

Usage of Logo and Marks Procedure



TÜV AUSTRIA TURK – General

PRO-001	
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Usage of Logo and Marks Procedure		
Procedure Name Usage of Logo and Marks Procedure	Procedure Lead Quality Unit	Goals / KPI
Procedure Suppliers TÜV AUSTRIA TURK	Procedure Clients TÜV AUSTRIA TURK Customers, Employees	
Inputs Corporate Design Principles, Customer logo and trademark usage requests, Recognition, Use of TURKAK Logo,	Outputs Controlled use of logo and mark	References EN ISO/IEC 17020 7.4 EN ISO/IEC 17065 4.1.3 EN ISO/IEC 17025 5.10.8 EN ISO/IEC 17021 8.3 EN ISO/IEC 17024 – <i>in progress</i> ISO 9001:2015 – <i>in progress</i> R10.06 Conditions on use of "TURKAK ACCREDITATION BRAND" by accredited institutions by TURKAK 93/68/EEC European Union CE Marking Regulation ISO/IEC Guide 23 Guidance for documents and marks permitted by the certification body ISO/IEC Guide 27 Use of conformity licenses, documentation and marks EN ISO 17030 Conformity Assessment - General Conditions for Third Party Compliance Markings ILAC P15 Implementation of ISO/IEC 17020: 2012 for accreditation of inspection bodies Article 7.4.2.a IAS Corporate Logos and Accreditation Symbols

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Flowchart	No	Critical Activity	Description	Records	Reference	Standard
Purpose	0.1	Purpose	The purpose of this procedure is to determine general principles on the use of logos and marks on the reports/certificates, especially the use of third party conformity marking within the scope of TÜV AUSTRIA TURK's management of surveillance, inspection, testing, control, management systems certification and conformity assessment activities, implementation and control.			
Scope	0.2	Scope	<p>This procedure covers the Logo and Trademarks that are permitted for use on the documentation/products of customers, personnel and companies in positive results of conformity assessment and certification activities carried out within the scope of TS EN ISO / IEC 17065, TS EN ISO / IEC 17021, TS EN ISO / IEC 17025, TS EN ISO / IEC 17024 and TS EN ISO / IEC 17020.</p> <p>It covers Logos and Marks which are presented to TUV AUSTRIA TURK's customers with Special Projects.</p> <p>Includes Logo and Marks that must be placed on the product as a result of inspection and conformity assessment activities conducted by TÜV AUSTRIA TURK as a Notified Body.</p> <p>It covers all documentation included in TUV AUSTRIA TURK's Quality Management System.</p>		<p>7.4</p> <p>4.1.3</p> <p>5.10.8</p> <p>8.3</p> <p>9.7</p>	<p>EN ISO/IEC 17020</p> <p>EN ISO/IEC 17065</p> <p>EN ISO/IEC 17025</p> <p>EN ISO/IEC 17021</p> <p>EN ISO/IEC 17024</p>

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Responsibility	0.3	Logo and Mark Responsibility	<p>This procedure, which is the result of the services carried out in the context of TÜV AUSTRIA TURK, is the responsibility of the Unit Quality Management Representatives in the process starting with Article 1.</p> <p>The Quality Unit has defined the limits of the logo and marks to be used with this procedure and its annexes and produces and serves for the possible uses of the development.</p>			
References	0.4	References	<p>Regulations mandated to operate the necessary control mechanism for logo use include, but not limited to the following;</p> <ul style="list-style-type: none"> ✓ TS EN ISO / IEC 17020 General criteria for the operation of various types of inspection bodies Article 7.4 ✓ TS EN ISO / IEC 17065 Conformity assessment - Requirements for organizations certifying product, process and service Article 4.1.3 ✓ TS EN ISO / IEC 17025 General requirements for the adequacy of laboratory and calibration laboratories Article 5.10.8 ✓ TS EN ISO / IEC 17021 Conformity Assessment-Requirements for Organizations Providing Inspection and Certification of Management Systems Article 8.3 ✓ TS EN ISO / IEC 17024 Conformity Assessment - 			

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			<p>General conditions for organizations certifying personnel Article 9.7</p> <ul style="list-style-type: none"> ✓ R 10-06 Requirements for the use of TURKAK ACCREDITATION MARK as an organization accredited by TURKAK ✓ 93/68/EEC European Union CE Marking Regulation ✓ ISO/IEC Guide 23 Guidance for documents and marks permitted by the certification body ✓ ISO/IEC Guide 27 Use of conformity licenses, documentation and marks ✓ EN ISO 17030 Conformity Assessment - General Conditions for Third Party Compliance Markings ✓ ILAC P15 Implementation of ISO/IEC 17020: 2012 for accreditation of inspection bodies Article 7.4.2.a ✓ EN ISO/IEC 17024 Personnel Certification Terms 			
Definitions	0.5		<p>TÜRKAK Logo: A symbol used by TÜRKAK to promote its own name or accreditation programs.</p> <p>TÜRKAK Document Verification System (TBDS) Barcode: The barcode in which some records and information about the test/calibration/inspection services/product/management system / personel certifications given to customers who are served by conformity assessment bodies (application, scope, audit, inspection, evaluation/certificate, etc.) are entered, which is generated by TÜRKAK document verification system and provides access to information about the certificate.</p>			

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Flowchart	No	Critical Activity	Description	Records	Reference	Standard
Exclusions	1.0	Exclusions	TÜV AUSTRIA TURK Logo and Trademarks cannot be used in advertising media, such as advertisements, catalogs, business cards, etc., except for their use in the documents, reports or certifications provided by TÜV AUSTRIA TURK as result of the inspection activities provided under EN ISO/IEC 17020.			
			TÜV AUSTRIA TURK does not use TURKAK Accreditation Mark or TÜRKAK Logos in any way in the system documentation except TURKAK accreditations, contracts, reports, certificates, forms, check lists etc.			
			TÜV AUSTRIA TURK makes compliance check by the Quality Unit / Quality Management Representatives at the end of each year with Documentation within the Document Control Procedure (before the end of the year HGG). During this check, it also makes necessary observations on the use of uncontrolled and unaccredited logos. The use of unaccredited logos in the documentation is also monitored during planned internal audits.	GUI-001a Logo Usage Guide	9.0 10.0 11.0	R 10.06
			ILAC MRA and ILAC MLA Mark cannot be used alone. (For Terms of use; TÜRKAK R10.06 Articles 10 - 11) These MRA and MLA brands can be used together with TÜRKAK and TÜV AUSTRIA TURK logo to form an integrity.			
			The institutions which are accredited with the activities of TÜV AUSTRIA TURK - System Certification Department		8.3.1 8.3.2	EN ISO/IEC 17021

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Exclusions			<p>cannot use TÜV AUSTRIA TURK brand in its test, calibration or inspection reports and certifications (such as those served by TÜV AUSTRIA TURK, etc.).</p> <p>The institutions which are accredited by TÜV AUSTRIA TURK - System Certification Department cannot use logo and/or trademark on the product of the organization or on the package of the product or in the sense that it is showing the suitability of the product.</p>			
CE Label	2.0	CE Label	<p>2014/68/EC Pressure Equipment Directive in accordance with EN ISO/IEC 17020, 2006/42/EC Machinery Safety Directive;</p> <p>Directive 305/2011/EU Building Materials according to EN ISO/IEC 17065.</p> <p>The Notified Body within the scope of the above directives give the right of use of CE mark and NoBo Number to be used in accordance with the GUI-001a Logo Usage Guidelines in conjunction with this procedure.</p>	GUI-001a Logo Usage Guide	7.4 4.1.3	EN ISO/IEC 17020 EN ISO/IEC 17065
Contract			<p>Logo and Mark Usage Procedure and Logo Usage Guide are an indivisible part of the Process-Product Documentation Agreement. The procedure and guide for this contract shall be accepted by the customer.</p>	Process-Product Certification Agreement	4.1.3	EN ISO/IEC 17065
			<p>The Customer shall give commitment in the Declaration section of the General Terms of Service and Logo Trademark Usage as the annex to the Bid-Agreement</p>	Bid-Agreement Form	7.4	EN ISO/IEC 17020

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	3.0	Contractual matters	<p>Forms.</p> <p>The Customer shall give commitment in the Declaration section of the General Terms of Service and Logo Trademark Usage as the annex to the Bid-Agreement Forms.</p> <p>TUV AUSTRIA TURK certificate and logos usage rights and rules are stated in 'MS-INS-001 Certification Rules Instructions' which is an integral part of the contract of service between TUV AUSTRIA TURK and the organization. TUV AUSTRIA TURK shall initiate the necessary procedures in case of a contrary usage to the rules stated here.</p>	<p>Bid-Agreement Form</p> <p>General Conditions of the Certification Contract</p>	-	<p>EN ISO/IEC 17025</p> <p>EN ISO/IEC 17021</p>
Logo Usage	4.0	System Certification Logo Usage	<p>TÜV AUSTRIA TURK logo and brand should be used in such a way that it does not give any wrong evaluations when used with the purpose of which the Quality Management System, Environmental Management System, Information Security Management System and Food Safety Management System are documented.</p> <p>(For example, a company with only an Environmental Management System should use it without causing a misunderstanding that it has a Quality Management System and/or Food Safety Management System certificate if it does not have one.)</p>		8.3	EN ISO/IEC 17021
	5.0		In order to show that the Quality Management System is	GUI-001a Logo Usage Guide	8.3	EN ISO/IEC 17021

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			<p>certified, TS EN ISO 9001 certificate and certificate number under TÜV AUSTRIA TURK Logos,</p> <p>In order to show that the Environment Management System is certified, TS EN ISO 14001 certificate and certificate number under TÜV AUSTRIA TURK Logos,</p> <p>In order to show that the Food Safety Management System is certified, TS EN ISO 22000 certificate and certificate number under TÜV AUSTRIA TURK Logos,</p> <p>In order to show that the Information Safety Management System is certified, TS EN ISO 27001 certificate and certificate number under TÜV AUSTRIA TURK Logos are used.</p> <p>The relevant Standards and Certificate numbers can also be used under a single TÜV AUSTRIA TURK Logo when required for integrated certificates. The logo usage terms are clearly indicated in the GUI-001a Logo Usage Guide documents with this procedure. Logo usage examples are as follows. Please see the examples.</p>			
Special Terms	6.0		<ul style="list-style-type: none"> TURKAK Accreditation Mark should not be more than 30 mm in width, if it is printed on a consumable material which is not bigger than A4 size. In case the brand is printed on a consumable material of a larger size, the trademark of TÜRKAK can be used in an electronic medium in an appropriate size. 			

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Special Terms			<ul style="list-style-type: none"> • The minimum height of the Logo inside the mark must be 20 mm. • TÜRKAK Accreditation Mark can also be used on stationery materials. However, the brand; <ul style="list-style-type: none"> a) Should be on TÜV AUSTRIA TURK logo or name placed on the printed document. b) Should not dominate the TÜV AUSTRIA TURK logo or its name. • TURKAK Accreditation Mark can be used as embossed or hologram. • Reproduction of the TÜRKAK Accreditation Mark in electronic form may be accepted provided that it satisfies all the conditions listed below. <ul style="list-style-type: none"> a) The accreditation number of TÜV AUSTRIA TURK must be written centrally under the mark. b) TURKAK Logos should not be damaged in any manner. c) No changes must be made to the format of the mark. d) TURKAK Accreditation Mark should be framed with a white background in case the background of the document to be used by TÜRKAK Accreditation Mark is colored. 		<p>6.0</p> <p>7.0</p> <p>8.0</p> <p>9.0</p>	<p>R10.06</p> <p>Conditions on use of "TURKAK ACCREDITATION BRAND" by accredited institutions by TURKAK</p>

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<div style="border: 1px solid black; padding: 5px; width: fit-content;">Special Terms</div>			<ul style="list-style-type: none"> TURKAK Accreditation Mark must not be used in such a way as to cause misunderstanding about the status of TÜV AUSTRIA TURK. It has the right to use TURKAK Accreditation Mark in publicity/advertisement materials. Accreditation bodies from TURKAK can use TURKAK Accreditation Mark in stationery, advertising, promotion or similar materials. TURKAK Accreditation Mark must be used in connection with the accredited certification body or the marking of the certification program TURKAK Accreditation Mark which is used on letterhead shall conform to the format specified in this Guide and transmitted electronically to the conformity assessment body. TURKAK Accreditation Mark should not be in front of the logos of the accredited institution. If letterhead papers with TURKAK's Accreditation Marks are used in proposals for activities that are not within the scope of accreditation, it should be clearly indicated which activities are accredited. In such cases, the relevant letterhead should include the words "This offer includes services not covered by the accreditation scope". TURKAK Accreditation Mark can not be used on 			

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<div style="border: 1px solid black; padding: 5px; width: fit-content;">Special Terms</div>			<p>business cards printed for personnel of TÜV AUSTRIA TURK. No reference shall be made in the business cards concerning accreditation of the organization. Signatures/business cards used in electronic mail are also considered within this scope.</p> <ul style="list-style-type: none"> • The accredited organization shall obtain TURKAK's approval for the material concerned before using any material (stationery, etc.) that shall use TURKAK Accreditation Mark. • TURKAK Accreditation Mark must not be used on vehicles other than advertising materials containing the TURKAK Accreditation Mark in accordance with the conditions set out in this Guide as part of an advertising campaign. • TURKAK Accreditation Marks should not be used on buildings or flags. • TURKAK Accreditation Mark can be used in the stands of the building of the accreditation body of the accreditation body, on the doors, on the entrances or at the stands. • TURKAK Accreditation Mark should not be used in any way that means TURKAK approves or recommends any product or service. 			

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<div style="border: 1px solid black; padding: 5px; width: fit-content;">Special Terms</div>			<ul style="list-style-type: none"> TURKAK Accreditation Mark should not be used in any way to imply TURKAK's responsibility for certification and inspection activities within the scope of accreditation. All activities that have been accredited by TURKAK should be clearly indicated in all documents and reports having TURKAK Accreditation Mark. TURKAK Accreditation Mark regarding product certification can only be used together with the logo of the accredited product certification body for products produced within the scope of accredited product certification activities. TURKAK Accreditation Mark given to the accredited inspection bodies shall not be placed on the inspected material or product nor should it be used to imply product certification or approval. The organization whose accreditation is suspended by TURKAK must immediately stop using certificates, report etc. containing TURKAK Accreditation Mark. The organization whose accreditation is cancelled by TURKAK must immediately stop using all kinds of certificates, reports, advertisements, promotions etc. containing TURKAK Accreditation Mark. 			

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<div style="border: 1px solid black; padding: 5px; width: fit-content;">Special Terms</div>			<ul style="list-style-type: none"> An accredited institution that gives the right to use its own trademark should have procedures to ensure that if the accreditation is canceled by TURKAK, the institutions that makes entitled to use the trademark immediately cease use of TURKAK Accreditation Mark on advertising and supplies, advertising, products, labels and packaging. If the accredited institution has more than one branch and some of these branches are accredited, TURKAK Accreditation Mark must be used only by accredited branches. If a common form is used in all branches, TURKAK Accreditation Mark can be used in the related document, but it should be clearly stated which branches are accredited next to the mark. TURKAK has the right to change the conditions stated in this Guide without prior notification. Organizations with more than one accreditation should only use the relevant Accreditation mark at the output of the conformity assessment activity (Test/Inspection Report, Certificates, etc.). TURKAK accepts no responsibility for the accuracy of the test, calibration or inspection results or certification decisions bearing the TURKAK Accreditation Mark. TURKAK Accreditation Mark can never be used in any 			

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<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 10px auto;">Special Terms</div>			<p>test report or certificate which do not have any accreditation. In this kind of reports/certificates, no reference must be given to the accreditation and multi sided recognition agreements.</p> <ul style="list-style-type: none"> • If a laboratory/inspection body accredited by TÜRKAK has become accredited from another accreditation body, this organization shall use the accreditation mark of the other accreditation body without using TURKAK Accreditation Mark in accordance with its preference in the reports/certificates it issues. • In case the organizations accredited by TURKAK use letterhead paper bearing TURKAK Accreditation Mark in the reports to be sent together with the reports or certificates that do not contain the results of the accreditation, a notification should be included for stating that the results of the attached report/certificate are not within the scope of accreditation. • Certification bodies that have more than one accreditation in the same context should use the mark of at least one of the accreditation bodies that accredit it in their certification of the scope they are accredited or in other certification documents. • The certification organizations should audit the forms of use of TURKAK Accreditation Marks by the organizations they certify. The certification 			

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<div style="border: 1px solid black; padding: 5px; width: fit-content;">Special Terms</div>			<p>organizations should define under what conditions they shall use TURKAK Accreditation Marks.</p> <ul style="list-style-type: none"> • If an accredited inspection body wishes to prepare a report by using the results obtained from the subcontractor and the results within its own accreditation, it should clearly state which results of the inspection work are derived from the subcontract in the issued report or certificate. • When a joint report/certificate on accreditation and non-accreditation activities is issued, the conformity assessment body should ensure that the client can easily distinguish between accreditation and non-accreditation activities. In such cases, the inspection body shall attach one of the following statements to the cover or the first page of the report. <ul style="list-style-type: none"> a) "The inspection results marked as "accredited by TÜRKAK" in this report/certificate are related to the scope detailed in TURKAK Accreditation Certificate numbered b) "The results of the inspection, which are marked as "not accredited by TÜRKAK" in this report/certificate, are not within the scope of the accreditation received from TURKAK. <p>This statement should be easily legible and a marking</p>			

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<div style="border: 1px solid black; padding: 5px; width: fit-content;">Special Terms</div>			<p>should be made on the internal pages of the inspection report to ensure that the results within accreditation are easily distinguished from the results not within accreditation.</p> <ul style="list-style-type: none"> • TURKAK Accreditation Mark should not be used in certificates/reports issued for inspection activities not covered by accreditation. • If UDK publishes a report/certificate containing TURKAK mark outside the scope of the related accreditation, it should promptly withdraw the report/certificates and notify the customers that they should not refer to the accreditation. In addition, UDK should make an evaluation/risk analysis to determine whether there are similar situations exist, to submit corrective action plans to TURKAK and to send the results to TURKAK on time. • The certification body whose accreditation has been withdrawn or limited should notify its customers about the withdrawal/limitation and its results. In addition, in cases when the accreditation is withdrawn, the certificates given within the accreditation must also be withdrawn. • TURKAK Accreditation Mark should be used in reports and certificates issued as result of the conformity evaluation accreditation performed within TURKAK 			

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Special Terms			<p>accreditation (except the situations mentioned in 9.5, 9.6 and 9.11 Articles of this guide). TURKAK Accreditation Mark may not be used in the reports and certifications considered to be inappropriate for use of TURKAK Accreditation Mark, provided that written permission from TURKAK is obtained together with the mentioned report or certificate sample, or only written citation can be made for TURKAK accreditation.</p>			
TBDS Barcode Application	7.0		<p>The Accredited Management System Certification Organizations should place TBDS Barcode produced by TURKAK Document Verification System beside TURKAK Mark (left or right, above or below) in the certificates to be regulated, provided not to be smaller than 20x20 mm in the following form. Other forms of use may be applied with the approval of TURKAK.</p> <div style="text-align: center;"> <p>(a)</p> <p>(b)</p> </div>		8.3	EN ISO/IEC 17021



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<div data-bbox="152 726 371 818" style="border: 1px solid black; padding: 5px; width: fit-content;"> TBDS Barcode Application </div>			<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">  <p>(c)</p> </div> <div style="text-align: center;">  <p>(d)</p> </div> </div> <p>TURKAK code to be used under barcode shall be given by the system after the information is entered in TBDS platform and it consists of 9-10 alphanumeric characters.</p> <p>The Management System Certification Organizations must mention that the documents can be inquired by making the barcode produced by TBDS read by mobile devices or from the address 'https://tbds.turkak.org.tr' with TBDS Document No.</p>			

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Logo Request	8.0	Logo request and distribution	<p>TÜV AUSTRIA TURK logo and related brands may be used within the scope of the service in accordance with the rules set forth, if requested by the companies with TÜV AUSTRIA TURK evaluated for conformity, testing or certification.</p> <p>Requests may come from the customer through any kind of virtual environment such as telephone, e-mail. Requests shall be sent to the Unit's Quality Management Representative through the Coordinators of the related departments (Operations, Certification and Testing Services).</p> <p>The drafts shall be shared with the Customer's Coordinators on the Quality Unit's information in the light of the customer's logo and trademark request within a maximum of five (5) business days. Logo and Mark Usage Guidelines may be issued in accordance with the contract with the customer.</p>	<p>e-mail</p> <p>GUI -001a Logo Usage Guide</p>	<p>4.1.3</p> <p>8.3</p> <p>9.7</p>	<p>EN ISO/IEC 17065</p> <p>EN ISO/IEC 17021</p> <p>EN ISO/IEC 17024</p>
Logo Usage Approval	9.0	Logo Draft Approval	<p>A suitable draft work developed by the customer for use of the logos delivered by the relevant Unit Coordinators of the customer is shared with TÜV AUSTRIA TURK (infoturkey@tuv.at)</p> <p>The shared logo is reviewed in accordance with the Logo Usage Guide and is approved by the Quality Unit in line with the required examinations by mail. If the logo is used without any modification on the logos in the usage guidelines, the draft can be approved directly.</p>	<p>e-mail</p> <p>GUI -001a Logo Usage Guide</p> <p>Logo Usage Approval Mail</p>	<p>4.1.3</p> <p>8.3</p>	<p>EN ISO/IEC 17065</p> <p>EN ISO/IEC 17021</p>

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CE Mark Usage	10.0	CE Mark Usage:	<p>“CE” mark;</p> <p>1) It consists of the letters "CE" in accordance with the shape shown in Figure-1 and it cannot be changed in terms of design except for enlargement and minimizing according to the proportions in the diagram,</p> <p>Figure 1</p> <p>2) Unless otherwise specified in the relevant technical regulation, it shall be a minimum of 5 mm,</p> <p>3) In the case that it is not possible due to the product or information plate or the structure of the product or its permanence cannot be guaranteed, it is located on the</p>	<p>F 063 Logo Usage Principles</p> <p>GUI -001a Logo Usage Guide</p>	Article 11	<p>305/2011/A B</p> <p>"CE" MARK REGULATI ON</p> <p>2014/68/AB</p>

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Usage of Logo and Marks Procedure



TÜV AUSTRIA TURK – General

Flowchart	No	Critical Activity	Description	Records	Reference	Standard
CE Mark Usage			<p>package and the documents with the product specified by the technical regulations in visible, readable and non-deletable manner,</p> <p>4) "CE" mark is located before the product is released to the market.</p> <p>5) "CE" mark shall be placed only by the manufacturer or its authorized representative.</p> <p>6) The "CE" conformity mark indicates compliance with all requirements compulsory by the manufacturer under the technical regulations or regulations stipulating that this marking is affixed to a product. In cases where the relevant technical regulation requires compliance with other non-essential requirements, the "CE" conformity mark indicates compliance with this requirement.</p> <p>7) "CE" conformity mark indicates that the product conforms to all the provisions of the relevant technical regulations and that the product has been subjected to the necessary conformity assessment procedures.</p> <p>8) When a product is subject to more than one technical regulation requiring affixation of "CE" conformity mark, the conformity mark "CE" indicates that the product conforms to the provisions of all relevant technical regulations. Where one or more of these technical regulations give the producer a</p>			

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Usage of Logo and Marks Procedure



TÜV AUSTRIA TURK – General

Flowchart	No	Critical Activity	Description	Records	Reference	Standard
CE Mark Usage			<p>choice on implementation during a transitional period, "CE" conformity mark only indicates compliance with the provisions of the technical regulation or regulations applied. In this case, the relevant provisions of the technical regulations applied shall be indicated in the documentation accompanying the product, in the warning and instruction manual, or, if possible, on the information plate.</p> <p>9) It should be affixed in visible, readable and non-deletable manner.</p> <ul style="list-style-type: none"> - A conformity mark other than "CE" conformity mark shall not be used to indicate compliance with all provisions of the technical regulations that require the product to be affixed with "CE" conformity mark. - "CE" conformity mark is affixed at the end of the production control phase. - "CE" conformity mark is affixed by the producer. When required by the relevant technical regulation, "CE" conformity mark shall be accompanied by the identification number issued by the European Commission of the notified body involved in the production control phase. The identity registration number of the notified body shall be affixed by itself or by the manufacturer under its own responsibility. - When it is necessary to specify the characteristics of 			

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Usage of Logo and Marks Procedure



TÜV AUSTRIA TURK – General

Flowchart	No	Critical Activity	Description	Records	Reference	Standard
CE Mark Usage			<p>use of particular products, there may be a "CE" conformity mark and a pictogram after the identification number of the notified body, or other marks indicating the characteristics of use.</p> <ul style="list-style-type: none"> - The product cannot bear any other signs that mislead third parties about the meaning and shape of the "CE" conformity mark. - Marks that indicate compliance with national or international standards or other regulations may be affixed to the product, packaging or documentation accompanying the product in such a way that "CE" does not preclude the visibility and legibility of the conformity mark. - CE mark must be affixed by the producer or its resident representative in the community. - CE mark must be affixed on the product or its plate in visible, readable and non-deletable manner. However, if this is not possible or cannot be guaranteed due to the nature of the product, it should be affixed on its package or to the accompanying document if the relevant directive envisages certain documents. - If a notified body intervenes at the production control 			

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Usage of Logo and Marks Procedure



TÜV AUSTRIA TURK – General

Flowchart	No	Critical Activity	Description	Records	Reference	Standard
<div style="border: 1px solid black; padding: 5px; width: fit-content;">CE Mark Usage</div>			<p>stage according to the directive to be applied, its identification number must follow the CE marking. The identification number is attached under the responsibility of the producer or its approved resident representative in the Community.</p> <ul style="list-style-type: none"> - The producer is ultimately responsible for compliance with the directive provisions of the product and affixing the CE mark whether or not it is resident in the Community. The producer may appoint an established representative within the Community to act on its behalf. Exceptionally, the person who supplies the product to the market may be deemed to have received the responsibility of the producer. - The CE mark must be in the following format. The proportions should be preserved if CE mark is expanded or collapsed. - CE mark symbolizes compliance with the mandatory public benefits covered by the aforementioned directives. For this reason, it must be considered as an essential information to be communicated to the competent authorities of the member states together with other interested parties (for example distributors, consumers and other users). Accordingly, it means that all parties can reach CE mark as per visibility. The CE marking can be attached, for example, under 			

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Usage of Logo and Marks Procedure



TÜV AUSTRIA TURK – General

Flowchart	No	Critical Activity	Description	Records	Reference	Standard
<div style="border: 1px solid black; padding: 5px; width: fit-content;">CE Mark Usage</div>			<p>or behind a product. It must be at least 5 mm high to be readable. Under normal circumstances, it must be irretrievable in order not to be remedied without leaving noticeable traces. (For example, some product standards use rubbing tests with water and petroleum products). However, this does not mean that the CE mark is an integral part of the product.</p> <p>10) In cases where the relevant technical regulation requires, beside the "CE" mark;</p> <ul style="list-style-type: none"> - The identification number of the notified body involved in the production control phase is also included. - The identity registration number shall be issued by the producer or the authorized representative of the producer within the framework of the instructions of the notified body itself. <p>11) The product cannot bear any other signs that mislead third parties about the meaning and shape of the "CE" conformity mark. All kinds of other marks can be attached to the product only if they do not deteriorate visibility, readability and meaning of CE mark.</p> <p>12) "CE" mark may only be used in products for which technical regulations are required, it cannot be used for other products.</p>			



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Usage of Logo and Marks Procedure



TÜV AUSTRIA TURK – General

Flowchart	No	Critical Activity	Description	Records	Reference	Standard								
			<p>13) The number of "2737" which is the Notified Body number of TÜV AUSTRIA TURK is attached on the right of the "CE" marks affixed on the product inspected in terms of type conformity made by TÜV AUSTRIA TURK in accordance with the following figure:</p>  <table border="1" data-bbox="913 683 1379 815"> <thead> <tr> <th>Regulation</th> <th>Module</th> <th>Document</th> <th>Product</th> </tr> </thead> <tbody> <tr> <td>305/2011/AB</td> <td>System 2+</td> <td>NO</td> <td>YES</td> </tr> </tbody> </table>	Regulation	Module	Document	Product	305/2011/AB	System 2+	NO	YES			
Regulation	Module	Document	Product											
305/2011/AB	System 2+	NO	YES											
	11.0	USE OF CE MARK AND LABEL UNDER THE DIRECTIVE OF CONSTRUCTION MATERIALS (305/2011 / EU)	<p>The manufacturer is responsible for addition of CE Mark.</p> <p>The CE mark symbol to be affixed shall be in conformity with this instruction and the accompanying label shall be displayed on the packaging or on the commercial documents accompanying it. The following must be present in the marking;</p> <ul style="list-style-type: none"> - Where appropriate, the "performance specification not made" expression, - In cases where the characteristic is exposed to threshold levels, "No performance specification" expression, - A list of documents related to other legislation that alleges compliance, <p>the information required by the relevant legislation ("CE"</p>	Relevant Harmonized Standard Annex ZA	4.1.3	<p>EN ISO/IEC 17065</p> <p>305/2011/AB</p> <p>"CE" MARK REGULATION</p>								

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Usage of Logo and Marks Procedure



TÜV AUSTRIA TURK – General

Flowchart	No	Critical Activity	Description	Records	Reference	Standard
			<p>MARK REGULATION published in the Official Gazette No 28213 dated 23.02.2014) in an appropriate manner.</p> <p>If the performance statement was not issued by the producer, CE mark can not be placed on building materials.</p> <p>CE mark respectively includes the following;</p> <ol style="list-style-type: none">1. The last two numbers of the first year of affixation,2. The mark which easily identifies the producer's name and registered address or the name and address,3. Identification code unique to the product type without confusion,4. The reference number of the performance statement,5. The level or class of performance declared,6. Applicable harmonized technical specification number,7. The identification number of the notified body,8. Information relating to the intended use contained in the harmonized technical specification to which the material is subject.			


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Usage of Logo and Marks Procedure



TÜV AUSTRIA TURK – General

Flowchart	No	Critical Activity	Description	Records	Reference	Standard	
			 01234 ABC Ltd, Posta kutusu 132 06100 Ankara 02 01234-CPD-00234 EN 10219-1 Bina yapımı ve inşaat mühendisliği için soğuk şekillendirilmiş çelik borular Mamulün kısa gösterilişi S355J2H Tehlikeli madde X: 0,2 ppm'den az Süneklik: NPD (kaplama ile)	Direktif 93/68 EEC de verilen "CE" sembolünden ibaret CE uygunluk işareti. Yetkili kurulum tanıtım numarası (uygun olan yerlerde) İmalâtçının adı veya tanıtıcı işareti ve kayıtlı adresi İşaretlemenin yapıldığı yılın son iki rakamı Belge numarası (uygunsa) Avrupa Standardı numarası Mamulün tanıtımı ve Düzenlenmiş karakteristiklerle ilgili bilgiler			
Usage of NoBo Number	12.0	CE MARK'S USAGE WITH TÜV AUSTRIA TURK APPROVED ORGANIZATION NUMBER	TÜV AUSTRIA TURK Approved Organization ID Number: 2737 . CE 2737 mark can only be used if the Factory Production Control Certificate issued by TÜV AUSTRIA TURK for the product is available and if these certificates are valid.	Relevant Harmonized Standard Annex ZA	4.1.3	EN ISO/IEC 17065 305/2011/A B	

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Usage of Logo and Marks Procedure



TÜV AUSTRIA TURK – General

Flowchart	No	Critical Activity	Description	Records	Reference	Standard
			<p>CE 2737 mark shall be affixed in accordance with Annex ZA of the relevant harmonized technical specification.</p> <p>Factory Production Control Certificates issued by TÜV AUSTRIA TURK can only be used when it is actual and valid.</p> <p>From the date the certificates are suspended or canceled, customers can not use TÜV AUSTRIA TURK Approved Identification Number (2737) and the certificates.</p> <p>TÜV AUSTRIA TURK controls conformity of use of the Approved Identification Number (2737) and the certificates in the Factory Production Control audits.</p> <p>If the audit team detects an irregularity related to the use of the certificate and the Approved Identification Number (2737), the transaction is initiated according to the relevant documentation procedure, suspends or cancels the certificate, as appropriate.</p> <p>The Producer's Declaration of Performance (DoP), CE mark and other declarations are the responsibility of the producer in terms of misuse of the Notified Body number or use outside the certificate's purpose.</p>			<p>"CE" MARK REGULATI ON</p> <p>2014/68/AB</p> <p>2006/42/AB</p>


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Usage of Logo and Marks Procedure



TÜV AUSTRIA TURK – General

Flowchart	No	Critical Activity	Description	Records	Reference	Standard																
			 2737 <table border="1"> <thead> <tr> <th>Regulation</th> <th>Module</th> <th>Document</th> <th>Product</th> </tr> </thead> <tbody> <tr> <td>305/2011/AB</td> <td>System 2+</td> <td>NO</td> <td>YES</td> </tr> <tr> <td>2014/68/AB</td> <td>Related</td> <td>NO</td> <td>YES</td> </tr> <tr> <td>2006/42/AB</td> <td>Related</td> <td>NO</td> <td>YES</td> </tr> </tbody> </table>	Regulation	Module	Document	Product	305/2011/AB	System 2+	NO	YES	2014/68/AB	Related	NO	YES	2006/42/AB	Related	NO	YES			
Regulation	Module	Document	Product																			
305/2011/AB	System 2+	NO	YES																			
2014/68/AB	Related	NO	YES																			
2006/42/AB	Related	NO	YES																			

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Usage of Logo and Marks Procedure



TÜV AUSTRIA TURK – General

Flowchart	No	Critical Activity	Description	Records	Reference	Standard
	13.1	Review Activities	<p>At regular intervals, the logos used by the customers in the respective products or in different circles are controlled. The follow-up is carried out by the Unit Quality Management Representatives on quarterly and annually during regular inspections by the inspectors through the following headings:</p> <ul style="list-style-type: none"> ✓ General appearance, typographical errors, ✓ Usage places, ✓ Dates, standard and revision, ✓ Company name, address, signature, seal, ✓ Exclusions and eligibility, ✓ TÜV AUSTIA TURK and the accreditation institution's logo, ✓ Web site review <p>The reviews made by the responsible persons are processed by the respective Coordinator of each department by using LST-001a Logo Usage as a Checklist. The review activities conducted by auditors are performed according to the checklist of the relevant audit set and the Logo Usage Guide and are processed in the relevant checklist.</p>	LST-001a Logo Usage Check List	4.1.3	EN ISO/IEC 17065

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Usage of Logo and Marks Procedure



TÜV AUSTRIA TURK – General

Flowchart	No	Critical Activity	Description	Records	Reference	Standard
Regular review of the logo	13.2		<p>Management systems can be carried out in the scope of certification through surveillance activities, as well as the use of the documented web sites of the organization in social media and institutions.</p> <ul style="list-style-type: none"> ✓ General appearance, typographical errors, ✓ Usage places, ✓ Dates, standard and revision, ✓ Company name, address, signature, seal, ✓ Exclusions and eligibility, ✓ TÜV AUSTRIA TÜRK and the accreditation institution's logo, ✓ Web site review 	LST-001a Logo Usage Check List	8.3	EN ISO/IEC 17021
	13.3		<p>After the test and inspection services, necessary reports and certificates are sent to the organizations receiving services. Organizations receiving test and inspection services cannot use the related logos and brands within these scope. If they use them in their advertisements or web sites, they are warned on the requirements of not including misleading information, identification within the scope of the received services, quality management documentation, and not making comparison with the conformity services.</p>	FRM-001a Certificate and Logo Usage Warning	-	EN ISO/IEC 17025 EN ISO/IEC 17020
Warning for Improper Cases	14.1	Improper Use	<p>TÜV AUSTRIA TURK notifies the customers in writing about the inappropriate use of the logo and reserves the right to suspend the certificate, document (or related documents) until the inappropriate situation is removed. It also requires</p>	e-mail LST-001a Logo Usage Check List	4.1.3	EN ISO/IEC 17065

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Usage of Logo and Marks Procedure



TÜV AUSTRIA TURK – General

Flowchart	No	Critical Activity	Description	Records	Reference	Standard
Warning for Improper Cases			<p>the customer to initiate corrective action to remove the inappropriate situation.</p> <p>The customers are informed by warning letters about the use of the logo of the canceled companies. It is expected to stop using the logo and remove it from all related marketing and advertising materials within the specified time. Otherwise, legal actions shall be taken.</p>	FRM-001a Certificate and Logo Usage Warning		
	14.2	Improper Use	<p>TUV AUSTRIA TURK certificate and logos usage rights and rules are stated in 'MS-INS-001 Certification Rules Instructions' which is an integral part of the contract of service between TUV AUSTRIA TURK and the organization. TUV AUSTRIA TURK shall initiate the necessary procedures in case of a contrary usage to the rules stated here.</p> <p>The auditors check whether the certificate and the logo are used in accordance with the rules. As result of the controls, they are recorded in KYS/ÇYS/BGYS as appropriate. In case that nonconformity with the rules of use of certificate and logo is detected, this situation is explained in the related form or audit report. This situation is a subject of corrective action in the audit and it must be remedied. If necessary, the certification may be suspended or canceled by the Documentation Committee.</p> <p>In case that the certificate is suspended due to any reason, the certificate and the logo cannot be used by the related organization in that duration.</p>	<p>e-mail</p> <p>LST-001a Logo Usage Check List</p> <p>FRM-001a Certificate and Logo Usage Warning Letter</p> <p>MS-INS-001 Certification Rules Instruction</p>	8.3.4 8.3.5	EN ISO/IEC 17021


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Usage of Logo and Marks Procedure



TÜV AUSTRIA TURK – General

Flowchart	No	Critical Activity	Description	Records	Reference	Standard
			<p>In the suspension period, the auditors check whether the logo and certificate are used by the related companies by;</p> <ul style="list-style-type: none"> ✓ Visiting the websites during the audit, ✓ Inspecting the letterhead papers, etc. used during the suspension period, ✓ Questioning whether any tender is participated during the suspension period. <p>The Certification Service Controllers check whether the companies (if any) in suspension/withdrawal position posted on TÜV AUSTRIA TURK's website use the logo and certificates by visiting their web sites at the end of each month. In case of any malfunction, the Certification Manager is informed. In this regard, the Certification Manager shall send the "Certificate and Logo Usage Notice" to the related company and notify the Company to remove the Certificate and Logos from the Website within 3 business days. However, if the Company continues to use the Certificate and Logos, legal action shall be taken.</p>			
	15	Records	The LST- 001a Logo Usage Checklist and related records are stored according to the records check procedure.	LST-001a Logo Usage Check List FRM-001a Certificate and Logo Usage Warning Letter	-	EN ISO/IEC 17065 EN ISO/IEC 17024 EN ISO/IEC 17021

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Usage of Logo and Marks Procedure



TÜV AUSTRIA TURK – General

TÜV AUSTRIA TURK United Mark (TÜV - NAB *)



NAB LOGO

TÜV AUSTRIA TURK United Mark is created by using the logos covering the related accreditation organization and the accreditation scope together. The United Mark cannot be used by customers other than TÜV AUSTRIA TURK. Any unauthorized use may result in legal actions taken by TÜV AUSTRIA TURK.

NAB* National Accreditation Body

TÜV AUSTRIA TURK TÜRKAK A Type Inspection Body Mark



As an A-type Inspection Body, TÜV AUSTRIA TURK is the mark of TÜRKAK as an organization that shows its accreditation with AB-0188-M File Number. A Type Inspection Body Mark cannot be used by customers. Unauthorized reproduction or use in any way may result in legal action taken by TÜV AUSTRIA TURK.

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Usage of Logo and Marks Procedure



TÜV AUSTRIA TURK – General

TÜV AUSTRIA TURK TÜRKAK System Certification Mark



As a management systems certification body, TÜV AUSTRIA TURK is the mark of TÜRKAK as an organization that shows its accreditation with AB-0188-M File Number. The management systems certification mark can be used by the customers provided to be together with TÜV AUSTRIA TURK CERTIFIED SYSTEM & PRODUCT & SERVICE mark in compliance with this procedure and relevant guidelines. Unauthorized reproduction or use in any way may result in legal action taken by TÜV AUSTRIA TURK.

TÜV AUSTRIA TURK TÜRKAK Product-Service-Process Conformity Assessment Body Mark



TÜV AUSTRIA TURK, as a Product-Service-Process Conformity Assessment Body, is a mark that shows accreditation by TÜRKAK with AB-0083-U File Number. The Product-Service-Process Conformity Assessment Mark can be used by the customers provided to be together with TÜV AUSTRIA TURK CERTIFIED SYSTEM & PRODUCT & SERVICE mark in compliance with this procedure and relevant guidelines. Unauthorized reproduction or use in any way may result in legal action taken by TÜV AUSTRIA TURK.

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Usage of Logo and Marks Procedure



TÜV AUSTRIA TURK – General

TÜV AUSTRIA TURK TÜRKAĞ Personnel Certification Mark



As a personnel certification body, TÜV AUSTRIA TURK is the mark of TÜRKAĞ as an organization that shows its accreditation with AB-XXXX-P File Number. Personnel certification mark cannot be used by the related persons. Unauthorized reproduction or use in any way may result in legal action taken by TÜV AUSTRIA TURK.

TÜV AUSTRIA TURK TÜRKAĞ Test Laboratory Mark



As a test laboratory, TÜV AUSTRIA TURK is the mark of TÜRKAĞ as an organization that shows its accreditation with AB-XXXX-T File Number. The Test Mark can be used by the customers provided to be together with TÜV AUSTRIA TURK TESTED PRODUCT mark in compliance with this procedure and relevant guidelines. Unauthorized reproduction or use in any way may result in legal action taken by TÜV AUSTRIA TURK.

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Usage of Logo and Marks Procedure



TÜV AUSTRIA TURK – General



TÜV AUSTRIA TURK is the mark which shows that it is approved by IAS as HEPER Test Laboratories. Unauthorized reproduction or use in any way may result in legal action taken by TÜV AUSTRIA TURK.

TÜV AUSTRIA TURK CERTIFIED PRODUCT



TÜV AUSTRIA TURK TESTED PRODUCT



TÜV AUSTRIA TURK CERTIFIED SYSTEM



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Usage of Logo and Marks Procedure



TÜV AUSTRIA TURK – General

TÜV AUSTRIA TURK CERTIFIED SERVICES	TÜV AUSTRIA TURK CERTIFIED SYSTEM	TÜV AUSTRIA PARTNER

Instructions for use of TUV AUSTRIA TURK and TUV AUSTRIA CERT GMBH logo for a product manufactured in a Certified Management System:

		On Product *1	On boxes, parcels etc. used for the transport of goods, including vehicles, in additional packages *2	Letterheads, websites, brochures, advertising materials, ads on the vehicle
TÜV AUSTRIA TURK *3	With explanation *4	Not allowed	Use of logo is not allowed. Only description can be written.*4	Allowed *5*3
TÜV AUSTRIA CERT GMBH	Without explanation	Not allowed	Not allowed *4	Allowed *5

*1) The product is the product itself or the product's box etc. (If the certified organization gives, for example experiment services, the product is the experiment report).

*2) The additional packaging referred to here is not intended to reach the final consumer, but is the supplementary packages, such as box, etc., enclosing the packaging specified in *1.

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Usage of Logo and Marks Procedure



TÜV AUSTRIA TURK – General

- *3) TÜV AUSTRIA TURK logo indicates that the organization has been certified for its quality/environment/food and information security management system and is in a unique form.
- *4) Only explanation can be written. This statement should be given clearly as **"XYZ company's ISO 9001:2015 Management Systems Certification was made by TÜV AUSTRIA TURK"**.
- *5) Particular attention should be paid to use of TÜV AUSTRIA TURK logo in such a way that it is not contrary to ISO/IEC 17021-Article 8.4.

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Usage of Logo and Marks Procedure



TÜV AUSTRIA TURK – General

Table 1 Revision Tracking Chart

#	Revision Date	Revision Description	Issuer	Controlled by	Approved by	Reviewing
IDC	11.04.2016	Internal Disciplinary Control (IDC)	DÇO	SYI	YUN	-
IFR	11.04.2016	Published for review. (IFR)	DÇO	SYI	YUN	-
0	18.04.2016	Approved for application. (AFA)	DÇO	SYI	YUN	-
1	30.06.2016	The use of logos has been expanded.	SYI	-	YUN	-
2	14.07.2016	CE Logo Practices and NoBo ID Number Usage were added.	SYI	-	YUN	-
3	15.08.2016	Developed for all departments as integrated documentation.	SYI	-	YUN	TÜRKAK Audit
4	14.06.2017	Addition of barcode application, determination of the issues related to the implementation of TURKAK mark.	EAS	SYI	YUN	TÜRKAK Audit
5	16.06.2017	The use of the logo on the packaging has been removed.	EAS	SYI	YUN	-
6	17.07.2017	Unaccredited logo usage was added. TUV AUSTRIA partner logo was added.	EAS	SYI	YUN	-
7	18.12.2017	The year-end document has been revised within the scope of inspection.	EAS	SYI	YUN	-

PREPARED BY / REVISED BY (Name, Surname, Position, Signature)	CHECKED BY (Name, Surname, Position, Signature)	CONFIRM / RELEASE (Name, Surname, Position, Signature)
ELİF ASİL Quality Management Representative	SELİM YILMAZ Quality Unit Manager	YANKI ÜNAL General Director

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Usage of Logo and Marks Procedure



TÜV AUSTRIA TURK – General

ANNEX -1 CE Label

Example CE Marking of information on material properties and geometric data and product properties

XXXX
COMPANY ADDRESS POST CODE 00
Manufacturers Certificate Number
STANDARD COMPLIANCE Name of the product
<p>Tolerances on geometrical data:</p> <p>Weldability:</p> <p>Fracture toughness: 27 Joule at 0 C</p> <p>Reaction to fire: Material classified: Class A1</p> <p>Release of cadmium: NPD</p> <p>Emission of radioactivity: NPD</p> <p>Durability: Surface preparation according EN 1090-2, Preparation grade P3. Surface painted according to EN ISO 12944, see component specification for details.</p> <p>Structural characteristics:</p> <p>Load bearing capacity: Design according to NS 3472 and specification RW 302 from the Railway administration, see accompanying design brief and design calculations, DC 501/06</p> <p>Fatigue strength: RW 302</p> <p>Resistance to fire: NPD</p> <p>Manufacturing: According to component specification CS-506/2006, and EN 1090-2, EXC3</p>

XXXX
COMPANY ADDRESS POST CODE 00
Producer Certificate No
COMPLIANCE WITH STANDARDS Product's Name
<p>Geometric data tolerances: EN 1090-2.</p> <p>Weldability: Steel S 235 J0 according to EN 10025-2.</p> <p>Fracture toughness: 0°C - 27 J.</p> <p>Behavior against fire: Material class: A1 Class</p> <p>Cadmium emergence: NPD.</p> <p>Radioactivity emission: NPD.</p> <p>Resistance: Surface preparation degree is P3 according to EN 1090-2. Surface finish according to EN ISO 12944-5 S.1.09.</p> <p>Structural features:</p> <p>Design: NPD.</p> <p>Production: Element specification CS-034/2006 and EN 1090-2 application class according to EXC2.</p>