

Guidelines on the Use of TLAC Product Certification Mark and HKCAS Accreditation Symbol

The certified Organization may only use the TLAC product certification mark and/or the HKCAS accreditation symbol when fulfilling the following conditions.

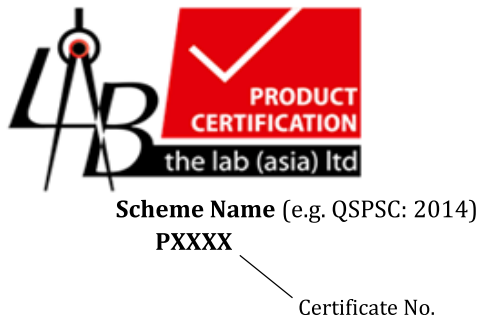
- (a) The TLAC certification mark and/or the HKCAS accreditation symbol shall always be used with the name of the certified Organization shown.

- (b) The Organization may use the TLAC certification mark only when: -
 - 1. The Organization has a valid TLAC certification at the moment;
 - 2. The Organization agrees with the requirements as stated in “TLAC Terms and Condition of Services” and this document.

- (c) The certified Organization may use the HKCAS accreditation symbol only when the following conditions are met:
 - 1. The Organization has been certified by TLAC for the HKCAS accredited certification.
 - 2. The HKCAS accreditation symbol is used in conjunction with the TLAC certification mark. (The certified Organization must not use the HKCAS accreditation symbol without presenting 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 certified scope, and is subject to other applicable TLAC conditions of governing the use of the certification mark.
 - 3. The Organization must not use the HKCAS accreditation symbol in such a manner as to bring HKAS into disrepute and shall not make any statement relevant to HKCAS accreditation which HKAS Executive may reasonably consider to be misleading.
 - 4. The Organization cannot use the HKCAS accreditation symbol to imply accreditation for areas of activity outside the certification body's scope of accreditation of certification.
 - 5. The Organization must not use the HKCAS accreditation symbol on its products or packaging of the products or associated documentation or certificates or in any way that may be interpreted as denoting product conformity.
 - 6. When the Organization uses the HKCAS accreditation symbol, the Organization shall:
 - (i) include (present) his own name or logo;

- (ii) include (present) the TLAC certification mark not disproportionately represented with reference to the accreditation symbol, and positioned in a manner that ensures the relationship between the accreditation symbol and the certification mark is obvious;
 - (iii) The certificate number assigned to the Organization under the accredited certification scheme shall be placed immediately underneath the HKCAS accreditation symbol and the TLAC certification mark as illustrated in below figures.
 - (iv) An Organization with its certification suspended or terminated by TLAC shall forthwith stop using the relevant HKCAS accreditation symbol.
- (d) The certified Organization is entitled to use the TLAC certification mark/ HKCAS accreditation symbol in a fair and reasonable manner but shall not use them or indicate certification under the Scheme in such a manner as to be detrimental to the interests of HKAS, 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/ Symbol in any manner indicating that the products are superior than the same or similar products or services offered by other organizations under the Scheme.
- (e) The certified Organization shall only use the TLAC certification mark/ HKCAS accreditation symbol observing the directions given by TLAC as below to the colours and size of the representations of the Mark/ Symbol.

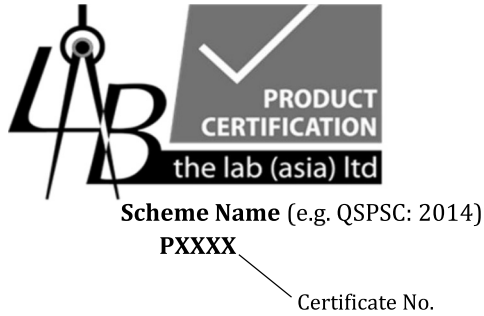
The TLAC product certification mark shall be used as below:



Colour of the mark:

(All red color) PANTONE 032 C, PANTONE Black and Pantone White

- (f) The TLAC certification mark may be printed in black against a white or light colour background by the organization as below :



- (g) The HKCAS Accreditation Symbol (for product certification):



Note:

The HKCAS accreditation symbol cannot be used alone without the TLAC certification mark by the certified organization.

- (h) When the TLAC certification mark and HKCAS accreditation symbol are to be displayed on materials printed using full colour, they must be printed in the colours specified as above (e) & (g) respectively.



Scheme Name (e.g. QSPSC: 2014)

PXXXX

Certificate No.

- (i) When the entire TLAC certification mark & HKCAS accreditation symbol are printed in black against a white or light colour background, the organization shall them as below :



Scheme Name (e.g. QSPSC: 2014)

PXXXX

Certificate

Note:

The entire “TLAC certification mark and the HKCAS accreditation symbol” must always be used together with Organization’s name shown near them and have the applicable product scheme name and certificate number beneath it.

- (j) The entire “TLAC certification mark and HKCAS accreditation symbol” may be reproduced based on the master versions and may be enlarged or reduced in size. The minimum height of the HKCAS 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., business name cards. Irrespective of its size, the features of the accreditation symbol, the identification code and the registration number shall be clearly discernible.

Note:




1. The HKCAS accreditation symbol shall not be used on the product or its packing material.
2. When used on paper, the TLAC certification mark may be embossed or stamped, provided that no other modifications are made.
3. The colour of the TLAC certification mark shall refer to colour artwork as provided by

TLAC.

- (k) The certified Organization shall seek advice from the Manager (Certification Services) of TLAC for any other proposed use of the TLAC certification mark/ HKCAS accreditation symbol.

(l) **Summary** – Conditions of use by the Certified Organization:

Legend: ✓ = can use; ✗ = cannot use; ☆ = can use under constraints

		TLAC Certification Mark	HKCAS Accreditation Symbol
		 QSPSC: 2014 PXXXX	 HKCAS 032 PRD
Mode of use:	Using the mark/ symbol alone	✓	✗
Occasion/ Place of use:	Company publications, business cards, stationery	✓	☆ It is limited to the combination use, i.e., TLAC Mark + HKCAS Accreditation Symbol used together, with name of the certified organization presented) and can only be used in relevant documents or places related to the certified scope; and it must not be used in a misleading manner; it must also comply with all the requirements of this document and the HKAS SC-01):
	Promotional materials or advertise	✓	 QSPSC: 2014 PXXXX
	Test/calibration certificates and reports	✗	✗
	Product label or packaging	✓	✗
	When certification has been suspended/ terminated/ certification is expired	✗	✗
	When printing the Mark/ Symbol	When printed on paper, the TLAC Certification Mark with the HKCAS Accreditation Symbol may be embossed or stamped, but no other modifications may be made. The colour of the certification mark must not be modified or re-designed. The certified Organization shall obtain the artwork from TLAC when necessary.	

TLAC 產品認證標誌及 HKCAS 認可標誌的使用指引

獲證組織在滿足以下條件時可以使用 TLAC 產品認證標誌和/或 HKCAS (香港認可處) 認可標誌。

- (a) TLAC 認證標誌和/或 HKCAS 認可標誌應與被認證組織名稱一起顯示(呈現)。
- (b) 組織僅可在以下情況下使用 TLAC 認證標誌：
 1. 組織目前擁有有效的 TLAC 認證 (證書)；
 2. 組織同意《TLAC 認證服務條款及細則》及本文件所述的要求。
- (c) 獲證組織只有在符合下列條件時才可使用 HKCAS 認可標誌：
 1. 組織已獲得 TLAC 已被 HKCAS 認可項目的認證。
 2. HKCAS 認可標誌與 TLAC 認證標誌一起使用和顯示。(獲證組織亦不得在未出示 TLAC 認證標誌的情況下使用 HKCAS 認可標誌。) 使用僅限於組織的文具、文獻以及廣告和/或宣傳資料，前提是它們與組織的認證範圍相關，並遵守管理認證標誌使用的其他適用的 TLAC 條件。
 3. 獲證組織不得以損害香港認可處聲譽的方式使用 HKCAS 認可標誌，亦不得發表任何香港認可處執行官可能合理認為具有誤導性的與 HKCAS 認可有關的聲明。
 4. 組織不得使用 HKCAS 認可標誌來暗示對認證機構認可的認證範圍以外的活動領域進行認可。
 5. 組織不得在其產品或產品包裝或相關文件或證書上或以任何可能被解釋為表示產品合格的方式使用 HKCAS 認可標誌。
 6. 當獲證組織使用 HKCAS 認可標誌時，組織應：
 - (i) 包含 (呈現) 他自己的姓名或標誌；
 - (ii) 包含 (呈現) TLAC 認證標誌，但其與認證標誌的關係不會不成比例，且其定位方式應確保認證標誌與認可標誌之間的關係顯而易見；
 - (iii) 根據認可認證計畫分配給該組織的證書編號應緊鄰 HKCAS 認可標誌和 TLAC 認證標誌下方，如下圖所示。
 - (iv) 被 TLAC 暫停或終止其認證的組織應立即停止使用相關 HKCAS 認可標誌。
- (d) 獲證組織有權以公平合理的方式使用 TLAC 認證標誌/ HKCAS 認可標誌，但不得以損害 HKAS、TLAC 利益的方式使用或表明該計劃下的認證和/或其他經過認證的公司或向其他相關方提供誤導性信息，例如組織不得以任何方式宣傳該標誌/標誌，表明該產品優於該計劃下其他組織提供的相同或類似產品或服務。
- (e) 獲證組織只能使用 TLAC 認證標誌/HKCAS 認可標誌，並遵守 TLAC 就標誌/標誌的顏色和尺寸給出的如下指示。

TLAC 產品認證標誌的使用方式如下：



標記顏色：

(全紅色) PANTONE 032 C、PANTONE 黑色和 PANTONE 白色

(f) TLAC 認證標誌可由以下組織在白色或淺色背景上以黑色印刷：



(g) HKCAS 認可標誌 (用於產品認證)：



<註冊號碼和識別碼字體樣式：Arial； 水平縮放：正常>

註：

當沒有顯示 TLAC 認證標誌時，HKCAS 認可標誌不能單獨使用。

- (h) 當 TLAC 認證標誌和 HKCAS 認可標誌要顯示在全彩印刷的材料上時，必須分別以上述 (e) 和 (g) 指定的顏色印刷。



- (i) 當整個 TLAC 認證標誌和 HKCAS 認可標誌以白色或淺色背景以黑色印刷時，組織應如下：



註：

整個「TLAC 認證標誌和 HKCAS 認可標誌」必須始終與其附近顯示的組織名稱一起使用，並在其下方註明適用的產品計劃名稱和證書編號。

- (j) 整個「TLAC 認證標誌和 HKCAS 認可標誌」可根據原版本複製，並可放大或縮小尺寸。HKCAS 認可標誌的最小高度為 15 毫米。如果符號要顯示在小尺寸的物品（例如名片）上，則較小的尺寸是可接受的。無論尺寸大小，認可標誌、識別碼和註冊號碼的特徵均應清晰可辨。




註：

1. HKCAS 認可標誌不得使用在產品或其包裝材料上。

2. 在紙上使用時，TLAC 認證標誌可以壓花或壓印，前提是不進行其他修改。
 3. TLAC 認證標誌的顏色需根據 TLAC 提供的彩色圖稿。
- (k) 獲證組織應就 TLAC 認證標誌/ HKCAS 認可標誌的任何其他擬議使用徵求 TLAC 經理（認證服務）的意見。

(I) 摘要 - 認證組織的使用標誌條件：

註： ✓ = 可以使用； ✕ = 不能使用； ☆ = 可以在限制下使用

		TLAC 認證標誌	HKCAS 認可標誌
		 QSPSC: 2014 PXXXX	
使用模式	單獨使用標誌	✓	✕
使用場合/ 地點：	公司刊物、名片、 文具	✓	☆ 僅限組合使用，即 TLAC 標誌和 HKCAS 認可標誌應一起使用，並註明獲證機構名稱，且只能使用在與獲證範圍相關的相關文件或場所；並且不得以誤導的方式使用；它還必須符合本文件和 HKAS SC-01 的所有要求）：
	宣傳品或 廣告	✓	 QSPSC: 2014 PXXXX
	測試/校準證書和報 告	✕	✕
	產品標籤 或包裝	✓	✕
	當認證 已暫停/終止/認證已 過期	✕	✕
	列印標誌時	在紙上列印時，帶有 HKCAS 認可標誌的 TLAC 認證標誌可以壓花或壓印，但不得進行其他修改。 認證標誌的顏色不得修改或重新設計。獲證組織必要時應從 TLAC 取得標誌檔。	