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Certificate and Logo's Procedure

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	<p align="center">Lex-Q Certifications (A Division of Lex Nimble Solutions Ltd)</p>	<p>LexQ_PR01_CLP_V1.1</p> <p>12-08-2019</p>
Certificate and Logo's Procedure		

1. **PURPOSE:** To define the procedure for the use of management system assessment certificates and Lex-Q and accreditation organization's registered logos and marks.

2. **SCOPE** Applies to all Lex-Q registered clients

3. **PROCEDURE**

All certificates issued by Lex-Q remain the property of Lex-Q and must be returned when requested.

Certificate holders must ensure that no incorrect references to Lex-Q certification system or misleading use of certificates or marks occur.

Lex-Q Registered Companies Logo is granted under license to those client companies who have obtained certification of their Quality Management System by Lex-Q after successful assessment to the applicable standard.

Where the Lex-Q Registration Certificate has been issued **under NABCB**, Accreditation Body's logo is too used in combination with the Lex-Q Registered companies' logo, as applicable.

Certificate Without the Accreditation Mark

when the audit is conducted within the scope of accreditation of accreditation body, the issued certificate have the logo of Lex-Q and accreditation body logo.

When the audit is conducted out of scope of accreditation of accreditation body, the certificate shall be issued without accreditation body logo and this certificate shall be known as unaccredited certification.

The issue of unaccredited certificate arises in two situations – 1. When Lex-Q looking for scope of Extension for any management system certification, which is not accredited by accreditation body. In this situation Lex-Q shall conduct the Audit and issue the certificate and submit the report along with copy of certificate to accreditation body for evaluation and to demonstrate Lex-Q competency in desire management system certification. 2. Client is requested for unaccredited certificate, which is out of Lex-Q accreditation scope. (for Example, issue of EMS, Ohsas certificate or ITSM certificate etc)

The certificate without accreditation mark could be issued under above situation. The reliability for the certificate without accreditation mark shall be ensured by the Lex-Q and organization that desires to obtain the unaccredited certificate.

At the time of receipt of application from client for unaccredited certification. The Lex-Q sales team shall notify to client in advance that a certificate without accreditation mark presents that it is not accredited certificate, therefore legal or institutional benefits is limited and disadvantage due to the lack of reliability can be taken in import, export, international tender, etc by buyer or relevant body.

Lex-Q CERTIFICATION LOGO

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Lex-Q Certifications Registered Companies Logo can be applied to stationery and publicity material that relates to the company's Scope of Registration. This can include brochures, product cards, advertisements etc. The mark **shall not** be used on laboratory test reports, calibration and inspection certificates and not applied directly to the product or packaging, whether secondary or primary or in such a manner as to imply that any individual product has been approved.

ACCREDITATION LOGO

- The Accreditation Logo may only be used in combination with the Lex-Q Logo and is limited to stationery, literature and other written promotional materials. It cannot be applied to the product or packaging and whether secondary or primary. The Accreditation Symbol shall be displayed only in the appropriate form, and color as demonstrated in figure below.
- The Accreditation Logo shall not be used in such a way as to suggest **that the Accreditation** Body or government Organization it represents have certified or approved the activities of the Company, or in any other manner which can mislead.
- The Certification Body/Accreditation Logo may be uniformly reduced or enlarged but must be clearly. Visible, shows accreditation number of management system certification body
- If an accredited certificate holder fails to comply with these regulations or uses the logos in any misleading manner, Lex-Q reserves the right to withdraw or cancel its certificate upon which action, the certificate holder shall immediately cease to use the logos and withdraw the existing stock of its stationery and other promotional brochures etc. bearing the logos, from further use.
- Such action could include requests for correction and corrective action, suspension, withdrawal of certification, publication of the transgression and, if necessary, legal action.
- The NABCB Accreditation Mark as relevant shall be used to refer to the accredited status of the certificate, and where applicable in conjunction with mark of the Lex-Q Certifications. to refer to the accredited certificates issued to the certified organization by the Lex-Q.
- The NABCB Accreditation mark as relevant shall not be used in any way that it misleads the reader about the accredited status of the certification.
- The certified client from Lex-Q certification, neither the use the Lex-Q's nor the NABCB logo shall be used on the packaging of a product, labels, publicity material, written announcements etc.
- For product certification the certification body may authorize the use of their mark on the products in accordance with their procedures. Use of NABCB mark on products is not permitted.

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- NABCB Accreditation Mark shall not be displayed on vehicles except in publicity material like part of a large advertisement.
- NABCB Accreditation Mark shall not be displayed on buildings and flags.
- NABCB Accreditation Mark shall not be used on the visiting cards.
- Lex-Q upon suspension or withdrawal of its accreditation shall discontinue use of NABCB Accreditation Mark

EXAMPLE:

Horizontal arrangement



Vertical arrangement



The Quality Manager shall determine and initiate suitable action against a client if the use of the Certificate of System Assessment and/or logo(s) is not in compliance with this procedure. This action shall include client corrective actions and may include withdrawal and potential legal action. These actions shall be documented to the client.

Upon cancellation of the registration agreement the client shall refrain from any use of the Certificate of System Assessment and/or logos. The certificate(s) shall be returned to Lex-Q upon request.

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