

## Use of the ALCUMUS ISOQAR Logo, UKAS Symbol and the Notified Body (CE) Identification Number

This document details ALCUMUS ISOQAR's policy for customer use of the Alcumus ISOQAR Certification Logo and UKAS Accreditation Symbol for Certificates. This document also details Alcumus ISOQAR's policy for customer use of the identification number that is intended for use in combination with the CE marking of Structural Steelwork under the Construction Products Regulation (CPR).

The Alcumus ISOQAR Logo and UKAS Symbol can be downloaded free of charge from [www.alcumusgroup.com/login](http://www.alcumusgroup.com/login)

### You must:

- Use the UKAS Accreditation Symbol (also commonly referred to as a mark) and/or the Alcumus ISOQAR logo that appears on your certificate, or a subsequent logo approved by us. Please also read the restrictions section of this document.
- Add the certificate number that appears on your certificate (e.g. 1122 – as illustrated below) except when using the Alcumus ISOQAR logo on a vehicle.
- Include the words 'Certificate Number' or 'Cert No.' before the digits and place centrally underneath the logo.
- Place the standard(s) for which you have a certificate centrally underneath the Certificate Number.
- If you are certified to Multiple Standards, they may be listed one under the other.



Certificate Number 1122  
ISO 9001  
ISO 14001  
OHSAS 18001



Cert No. 1122  
ISO 9001  
ISO 14001  
OHSAS 18001

- Or the Standards can be combined within a line, separated by a comma



Certificate Number 1122  
ISO 9001, ISO 14001,  
OHSAS 18001, ISO 27001



Cert No. 1122  
ISO 9001, ISO 14001,  
OHSAS 18001, ISO 27001

- Or the Standards may be placed beside the symbol



Certificate Number 1122

ISO 9001  
ISO 14001  
OHSAS 18001



Cert No. 1122

ISO 9001  
ISO 14001  
OHSAS 18001

- The Logo, Certificate Number and Standards must clearly relate to one another

## Incorrect Use Examples

- Please note that certificate numbers must not appear within the logos themselves (for example, not beside or instead of Alcumus ISOQAR's accreditation number 0026):



- Please note that the following variations are not permitted:



1122, ISO 9001, ISO 14001, ISO 18001



## Size / Colour

- Symbols and Logos can be reproduced in full colour, black and white, or grey or a single colour which is the predominant ink colour of the document or, in the case of a pre-printed letterhead, the predominant ink colour of the letterhead.
- Embossed, relief or die-stamped versions are allowed.
- The National Accreditation symbols may be reproduced as watermarks.
- On websites and electronic documents, symbols, logos and associated text should be legible on commonly used computer screens/resolutions.

### Printed Materials

- Minimum height of Symbols, Logo box (excluding your certificate number) is 20mm, although this can be reduced to 15mm on business cards providing legibility is maintained
- Maximum height is 30mm on A4 paper but can be increased proportionately for larger paper/display sizes
- Please also note that the term 'accredited' must not be used when referring to certificates issued by Alcumus ISOQAR, as clients are **certified** by Alcumus ISOQAR and are not **accredited** by Alcumus ISOQAR.

**The client shall:**

- Not use the UKAS Symbol on a product or product packaging (such as blister packs, bottles or cans containing the item sold) seen by the consumer or in any other way that may be interpreted as denoting product conformity unless the goods or product have been manufactured under an accredited product conformity scheme.
- Not use the UKAS Symbol on its own i.e. must be displayed as illustrated above.
- Not apply the UKAS Symbol to laboratory test, calibration or inspection reports, as such reports are deemed to be products in this context.
- Not make or permit any misleading statement regarding its certification.
- Not use or permit the use of a certification document or any part thereof in a misleading manner.
- Upon suspension or withdrawal of its certification, discontinue using the UKAS Symbol and / or Alcumus ISOQAR logo on all advertising matter that contains a reference to certification.
- Amend all advertising matter when the scope of certification has been reduced.
- Not allow reference to its management system certification to be used in such a way as to imply that the Certification Body (Alcumus ISOQAR) nor the Accreditation Body (UKAS) certifies a product (including service) or process.
- Not allow reference to its management system certification to be used in such a way as to imply that UKAS or Alcumus ISOQAR certifies a product (including service) or process.
- Not imply that the certification applies to activities that are outside the scope of certification.
- Not use its certification in such a manner that would bring the certification body (Alcumus ISOQAR) and / or certification system or UKAS into disrepute and lose public trust.
- Not use the UKAS Symbol on vehicles (unless part of a full advertisement, such as would appear in a magazine). The Alcumus ISOQAR logo may however be used (on its own) on vehicles and we supply stickers for that purpose. The standard(s) are not required to be displayed on vehicles.
- Not use the UKAS Symbol on building exteriors. (They can be used on internal walls and exhibition stands).
- Not use the UKAS Symbol on flags.

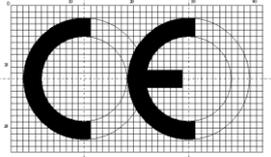
CE marking is to be affixed at the end of the factory production control (FPC) phase and must be followed by the identification number (of the notified body) Alcumus ISOQAR.

CE marking and the identification number (of the notified body) may be followed by a pictogram or any other mark indicating, for example, the category of use. However, such markings must not deceive third parties as to the meaning and form of the CE marking.

Such marks may, therefore, only be affixed to the product, its packaging or the documentation accompanying the product on condition that the legibility and visibility of the CE marking are not thereby reduced.

**SIZE / COLOUR (form and dimensions of the CE marking and the Notified Body Identification Number)**

The CE conformity marking according to Council Decision 93/465/EC Annex B (d) and as per Annex ZA 3.1 of BS EN 1090 – 1 shall consist of the initials 'CE' taking the following form:



0513

← Alcumus ISOQAR Notified Body Number

The CE mark should be at least 5mm in size and should appear on the packaging and on the product itself where this is practicable with the Alcumus ISOQAR notified body number in proportion typically as shown affixed visibly, legibly and indelibly. (The guidelines do not specify colour.)

Instruction leaflets should also carry the CE mark.

If the marking is reduced or enlarged, the proportions given in the above graduated drawing must be respected.

The various components of the CE marking must have substantially the same vertical dimension, which may not be less than 5 mm and must be affixed visibly, legibly and indelibly.

The CE marking must be affixed to the product or to its data plate. However, where this is not possible or not warranted on account of the nature of the product, it must be affixed to the packaging, if any, and to the accompanying documents, where the directive concerned provides for such documents.

The client shall not use the CE mark on its own without the Alcumus ISOQAR identification number.

The client shall not make or permit any misleading statement regarding its CE conformity marking.

The client shall not use or permit the use of the FPC / Welding certification document or any part thereof in a misleading manner.

Upon suspension or withdrawal of its certification, the client shall discontinue using the Alcumus ISOQAR identification number logo on all advertising matter that contains a reference to certification according to the agreed timescale for use. (For example, product that was previously manufactured under the FPC.)

The client shall amend all advertising materials when the scope of certification has been reduced, expanded or changed as per the requirements of the CPR & BS EN 1090 - 1.

The client shall not imply that the certification (and the Alcumus ISOQAR identification number) applies to activities that are outside the scope of certification.

The client shall not use its certification (and the Alcumus ISOQAR identification number) in such a manner that would bring the Notified Body (Alcumus ISOQAR) and / or certification system or UKAS into disrepute and lose public trust.

- The logos below have been replaced by the logo which appears on page 1 (also illustrated below). It has a different font and colour to the one above.
- There is no time constraint to replace logos with the new version, but we do request that the client endeavours to change the logos at a time convenient to themselves such as when producing new documents or variations to existing.



- Where the old logo is displayed on vehicles its use may continue to the end of the vehicle's use by the client but should not be used on any replacement vehicle or transferred to another vehicle.
- Stickers featuring the Alcumus ISOQAR logo and standard(s), which can be used on vehicles, can be purchased from Alcumus ISOQAR by downloading an order form from the Alcumus ISOQAR website or by contacting the Finance Department.

**Our auditors will check for the correct usage of Symbols, Logos and Notified Body Identification Numbers (CE Marking under the CPR) during normal, planned surveillance visits.**

**If you have any questions relating to the use of the Alcumus ISOQAR Logo and/or the UKAS Symbol please contact a member of the Alcumus ISOQAR Technical Department on 0161 866 6188.**