

Use of HKCAS Accreditation Symbol

1. Introduction

- 1.1 Hong Kong Accreditation Service (HKAS) through the Hong Kong Certification Body Accreditation Scheme (HKCAS) granted accreditation to the Hong Kong Quality Assurance Agency (HKQAA) on 22 June 1999 under the registration number 001. HKQAA is authorized to use the HKCAS Accreditation Symbol ("HKCAS Symbol") on its ISO 9001, ISO 14001, ISO 22000, ISO 45001, ISO 50001 and QSPSC product certificates, or Residential Care Home for the Elderly Certification Scheme certificates, stationery, documents and publicity materials.
- 1.2 The certified organization ("Business"), holding an accredited HKQAA certificate bearing the HKCAS Symbol, is able to use the symbol on stationery, promotion materials and advertisement. The use is subject to the conditions set out below (being extracted from the HKAS Supplementary Criteria No. 1).

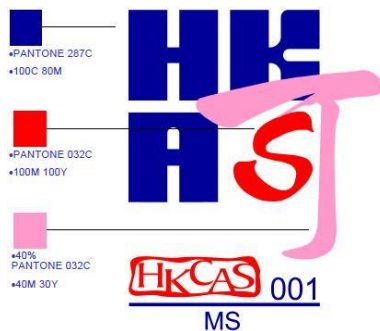
2. Conditions for the use of the HKCAS Symbol

The Business:

- 2.1 Shall use the HKCAS Symbol in conjunction with HKQAA Certification Mark ("HKQAA Mark") strictly according to the combined mark samples below:



- 2.1.1 The combined mark must always be used in conjunction with Business's name adjacent to it and have the applicable standard and certificate number underneath it. (See above)
- 2.1.2 The combined mark may be reproduced based on the master versions and may be enlarged or reduced in size. The minimum height (excluding the accreditation number) of the mark shall be 15 mm. A smaller size is acceptable if the mark is to be displayed on an item having a small size, but the mark must be legible.
- 2.1.3 The combined mark may be printed in a single colour, preferably of white, black, red or blue.
- 2.1.4 Where the mark is to be displayed on materials printed using full colour, the mark must be printed in the colours specified as below.



- 2.1.5 The colour of the HKQAA Mark shall refer to colour artwork Mark as provided by HKQAA.
- 2.2 May use the combined mark on the following items, only in respect of those accredited activities as stated on the HKQAA certificate:
 - (a) Letterhead
 - (b) Stationery
 - (c) Literature
 - (d) Publicity materials or advertisement
- 2.3 May use the combined mark on larger boxes for transportation only if a statement is included. This shall be a clear statement. For example, "(This product) was manufactured in a plant whose quality / environmental / occupational health & safety management systems is certified / registered as being in conformity with ISO 9001 / ISO 14001 / ISO 22000 / ISO 45001 / ISO 50001 (specific standards)".

- 2.4 Shall report to the Corporate Communications Unit of HKQAA for other proposed use of the combined mark.
- 2.5 Shall not use the HKCAS Symbol in the following restricted situations:

- 2.5.1 Use the HKCAS Symbol independently.
- 2.5.2 Use the HKCAS Symbol in association with any activities outside the scope which is not stated in the HKQAA certificate.
- 2.5.3 Use the HKCAS Symbol on its products or associated documentation or certificates (including calibration certificates and test reports) if HKQAA certification is granted to the Business solely to an accredited quality / environmental / occupational health & safety management systems.
- 2.5.4 Use the HKCAS Symbol in such a manner as to bring HKAS into disrepute and shall not make any statements relevant to HKCAS accreditation which the HKAS Executive may reasonably consider to be misleading.

3. Suspension or Withdrawal

- 3.1 Any incorrect use of the HKCAS Symbol may result in:
 - (a) Publication of transgression; or
 - (b) Suspension or withdrawal of accredited certification
- 3.2 The Business shall immediately cease use and distribution of any stationery, literature and documents bearing the HKCAS Symbol.

4. Use together with other accreditation symbols

If a Business holds a HKQAA certificate bearing other accreditation symbols, the Business shall display all the combined marks in the same height. (See below samples)

