Guideline for Use of HKQAA Marks & Accreditation Symbols for Management Systems Certifications
香港品質保證局管理體系認證標誌和認可標識的使用指引

The following situations apply to HKQAA Certification of
下述情況適用於香港品質保證局的有關認證

Brand Evaluation, FSSC 22000, GB/T 23331, GB/T 28001, Good Standardizing Practice, HKQAA-HACCP, HKQAA 37001, ISO 9001, ISO 9001 / GB/T 19001, ISO 9001 / GB/T 19001 及 GB/T 50430, ISO 10002, ISO 13485, ISO 14001, GB/T 19001, ISO/IEC 20000-1, ISO 21001, ISO 22000, ISO 22301, ISO 22716, ISO/IEC 27001, ISO 28000, ISO 28001, ISO 37001, ISO 41001, ISO 45001, ISO 50001, ISO 55001, OHSAS 18001, PAS 55-1, SA8000, TL 9000, ISO/IEC 27017, ISO/IEC 27018, ISO/IEC 27032, ISO/IEC 29100, Residential Care Home for the Elderly, US FDA Cosmetic GMP Guidelines (2008)
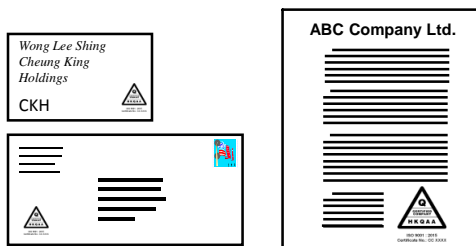
Selected samples of marks 標誌樣本:

The certification mark and/ or any other content related to the certification (e.g. a statement with respect to the certified organisation's operations in advertisements, publicity materials, websites, etc.) shall be used in an appropriate and not misleading manner.
認證標誌及/或任何其他提及該認證的內容（如顯示於廣告、宣傳物品及網站等有關獲證機構營運的陳述），應以恰當的方式使用，不得引起誤導。

Letterhead, Literature, Business Card, Stationery
公司信紙、公司刊物、名片、文具

HKQAA	CNAS	HKAS	APMG	SAAS	UKAS
✓	✓	✓	✓	✓	✓

Advertisement
廣告

* It cannot imply that the product is certified.
* 不可以暗示產品獲得認證

HKQAA	CNAS	HKAS	APMG	SAAS	UKAS
✓*	✓*	✓*	✓*	✗	✓*

Souvenir
紀念品

* It cannot imply that the souvenir is certified. Souvenir must clearly show the name of the certified organisation.
* 不可以暗示紀念品獲得認證，獲頒證書的機構之名稱必須清楚地顯示在紀念品上。

HKQAA	CNAS	HKAS	APMG	SAAS	UKAS
✓*	✗	✗	✗	✗	✗

Building, Flag and Vehicle
樓宇外牆、旗幟及車輛

* The mark can only be applied in association with business(es) / site(s) under the scope stated in the certification. The name of the certified organisation must be clearly shown nearby.
* 標誌只適用於認證範圍以內的業務／地點，亦須在標誌附近清楚地顯示獲頒證書的機構之名稱。

HKQAA	CNAS	HKAS	APMG	SAAS	UKAS
✓*	✗	✗	✗	✗	✗

Laboratory and Test Certificate, Report
檢定證書及報告

HKQAA	CNAS	HKAS	APMG	SAAS	UKAS
✗	✗	✗	✗	✗	✗

Engineering Drawing
工程圖紙

HKQAA	CNAS	HKAS	APMG	SAAS	UKAS
✗	✗	✗	✗	✗	✗

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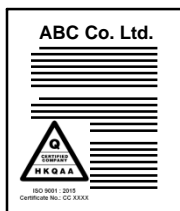# 香港品質保證局管理體系認證標誌和認可標識的使用指引

The following situations apply to HKQAA Certification of
下述情況適用於香港品質保證局的有關認證

Brand Evaluation, FSSC 22000, GB/T 23331, GB/T 28001, Good Standardizing Practice, HKQAA-HACCP, HKQAA 37001, ISO 9001, ISO 9001 / GB/T 19001, ISO 9001 / GB/T 19001 及 GB/T 50430, ISO 10002, ISO 13485, ISO 14001, GB/T 19001, ISO/IEC 20000-1, ISO 21001, ISO 22000, ISO 22301, ISO 22716, ISO/IEC 27001, ISO 28000, ISO 28001, ISO 37001, ISO 41001, ISO 45001, ISO 50001, ISO 55001, OHSAS 18001, PAS 55-1, SA8000, TL 9000, ISO/IEC 27017, ISO/IEC 27018, ISO/IEC 27032, ISO/IEC 29100, Residential Care Home for the Elderly, US FDA Cosmetic GMP Guidelines (2008)
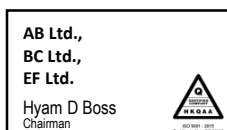
Partial Certification
部分認證

ABC Co. Ltd.

* The mark can only be applied in association with business(es) / site(s) under the scope stated in the certification with clear statement or notification.
* 標誌只適用於認證範圍以內的業務 / 地點，並須附有清晰註明。

HKQAA	CNAS	HKAS	APMG	SAAS	UKAS
✔*	✔*	✔*	✔*	✔*	✔*

AB Ltd.,
BC Ltd.,
EF Ltd.

Hyam D Boss
Chairman

The mark cannot be applied to a group of companies in which only some of them are certified.
標誌不適用於超過一間公司而其中只有個別公司已獲取認證。

e.g.: In the business card shown above, if only AB Ltd. is certified, the mark cannot be applied.
例如:上方之名片，只有AB Ltd.已獲認證，則標誌不可使用於該名片上。

HKQAA	CNAS	HKAS	APMG	SAAS	UKAS
✕	✕	✕	✕	✕	✕

DE Holdings Ltd.

The mark cannot be applied to the corporate that only some subsidiaries are certified.

標誌不適用於只有個別附屬公司獲認證之母公司。

HKQAA	CNAS	HKAS	APMG	SAAS	UKAS
✕	✕	✕	✕	✕	✕

Invalid Specification
錯誤配置

Incorrect position of certificate number, colours & wordings
錯誤的證書號碼位置、標誌顏色和字樣

e.g.:
例如:

After obtaining a new version of certification (e.g. from ISO 9001: 2008 to ISO 9001: 2015), the certified organisation must use the new version's certification mark on its name card, letterhead, publicity materials, organisation's website and other printed matters, etc. For using the HKQAA Certification Mark in conjunction with an accreditation symbol, please refer to respective HKQAA guidelines on the use of specific accreditation symbol.
當取得新版本認證後（如由ISO 9001:2008轉至ISO 9001:2015），獲證機構須於名片、信紙、宣傳刊物、機構網頁及其他印刷品等轉換新版標誌。如聯合使用認可標識及香港品質保證局認證標誌，請參考香港品質保證局有關的認可標識使用指引。

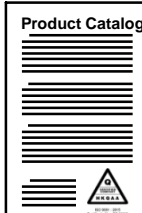| HKQAA	CNAS	HKAS	APMG	SAAS	UKAS
✕	✕	✕	✕	✕	✕

Delivery Packaging
運送包裝

* The mark may be used on larger boxes for transportation (not to the end user) only if a statement "(This product) was manufactured in a plant whose quality / environmental management systems is certified as being in conformity with ISO 9001 / ISO 14001 (specific standards)" is included.
* 只有註明「(產品)生產商之廠房的品質 / 環境管理體系已通過 ISO 9001 / ISO 14001(有關標準)認證」字樣的情況下，方可將標誌放在只用以運送貨物的外包裝箱上(包裝箱不可運送至最終客戶)。

HKQAA	CNAS	HKAS	APMG	SAAS	UKAS
✔*	✕	✔*	✔*	✕	✔*

Product Catalog
產品目錄

Product Catalog

* The mark shall not be used, unless the statement "The product is manufactured under a HKQAA ISO 9001 / ISO 14001 certified quality / environmental management systems (specific standards)" is stated.
* 不可以將標誌使用在產品目錄內，只有註明「生產該產品的品質 / 環境管理體系已通過由香港品質保證局依據 ISO 9001 / ISO 14001(有關標準)進行認證」字樣的情況下，標誌方可使用。

HKQAA	CNAS	HKAS	APMG	SAAS	UKAS
✔*	✔*	✔*	✔*	✕	✔*

Product, Product Label and Packaging
產品、產品標籤及包裝

The mark shall not be used on ultimate product, product label or packaging. However, a statement including identification (e.g. brand or name) of the certified organisation, type of management system and applicable standard, and the certification body issuing the certificate may be printed on the product packaging or in accompanying information. The statement cannot imply that the product, process or service is certified. Product packaging is considered as that which can be removed without the product disintegrating or being damaged. Accompanying information is considered as separately available or easily detachable.
Example of statement, "This product is manufactured by ABC Company under a HKQAA ISO 9001 / ISO 14001 certified quality / environmental management systems (specific standards)".

不可以將標誌使用在最終產品、產品的標籤或包裝上，但可以文字形式在產品包裝上或附帶信息中聲明；而該聲明必須包含獲認證機構之標識（如品牌或名稱）、管理體系類型和適用標準、簽發證書的認證機構，亦不可含有產品、過程或服務獲認證之意。產品包裝是指其可從產品上移除且不會導致產品分解、碎裂或損壞。附帶信息是指其可分開獲得或易於分離。
聲明例子：「ABC公司生產此產品的品質/環境管理體系，已通過由香港品質保證局依據 ISO 9001 / ISO 14001 (有關標準) 進行認證」。

HKQAA	CNAS	HKAS	APMG	SAAS	UKAS
✕	✕	✕	✕	✕	✕