Use of Certification Logo

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Drafted By:
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Purpose	To control accurate, authorised use of IGC certification marks, certificates and references, and prevent misleading management-system or accreditation claims.
Scope	Certified clients and certification references on websites, stationery, brochures, vehicles, advertising, packaging and accompanying information.
Reference	ISO/IEC 17021-1:2015; IGC-P-CBMS; applicable current IAF mandatory documents and applicable accreditation-body conditions only within IGC's verified authorisation and scope. ISO/IEC 17021-1 clauses 8.2, 8.3 and 9.6; IGC-F-AGQ and IGC-P-RGMSC.
Responsibility	Top Management and the designated competent personnel specified in this procedure.

1. Purpose

To control accurate, authorised use of IGC certification marks, certificates and references, and prevent misleading management-system or accreditation claims.

2. Scope

Certified clients and certification references on websites, stationery, brochures, vehicles, advertising, packaging and accompanying information.

3. References and scheme applicability

ISO/IEC 17021-1:2015; IGC-P-CBMS; applicable current IAF mandatory documents and applicable accreditation-body conditions only within IGC's verified authorisation and scope. ISO/IEC 17021-1 clauses 8.2, 8.3 and 9.6; IGC-F-AGQ and IGC-P-RGMSC.

ISO/IEC 27001:2022 including Amendment 1:2024 defines client ISMS requirements; ISO/IEC 27006-1:2024 supplements ISO/IEC 17021-1 for ISMS certification bodies. IGC's ISO/IEC 27001 certification is not accredited and carries no accreditation mark.

4. Responsibility and authorisation

Top Management controls approved artwork and mark conditions. Auditors check use at each visit; the responsible certification function assesses misuse and action. Clients shall use only artwork and wording supplied/authorised by IGC for their valid certification.

Authorisation follows a valid certification decision and the certification agreement; it is not granted merely by completing an application or a separate logo request. Limit use to the certified legal entity, standard/edition, sites and scope, within current certification validity.

5. Permitted certification references

Marks may appear on communication media such as websites, brochures, letterheads, envelopes, business cards and vehicles where context clearly identifies management-system certification and the actual certified scope. Do not imply uncertified sites/activities are covered.

Use the issued standard/edition: ISO 9001, ISO 14001, ISO 45001 and ISO/IEC 27001. An integrated claim may list only standards actually certified and valid. Do not automatically change artwork to a new edition before the applicable transition and certification decision.

Keep supplied artwork proportions, legibility, wording and approved colours; do not distort or combine it misleadingly. The mark is normally reproduced at a height of 33 mm.

6. Prohibited uses and packaging distinction

The management-system certification mark shall not be used on a product, product packaging or any other presentation interpreted as denoting product conformity. It shall not be applied to laboratory test, calibration or inspection reports or certificates, which are products in this context.

ISO/IEC 17021-1 permits a separate factual management-system certification statement on product packaging or accompanying information, under controlled rules. Such a statement shall identify the certified client (brand/name), management-system type and applicable standard, and IGC as certification body, and shall not imply certification of the product, process or service. A statement is not permission to place the certification mark on packaging.

Example statement: “The management system of [certified client] is certified to [applicable standard] by ISO Global Certification.”

IGC does not provide product certification and does not authorise a product certification mark. Do not use an ISO organisation logo or imply ISO endorsement.

7. Accreditation and ISMS claims

Clients shall not use the SANAS accreditation logo. Any reference to accreditation shall follow IGC’s accredited scope and SANAS conditions. ISO/IEC 27001 certificates issued by IGC are not accredited and carry no accreditation mark.

An ISO/IEC 27001 mark signifies management-system certification only. It shall not imply a particular product is secure, compliance with every privacy law, absence of incidents, or certification of a penetration test, security report or individual control. Apply ISO/IEC 27006-1:2024 where applicable.

8. Monitoring, misuse and corrective action

Review websites, marketing materials, certificates and certification claims during certification/surveillance/recertification visits and whenever a credible misuse concern is received. Record the exact material, nature of misuse, notification, required correction and verified outcome in the existing audit/NCR/evidence records.

For inadvertent misuse, require immediate removal/correction of offending material and consider suspension until corrected in accordance with the decision procedure. Repeated inadvertent misuse can lead to withdrawal and deliberate fraud can lead to withdrawal and factual publication of certification status. Such outcomes require evidence and an authorised decision.

On suspension require cessation of references implying valid certification; on withdrawal or termination cease use of all relevant marks and certification advertising. On scope reduction amend references and remove out-of-scope claims. Track corrective action, and escalate unresolved matters under IGC-P-RGMSC.

9. Operational records

Use the existing agreement IGC-F-AGQ, certificates IGC-F-CERT, certificate register IGC-R-CERT, audit reports and IGC-F-NCR. Client complaints about misuse use IGC-F-CF and IGC-R-CAR under IGC-P-ACHP.

10. Document control and records

Maintain this governing procedure in IGC-R-DOC, the Document Register. Certification records are kept in IGC’s digital forms and registers and retained in line with IGC-P-RORP. Keep access controlled and changes traceable.

Top Management reviews adequacy and authorises release through the controlled-document process.