



## Use of Certification Mark Policy

### Policy

The rules set out in this policy govern the way in which the ICA Risk certification mark can be used. Compliance to this policy is detailed within the terms and conditions within our contracts and will be monitored during surveillance and recertification audits. All organisations we provide certification to must comply with these rules.

### Rules for the Display of the Certification Mark

1. Electronic versions of the certification mark shall be provided to all clients. Redrawn approximations shall not be used.
2. The minimum height of the certification mark shall be 20mm. Any changes to the size of the certification mark shall not change the proportions of the mark supplied.
3. Where there is a space limitation, the certification mark may be reproduced at a reduced height.
4. The mark must always be legible with no infilling regardless of size, including where the mark is reproduced electronically. Degradation and/or distortion must also be avoided.
5. The certification mark may be displayed on stationery if the client's name or logo is also displayed, is no more prominent than the client's name or logo and is not shown more than once per certification held.
6. The size of the certification mark shall be no greater than 30mm in height on unfolded stationary up to A4 size. On unfolded stationary larger than A4, the certification mark shall be increased proportionately.
7. The certification mark may be printed in black and white, or in the predominant ink colour of the document or letterhead it appears on. Prior written consent from ICA Risk will be required to reproduce the certification mark in any other colour.
8. Embossed, relief, or die-stamped versions may be used, and the certification mark may be reproduced as a watermark.
9. Where the scope of certification has changed, the client must amend any advertising as appropriate.
10. The International Compliance Association logo must not be used in reference to a client's certification.

### Restrictions on the Use of the Certification Mark

1. The certification mark may only be used in connection with the awarded certification and must be relevant to the certificate.
2. The certification mark shall not be displayed on any vehicle, building or flag.
3. The certification mark may be displayed on internal walls and doors, and on exhibition stands.
4. The certification mark shall not be used in such a way as to suggest that ICA Risk has certified, or approved, any product or any service supplied by a licensee of a client's mark, or in any other misleading manner.
5. The certification mark should not be used in a way as to imply that ICA Risk accepts responsibility for activities carried out under the scope of certification.
6. Where the certification mark is used on quotations, it must be made clear which activities are not certificated by ICA Risk.

7. The certification mark shall not be applied to laboratory test, calibration, or inspection reports or certificates.

#### Use of the Certification Mark in Publicity Material

ICA Risk's certification mark can be used within client's publicity materials. This does not include notices, labels, documents or written announcements on goods or products, primary packaging, or promotional products.

#### Suspension, Termination or Withdrawal of Certification

Upon suspension, termination or withdrawal of certification, clients must immediately cease distribution of all items on which the certification mark is displayed and must remove the certification mark from their website.

#### Example of ICA Risk Certification Mark



If you have any queries about the use of the ICA Risk certification mark, please contact ICA Risk on [risk@int-comp.org](mailto:risk@int-comp.org).

ICA Risk reserves the right to amend this policy without prior notice. Existing clients shall receive notification of changes as appropriate.

#### Use of UKAS Accreditation Mark

Only ICA Risk are permitted to use the UKAS Accreditation Symbol. The UKAS Accreditation Symbol will be used in line with the Accreditation Logo and Symbols guidance document, as well as ICA Risk's rules for its own certification mark, detailed above.

Any use of the UKAS Accreditation Symbol must include ICA Risk's accreditation number, printed centrally below the symbol.

ICA Risk shall make it clear throughout all quotations, reports, certificates, and promotional material, which certification activities are accredited, and which are not.

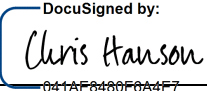
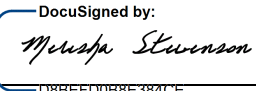
Any instances where these rules have not been followed shall be referred to UKAS.

#### Version History

Date of Release	Summary of Changes
06/04/21	Document reviewed in line with change of management.
15/12/21	Added version history. Amended policy and rules to clarify the use of ICA Audit's certification mark, and the UKAS accreditation symbol. Added new certification mark.
February 17, 2022   17:10 GMT	Rebrand to ICA Risk.



Review & Approval

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Date: <b>February 17, 2022   16:00 GMT</b>	Date: <b>February 17, 2022   17:10 GMT</b>