	Usage of Accreditation Marks Policies and Procedures		Document Number: 2P-SS-11.04
	Department: Quality Assurance	Effective Date: July 25, 2018	Revision No 0

Scope

This document covers the policies and procedures in preparing for approval the usage of Accreditation Marks in all collaterals and promotional materials such as brochures, product cards, walls, exhibition stands, advertisements etc, and may also cover items such as company flags and vehicle sticker.

Ownership

The Quality Assurance Manager/ Assistant Vice President (AVP)- Quality Assurance is responsible for ensuring that this document is cascaded to all concerned personnel and it reflects on actual practice.


Policies

1. All Collaterals/ Promotional materials bearing accreditation marks shall follow the guidelines of the certifying body and gone through the Marketing Department.
2. Materials Management Department (MMD) shall not reproduce collaterals/ promotional materials that bears accreditation marks without the approval of the Quality Assurance Department and Certifying Body;
3. All Collaterals/ Promotional materials with accreditation marks/ Logo shall be approved by Quality Assurance Manager, AVP-Internal Audit/Quality Assurance, and Certifying Body.

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4. The Accreditation Mark shall print in accordance to the schemes indicated to the guidelines of certifying body and no other combination of colors is permitted under accreditation body rulings.
5. All approved design for collaterals/ promotional materials that contains accreditation marks can be used for re- printing.
6. Electronic copies of accreditation symbol shall only be obtained from Certifying body.
7. Accreditation Marks shall not be used in such a way as to suggest that the Accreditation Body or Government Organization it represents have certified or approved the activities of the company, or in any other manner which can mislead.
8. The standard collateral/ promotional materials that bear accreditation marks such as:
 - i. Business/ Calling card
 - ii. Letterhead
 - iii. Email Signature
 - iv. Brochures/Flyers
 - v. Website Content
 - vi. Intranet Content
 - vii. Signages
 - viii. Company Profile
 - ix. Exhibit Stands/ Booth Design
 - x. Social Media Post

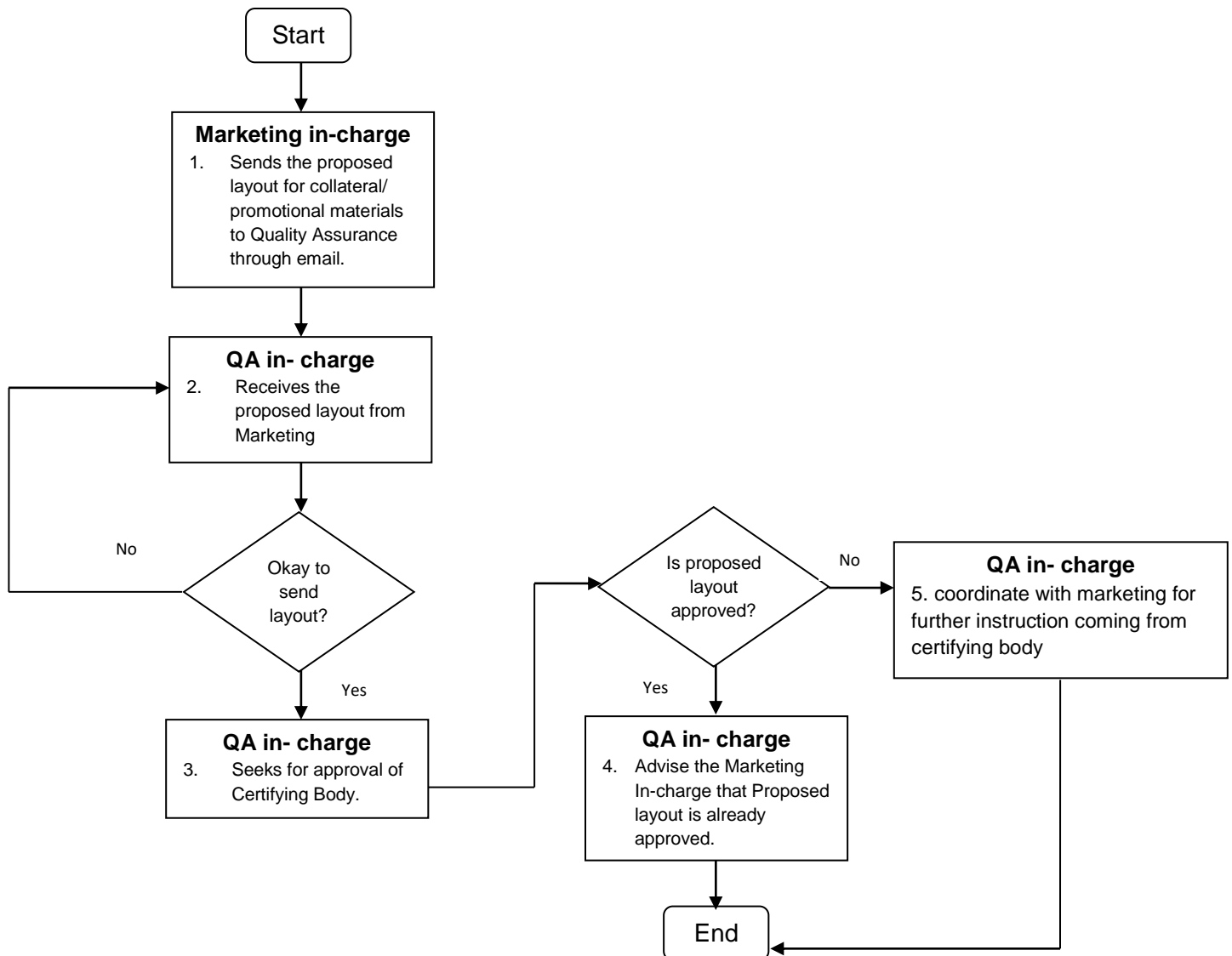
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Procedure



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