





## Use of Certification Symbols, Reference to Certification and Combined Marks Rules



AG01-D02

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## 1. Introduction

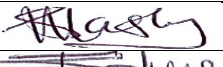

- 1.1. The Institute of Bio Research and Training in Southern Africa “IBRATSA” offers third party certification services (“Services”) in order for prospective and existing Clients to be able to demonstrate conformity to the Certification Scheme(s) to their customers and end-users of their products.
- 1.2. Certification provides formal recognition that a company meets certain standards of quality, performance, technical expertise and competence.
- 1.3. Once certified a company is entitled to use the IBRATSA certification symbol and/or appropriate words in its reports, certificates, advertising / publicity material and stationery, in accordance with the rules as prescribed in this document.

## 2. Purpose and Scope

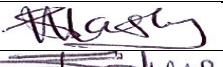

- 2.1. This document sets out the rules for IBRATSA certified companies to use:
  - 2.1.1. IBRATSA Certification Symbols or reference to IBRATSA certification.
  - 2.1.2. IBRATSA Certification Symbols together with the SANAS Certification Symbol as applicable, referred to as the “Combined Mark”.
  - 2.1.3. The rules contained in this document shall be applied by all IBRATSA certified companies using the IBRATSA Certification Symbol or Combined Mark.

## 3. Format and display of Certification Symbols or reference to IBRATSA Certification

- 3.1. The IBRATSA Corporate logo, as depicted in annexure 1 diagram A below, is for the exclusive use of IBRATSA and may not be used by any other company or organisation.
- 3.2. The IBRATSA Certification Symbols, are depicted in annexure 1 diagram B, diagram C and diagram D and designed for management system certification schemes.
- 3.3. The Certification Symbol or reference to certification may only be used once certification has been granted.
- 3.4. The Certification Symbol shall be used by a certified client only under the name or the registered trade name of the legal entity in which it holds certification.
- 3.5. The Certification Symbol shall be displayed only in the appropriate format, proportion, colour and wording as depicted in annexure 1 diagram B, C and D of this document.
- 3.6. A certified client shall only display the IBRATSA certification number(s) or reference to IBRATSA certification with the relevant IBRATSA certification symbol on reports or documents of the company in matters covered by the scope of certification, in addition to all other requirements detailed in this document.

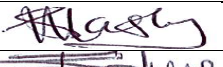

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- 3.7. Where it is not practical for the client to display the relevant Certification Symbol, the client is entitled to, without variation, use the relevant phrase with the certification number as per the following examples:
- 3.7.1. “an IBRATSA certified ISO 13485:2016 Medical Devices QMS Manufacturer: No. MD/001/20”.
- 3.7.2. “an IBRATSA certified ISO 13485:2016 Medical Devices QMS Distributer: No. MD/001/20”.
- 3.7.3. “an IBRATSA certified ISO 13485:2016 Medical Devices QMS Importer/Export: No. MD/001/20”.
- 3.7.4. “an IBRATSA certified ISO 9001:2015 QMS Manufacturer: No. QMS/001/20”.
- 3.7.5. “an IBRATSA certified ISO 9001:2015 QMS Distributer: No. QMS/001/20”.
- 3.8. The IBRATSA Certification Symbol can only be used in combination with the certified client’s logo, mark and/or name, and without being more prominent than that of the client.
- 3.9. Use of logos, marks, or names of other organisations on the same document shall not be used in combination with the IBRATSA Certification Symbol or in any other way which might imply that IBRATSA has certified those organisations.
- 3.10. The IBRATSA Certification Symbol or reference to certification shall not be:
- 3.10.1. Placed on any product or item which a client has manufactured or will be distributing.
- 3.10.2. Used to imply or create the impression that IBRATSA approved or certified their product.
- 3.11. Electronic reproduction of the marks is permitted (including Internet web sites) provided that the requirements are met and:
- 3.11.1. The client’s certificate number is printed under the mark.
- 3.11.2. The mark is reproduced so that infilling does not occur.
- 3.11.3. Degradation and/or distortion of the mark graphic is avoided.
- 3.11.4. Computer files of the marks shall be prepared from mark masters.
- 3.12. Redrawn approximations must not be used. Reversed-image versions of the Certification marks are available, and artwork masters are available on request.
- 3.13. The organisations’ certificate number shall be printed centrally underneath the Certification mark. All other rules for use of Certification marks apply to these versions.
- 3.14. Certification marks / logo shall not be used in any way that might mislead the reader

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about the status of a certified organisation, activities outside the scope and imply that product, process or service is certified. Holders of Certificate shall not make use or permit any misleading statement or use of certification document.

- 3.15. The certified client may indicate compliance with Certification scheme(s) requirements in the following manner:
- 3.15.1. On its letterheads and stationery.
  - 3.15.2. In advertising or in promotional material.
  - 3.15.3. On a panel or boarding that identifies its premises or the nature of its business.
  - 3.15.4. On a flag to be displayed at such premises.
  - 3.15.5. On a fleet vehicle or delivery vehicle, provided that, in all instances referred to in this Clause 3, it is clear from such display through the use of appropriate descriptors if necessary that the Compliance Certificate relates to the subject of QMS certification only and not to the Client Services/Products.
  - 3.15.6. Certification marks may be displayed on internal walls and doors, and on exhibition stands.
- 3.16. Certification marks shall not be used in such a way as to suggest that IBRATSA or SANAS has certified, or approved, any product or any service supplied by a licensee of a mark, or in any other misleading manner.
- 3.17. A certified client shall not make any misleading or unauthorized statement regarding its certification. Certification marks shall not be used in such a way as to imply that IBRATSA accepts responsibility for activities carried out under the scope of Certification and/or certification.
- 3.18. The manner in which the certified client uses its certification should be protective of IBRATSA and its certification system reputation.
- 3.19. A certified client shall amend all its advertising material when the scope of certification has been reduced.
- 3.20. A certified client shall, upon suspension of IBRATSA certification, immediately cease to issue any certificates/reports/labels displaying the IBRATSA Certification Symbol or containing references to IBRATSA certification for work done during the suspension period.
- 3.21. The client shall also cease to issue any other materials (such as advertising or publicity materials, etc.) displaying the IBRATSA Certification Symbol or containing references to IBRATSA certification during the suspension period.
- 3.22. A certified client shall, upon termination of IBRATSA certification, immediately cease distribution of all items on which the IBRATSA Certification Symbol, or any reference to IBRATSA certification, is displayed.

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#### 4. Annexure 1: Images of IBRATSA Corporate Logo and IBRATSA Certification Symbols

Diagram A : IBRATSA Corporate logo





Diagram B : Certification Symbols for ISO13485 and ISO9001



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## History of Document Changes

Rev No./ Issue No.	Date	Description of Changes	State (Approved / Not Approved)	Change Initiator (Initials)	New Rev No./ Issue No.
0/1	01/09/20	Initial Release	Approved	FM	0/1
1/1	10/06/2024	New Rev/Issue as part of the Re-coding and re-structuring of QMS documents. Revision of relevant in-text.	Approved	FM	1/1

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