1. Purpose :

The purpose of this procedure is to define the use of marks of certification body and its limitations.

2. Scope :

Applicable to all Client organizations approved by FBA for QMS.

3. Responsibility :

1. C.M.

4. Abbreviations :

1. C.M. = Certification Manager
2. QMS = Quality Management System
3. FBA = Federal Board of Assessment

5. Procedure :

5.1. Organizations approved by FBA for QMS are entitled to use the accreditation mark as per the details given below : -

- a) The design of FBA logo given below specifies the proportions of logo and the color combinations in which it can be reproduced.
- b) The Logo shall be reproduced in the proportions and the colors indicated. The size of the logo shall not normally be reduced below the size. In the event of reproduction in smaller size owing to limitation of space, the logo shall be legible with no infilling of space and letters.
- c) The logo shall be printed in the color combination or in combination as specified.



Font : Revue BT

Color1 : GREEN COLOR C ; R-0, G-167, B-1 ; C-74, M-0, Y-100, K-0

Color2 : GREEN COLOR C ; R-179, G-204, B-29 ; C-39, M-0, Y-100, K-0

Color3 : GREEN COLOR C ; R-1, G-126, B-1 ; C-76, M-5, Y-100, K-25

LOGO SIZE Usage : Height: 27 mm Width: 27 mm

Certification Body Logo (FEDERAL BOARD OF ASSESSMENT)

ISSUE NO : 01

REVISION NO : 01

PREPARED BY : CM

APPROVED BY : MD

DATE : 02:01:2017

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APPEALS

5.2. Restrictions on the use of FBA Logo

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5.2.1. Logo shall not be used on the package of the product, labels, publicity material, written announcements, etc.

5.2.2. The Logo shall not be displayed on vehicles except in publicity material like part of a large advertisement.

5.2.3. The logo shall not be displayed on buildings and flags.

5.3. Misuse of Logo

5.3.1. Correct use of logo is a contractual obligation. FBA will monitor the use of the Logo during Surveillance and Certification renewal visits.

5.3.2. In case a certified organization uses the logo contrary to the conditions specified, FBA shall take reasonable action and advise the concerned organization for corrective action. In case of repeated contraventions, FBA may suspend / withdraw the certification.

5.4. Action on Suspension or Withdrawal of Certification

5.4.1. Upon Suspension or withdrawal of Certification the certified organization shall immediately cease the use of its stationery, certificates and their publicity material that has FBA logo on it.

6. Reference

1. ISO 17021 : 2006 Standard

7. Records

1. Client file

ISSUE NO : 02

REVISION NO : 01

PREPARED BY : CM

APPROVED BY : MD

DATE : 02:01:2017

DATE : 02:01:2017