

Guidelines on the Use of TLAC (Management System) Certification Mark and HKAS

Accreditation Symbol

A2.1 Introduction

The certified organization is only entitled to use the TLA management system certification mark/ HKAS accreditation Symbol when the following conditions are fulfilled.

A2.2 Conditions of use:

- (a) The TLAC certification mark shall always be used in conjunction with the name of the certified organization.
- (b) The organization may use the TLAC certification mark, which is or is not combined with HKAS accreditation symbol, only when: -
 - i. The organization has a valid TLAC certificate at the moment;
 - ii. The organization agrees with the requirements as stated in “TLAC Terms and Condition of Services (CD-TC-001)” and this document.
- (c) The organization may use the HKAS accreditation symbol provided that the following conditions are met:
 - i. The organization has been certified by TLAC for the HKAS accredited certification.
 - ii. The HKAS accreditation symbol shall be used in conjunction with the TLAC certification mark. (The certified organization shall not use the HKAS accreditation symbol in isolation from the TLAC certification mark.). The use is limited to the organization’s stationery, literature and advertisements and/or publicity materials provided that they are related to the organization’s certification scope.
 - iii. The organizations shall not use the HKAS accreditation symbol in such a manner as to bring HKAS into disrepute and shall not make any statement relevant to HKAS accreditation which HKAS Executive may reasonably consider to be misleading.
 - iv. The organization shall not apply either the HKAS accreditation symbol or the TLAC’s management system certification mark or both on its products nor product packaging nor on test, calibration or inspection reports or certificates of its laboratory/ factory / project site, nor in any other way that may be interpreted as denoting conformity of product and of the test, calibration or inspection results respectively
 - v. When the organization uses the HKAS accreditation symbol with TLAC certification mark, the organization shall:
 - include its own name or logo;
 - include the TLAC certification mark not disproportionately represented with reference to the HKAS accreditation symbol, and positioned in a manner that ensures the relationship between the HKAS accreditation symbol and the TLAC certification mark is obvious;

- show the certificate number assigned to the organization under the accredited certification scheme (with the identification code of the accredited programme & Registration number of TLAC) – the certificate number shall also be placed immediately underneath the HKAS accreditation symbol and TLAC certification mark as illustrated in below figures.

<The HKAS accreditation symbol shall be used in conjunction with the TLAC certification mark, i.e. “Using a combined TLAC certification mark with the HKAS accreditation symbol”.>



Standard Name: (e.g. ISO 9001:2015)
Certificate No.: QXXXX

- (d) The organization with its certification suspended or terminated by TLAC shall forthwith stop using the relevant HKAS accreditation symbol.
- (e) The organization shall be entitled to use the TLAC certification mark in a fair and reasonable manner but shall not use the mark or indicate certification under the Scheme in such a manner as to be detrimental to the interests of TLAC and/or other certified companies or give a misleading message to other interested parties, e.g. the organization shall not advertise with reference to the mark in any manner indicating that his products are superior than the same or similar products or services offered by other organizations under the certification standard.
- (f) An Organization shall only use the TLAC certification mark in the form stipulated by TLAC and shall observe the directions given by TLAC as to the colours and size of the representations of the mark.

The TLAC management system certification mark shall be used as below:

The certification mark printed in colours:



Standard Name: (e.g. ISO 9001:2015)
Certificate No.: QXXXX

Colour of the mark: (All red color) Pantone 032 C, Pantone Black and Pantone White

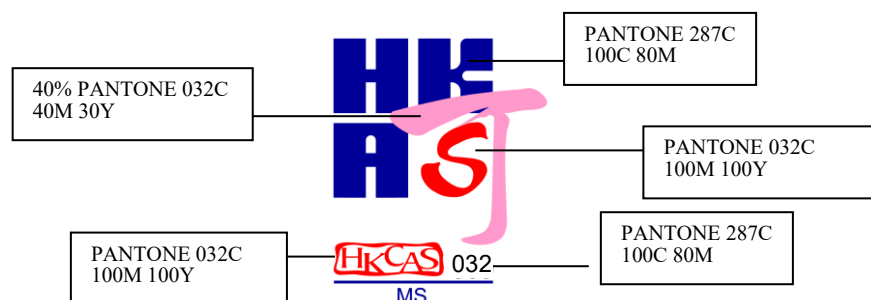
The certification mark printed in black and white:



Standard Name: (e.g. ISO 9001:2015)
Certificate No.: QXXXX

Note:

1. When used on paper, the TLAC certification mark may be embossed or stamped, provided that no other modifications are made.
 2. The colour of the TLAC certification mark shall refer to colour artwork as provided by TLAC. The Organization shall seek advice from the Manager (Certification Services) of TLAC for any other proposed use of the TLAC certification mark.
- (g) If the organization intends to use a combined mark of the TLAC certification mark together with the HKAS accreditation symbol, the organization shall follow the requirements as described below:
- i. The combined mark of the TLAC certification mark and the HKAS accreditation symbol may be reproduced based on the master versions and may be enlarged or reduced in size. The minimum height of the HKAS accreditation symbol shall be 15 mm. A smaller size is acceptable if the 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 registration number shall be clearly discernible.
 - ii. Whereas the TLAC certification mark and the HKAS accreditation symbol are to be displayed on materials printed using full colour, the HKAS accreditation symbol shall be printed in the colours specified below.



Note:

1. The graphic design, colour and font style of the TLAC certification mark and the HKAS accreditation symbol shall refer to colour artwork as provided by TLAC.
2. In case of doubt, the organization shall consult and seek advice from the Management of TLAC for any intended use of the TLAC certification mark and the HKAS accreditation symbol.

(h) The table below summarizes the allowable limits for use of certification mark/ accreditation mark.

Note: The HKAS accreditation symbol must be used in conjunction with the TLAC certification mark – i.e. certified organizations are not allowed to use the HKAS accreditation mark alone.

Mode of use	Using TLAC Certification Mark alone	Using TLAC Certification Mark with a Product Statement*	Using a combined TLAC certification mark with the HKAS accreditation symbol
On product or primary (display or retail) packaging	Not allowed	Not allowed	Not allowed
On large boxes, etc. used for transportation of products (secondary or transit packaging)	Not allowed	Allowed	Not allowed
On vehicles or permanent structures such as buildings for advertisement	Not allowed	Allowed	Not allowed
On brochures, website, in advertising materials	Not allowed	Allowed	Allowed – provided that: <ul style="list-style-type: none"> • the use of marks can only be on the organization’s documents related and within the scope of certification; • no misleading manner is allowed ; • need to comply with the requirements of this Guidelines and HKAS SC-01 requirements

Note:

1. *Sample of the product statement: “This product is manufactured by ABC Company Ltd whose Quality Management System has been certified by The Lab (Asia) Ltd for the standard of ISO 9001: 2015”.
2. When the scope of certification has been reduced, the organization shall amend all advertising matter.

3. Upon suspension or withdrawal of certification, the organization shall discontinue the use of all advertising matter that contains a reference to certification

TLAC (管理體系) 認證標誌和HKAS認可標誌使用指引

A2.1 簡介

獲證機構只有符合下列條件才有權使用TLA管理體系認證標誌/ HKAS認可標誌。

A2.2 使用條件：

- (a) TLAC認證標誌應始終與獲證機構的名稱一起使用。
- (b) 機構僅可在下列情況下使用TLAC認證標誌，不論該標誌是否與HKAS認可標誌合併：
- i. 該獲證機構目前擁有有效的 TLAC 證書；
 - ii. 該獲證機構同意「TLAC 服務條款和條件 (CD-TC-001)」和本文件中規定的要求。
- (c) 獲證機構須符合下列條件，方可使用香港認可處認可標誌：
- i. 機構已獲 TLAC 認證，而該認證是獲得香港認可處 (HKAS) 認可的。
 - ii. HKAS認可標誌須與TLAC認證標誌一起使用 - 即獲證組織不得單獨使用HKAS認可標誌。而使用僅限於該獲證機構的文具、文學作品和廣告和/或宣傳材料，它們的使用亦只限於與該機構的認證範圍相關。
 - iii. 獲證機構不得以有損香港認可處聲譽的方式使用HKAS認可標誌，亦不得作出任何香港認可處認可相關而令香港認可處認為具有誤導性的聲明。
 - iv. 獲證機構不得在其產品或產品包裝上，或其實驗室/工廠/項目的測試、校準或檢驗報告或證書上使用HKAS認可處認可標誌或TLAC的管理體系認證標誌，或兩者皆用，亦不得以任何方式可以解釋/表達為香港認可處認同了產品的符合性; 或測試、校準或檢驗結果的符合性
 - v. 當機構使用HKAS認可標誌時，機構須：
 - 包含(同時展示)自己的名稱或標誌；
 - TLAC認證標誌與HKAS認可標誌的比例不應不均衡，且其放置位置應確保HKAS認可標誌與TLAC認證標誌之間的關係明顯；
 - 顯示根據認可的認證計畫指派給該獲證機構的證書編號 - 證書編號應位於 HKAS 認可標誌和 TLAC 認證標誌的正下方，如下圖所示。 <HKAS認可標誌須與TLAC認證標誌一起使用，即「使用時，TLAC認證標誌與HKAS認可標誌為一個組合」。 (另外認可標誌上亦會展示認可方案識別編碼和三位數的認證機構註冊編號。)



認證標準: (例: ISO 9001:2015)
證書編號: QXXXX

(d) 被 TLAC 暫停或終止認證的機構須立即停止使用相關的 HKAS 認可標誌和 TLAC 認證標誌。

(e) 該組織有權以公平合理的方式使用 TLAC 認證標誌，但不得以有損 TLAC 和/或其他認證機構利益的方式使用該標誌或表明根據該計劃獲得認證或表達誤導性訊息，例如該組織不得以任何方式利用該標誌做廣告，表明其產品或服務是優於其他已獲證的組織的產品或服務。

(f) 組織只能按照 TLAC 規定的形式使用 TLAC 認證標誌，並應遵守 TLAC 關於標誌圖形顏色和大小的規定。

TLAC 認證標誌(管理體系認證)的使用方式如下：

彩色印刷的 TLAC 認證標誌:



認證標準: (例: ISO 9001:2015)
證書編號: QXXXX

標誌顏色：（全紅色）PANTONE 032 C、PANTONE 黑色和 PANTONE 白色

黑白印刷的 TLAC 認證標誌:



認證標準: (例: ISO 9001:2015)
證書編號: QXXXX

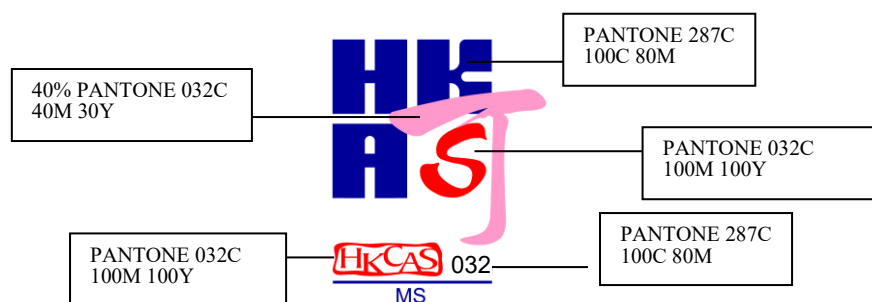
注意：

1. 在紙本上使用時，TLAC 認證標誌可以壓印或沖壓，但不得進行其他修改。

2. TLAC認證標誌的顏色須參考TLAC提供的彩色圖樣。對於任何其他擬議的 TLAC 認證標誌的使用，獲證組織應先向 TLAC 經理尋求建議。

(g) 若機構擬使用 TLAC認證標誌與HKAS認可標誌的組合標誌，則該死機構應遵循下述要求：

- i. TLAC認證標誌及HKAS認可標誌的組合標誌可依原版複製，並可合理地放大或縮小。HKAS認可標誌的最小高度為15毫米。如果HKAS認可標誌要顯示在尺寸較小的物品上（例如名片），則可以接受較小的尺寸。但無論大小，認證標誌/認可標誌的圖像特徵及認可類別、認證標準和證書編號等內容均應清晰可辨。
- ii. 當TLAC 認證標誌及 HKAS 認可標誌以全彩顯示時，HKAS 認可符號則須以下述規定的顏色印刷。



注意：

1. TLAC認證標誌及HKAS認可標誌的圖案設計、顏色及字體樣式須參考由TLAC提供予獲證機構的彩色原圖。
2. 獲證機構如有疑問，應就TLAC認證標誌及HKAS認可標誌的擬定使用先向TLAC經理諮詢及尋求建議。

(h) 下表總結了認證標誌/ 認可標誌使用的允許限制。

注意: HKAS 認可標誌須與 TLAC 認證標誌一起使用 - 即獲證組織不得單獨使用 HKAS 認可標誌。

使用(展示)方式	單獨使用 TLAC 認證標誌	將 TLAC 認證標誌與產品聲明一起使用*	TLAC認證標誌及 HKAS認可標誌一併展示
在產品或主包裝上展示	不允許	不允許	不允許
用於產品運輸的大箱子等 (二次或運輸包裝)	不允許	允許	不允許
在車輛或永久性建築物上 (作廣告功能)	不允許	允許	不允許
在宣傳小冊子、網站、廣告品	不允許	允許	允許，但須符合以下條件: <ul style="list-style-type: none"> • 組織只能使用標誌於有清楚表達出已被認證範圍相關的內容 - 例如已加上產品聲明；且無誤導他人的情況 - 即認證標誌或隨付文字就以認證的事項不得存有歧義; • 需要遵守符合本指引及香認可處 HKAS SC-01的要求

注意：

1. *產品聲明範本：「該產品由 ABC Company Ltd 製造，該公司的品質管理系統已通過 The Lab (Asia) Ltd 的 ISO 9001:2015 品質管理系統標準的認證」。
2. 當認證範圍縮小時，組織應修改所有廣告內容。
3. 認證暫停或撤銷後，組織應停止使用所有提及認證的廣告資料。