Use of Certification Marks under the HKCAS Accreditation Symbols

1.0 Introduction

1.1 Hong Kong Accreditation Service (HKAS) under the Hong Kong Certification Body Accreditation Scheme (HKCAS) granted accreditation to Green Council (GC). GC is authorised to use the HKCAS Accreditation Symbols (HKCAS Symbols) on its ISO 9001, ISO 14001 and ISO 45001 certificates, stationery, documents, and/or publicity materials.

1.2 Organisations certified by GC under the HKCAS are entitled to use the HKCAS Symbol in conjunction with the GC Certification Mark.

2.0 Conditions on use of the HKCAS accreditation symbols

2.1 Certificate holder may use the HKCAS Symbol in conjunction with GC Mark, this use is limited to the client's stationery, literature and advertisements and is subject to the conditions set out in this document and the conditions governing the use of the certification mark.

2.2 The HKCAS accreditation symbol may use on any stationery, documents and/or publicity materials if they are related to the Certificate holder's certification scope.

2.3 The HKCAS accreditation symbol shall not use in isolation from the certification mark.

2.4 Certificate holder shall not use HKCAS accreditation symbol on its products or packaging of the products or associated documentation or certificate or in any way that may be interpreted as denoting product conformity.

2.5 Certificate holder shall use the HKCAS symbol in conjunction with GC Mark strictly according to the combined marks below.

      i. Include its own name or logo

      ii. Include the certification mark not disproportionately represented with reference to the accreditation symbol, and positioned in a manner that ensure the relationship between in accreditation symbol and the certification mark is obvious

      iii. The certification number assigned to the organisation under the accredited certification scheme shall be placed immediately, underneath the HKCAS accreditation symbol ad the certification body's certification mark as illustrated follows:

3. Sample of certification mark and accreditation symbol

Sample ISO 9001:2015 Certification Mark

ISO 9001:2015
Certificate No. : Q-XXX

Sample ISO 14001:2015 Certification Mark

ISO 14001:2015
Certificate No. : E-XXX

Sample of ISO 45001:2018 Certificate Mark

ISO 45001:2018
Certificate No. : S-XXX

Sample for combine Certification Mark

ISO 9001:2015, ISO 14001:2015,
& ISO 45001:2018
Certificate No. : IMS-XXX

Single Colour Certification Mark

<u>**Sample ISO 9001:2015 Certification Mark**</u>　　　　<u>**Sample ISO 14001:2015 Certification Mark**</u>

ISO 9001:2015
Certificate No. : Q-XXX

ISO 14001:2015
Certificate No. : E-XXX

<u>**Sample of ISO 45001:2018 Certification Mark**</u>

SO 45001:2018
Certificate No. : S-XXX

<u>**Sample for combine Certification Mark**</u>

ISO 9001:2015, ISO 14001:2015,
& ISO 45001:2018
Certificate No. : IMS-XXX

3.1 The certification mark and accreditation symbol must always be used in conjunction with certificate holder's name adjacent to it and have the applicable standard and certificate number underneath it. Having certified to different management system (e.g. ISO 9001, ISO 14001 and ISO 45001), the certificates holder may combine both standards with one set of certification mark and accreditation symbol. If a certificate holder wishes to vary these conditions, it must obtain the express permission in writing of GC.

3.2 The certification mark and accreditation symbol may be reproduced in any size, but the minimum height of the mark shall be 15 mm. A small size is acceptable if the certification mark and accreditation symbol is to be displayed on an item having a small size, e.g. name cards. Irrespective of its size, the features of the accreditation symbol, the identification code and the serial number shall be clearly discernible.

3.3 In addition to the colour specified in pt. 4, the certification mark and accreditation symbols may be displayed in a single colour, preferably of white, black, red or blue. On printed materials, displaying the symbol in the predominant colour is also acceptable. The colour of the marks and symbol shall be chosen such that they are easily visible against the background. An example of a single colour certification mark and accreditation symbol is shown in pt. 4

3.4 When used on paper, the certification mark and accreditation symbols may be embossed or stamped, provided that no other modifications are made

3.5 The certification mark and accreditation symbol shall not be larger than the certificate holder's own logo on the same letter head etc. It must always be reproduced in its entirety.

3.6 The certificate holders shall not use the HKCAS Mark in the following restricted situations:

- use the HKCAS symobl independently;

- use the HKCAS symbol in such a manner as to bring HKCAS into disrepute and shall not make any statement relevant to HKCAS accreditation which the HKAS Executive may reasonably consider to be misleading.

3.7 Where there is evidence of misuse of either the certification mark or the certificate by the certificate holder, action to be taken by GC could be one or a combination of the following:

- informing the certificate holder of the required corrective action to be taken on its part;
- suspension or withdrawal of the certificate;
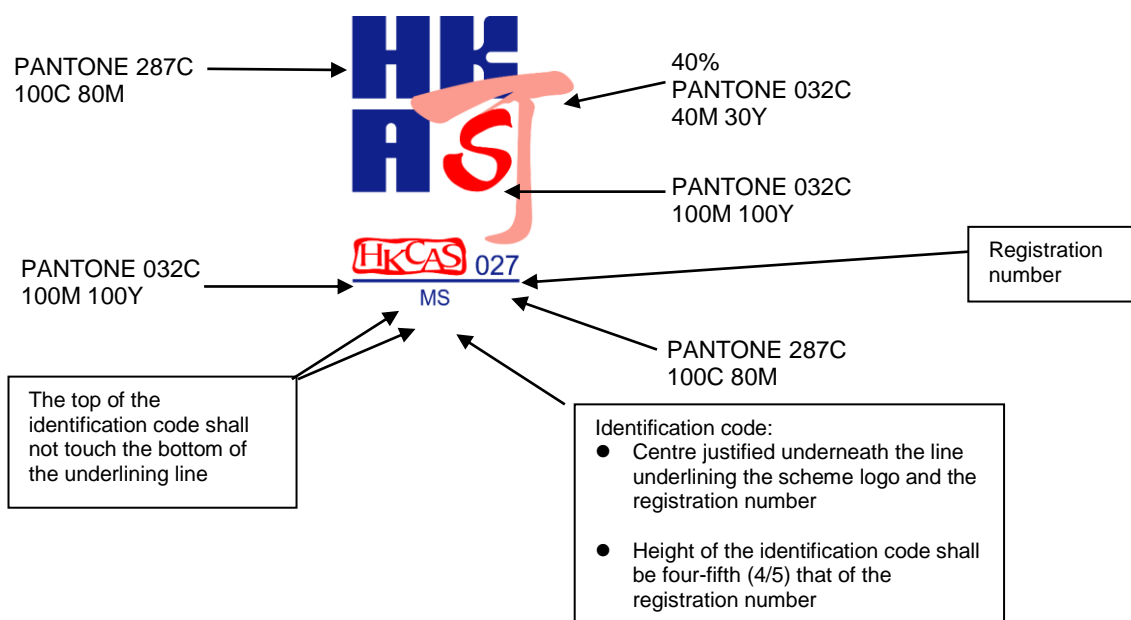- publication of the transgression;
- legal action.

The type of action will be influenced by the nature of the misuse, its subsequent consequences and whether or not the misuse was inadvertent or deliberate.

3.8 Notwithstanding 2.10 above, the certificate holder shall immediately discontinue any use of the certification mark which is considered unacceptable by GC. In any such event, the decision of the Chief Executive Officer of GC shall be final.

3.9 In the event that a certificate ceases to be valid for whatever reason, the certificate holder shall immediately discontinue all use and distribution of any letterheads, promotional literature etc., bearing the certification mark and accreditation symbol.

3.10 These conditions of use of the certification mark conforms to the requirements of HKAS and may be changed accordingly.

4. Standard colours and font style for the certification mark and accreditation symbol

4.1.1 Accreditation symbol

Where the certification mark is to be displayed on materials printed using full colour, the mark must be printed in the colours specified below.

PANTONE 287C
100C 80M

40%
PANTONE 032C
40M 30Y

PANTONE 032C
100M 100Y

PANTONE 032C
100M 100Y

Registration number

PANTONE 287C
100C 80M

The top of the identification code shall not touch the bottom of the underlining line

Identification code:
- Centre justified underneath the line underlining the scheme logo and the registration number
- Height of the identification code shall be four-fifth (4/5) that of the registration number

4.1.2 Single colour accreditation symbol

4.1.3 Front Style for serial number and identification code:
Arial Horizontal Scaling: Normal

Notes:

1	The right hand edge of the last digit of the serial number shall align with the vertical line in touch with the right hand side edge of letter "K". The lines underneath the serial number shall be perpendicular to this vertical line
2	The height of the serial number shall be one-quarter the height of the letter "H" of the HKAS logo
3	The serial number shall not touch the liens underneath
4	The above colour specification is based on a white colour background. When printed against a background of other colours, the colour of the accreditation symbol shall not be affected. The colour appearing in the above figure may not be exact. When printing, the specific colour codes should be followed
5	The identification code used shall be the one of the accreditation programme under which the accredited certification body is accredited

4.2 Standard colour certification mark

Font: Myriad Pro BOLD
Color: PANTONE/CMYK

PANTONE 361 cvc   PANTONE 343 cvc
C:76%   C:100%
M:0%   M: 0%
Y:91%   Y: 69%
K:0%   K: 60%

4.2.1 Single colour certification mark