

# **AJA REGISTRARS PTE LTD**

## **USE OF ACCREDITATION & CERTIFICATION MARKS BY CERTIFIED COMPANIES**



### **Introduction**

The following rules are provided by AJA Registrars Pte Ltd to QMS, HACCP, GDPMS, OHSMS, FSMS & LSP Certified Companies to guide them on the use and applications of the Certifications and Accreditation Logo. These Rules are in compliance with the Rules laid down by the Singapore Accreditation Council for details on the use of accreditation and certification marks, please refer to SAC Website <http://www.sac-accreditation.gov.sg/documents.asp> under related document SAC 01 Terms and conditions for Accreditation for detail. The observance of these rules are mandatory on Certified Companies. Observation and compliance with these rules form a part of the standard AJA Registrars Pte Ltd assessment/ surveillance routines. Should these rules be altered in the future, Certified Companies will be issued with updated versions.

### **Rules and Guidance on Use**

#### **1. Intention**

The intention of accreditation of certification bodies is to allow industry to be able to demonstrate its externally validated achievements in quality capabilities through the attainment of formal Quality Management Systems adequate to the requirements of the QMS, HACCP, GDPMS, FSMS, OHSMS, LSP series of standards.

#### **2. Certified Company Status**

A Company, assessed and certified by AJA Registrars Pte Ltd, under the Singapore Accreditation Council's accreditation of AJA Registrars Pte Ltd may within the following rules and guidelines, use the Accreditation and Certification marks provided by AJA Registrars Pte Ltd to announce their Certified status to others.

#### **3. Rules Governing Use of Marks**

A Certified Company will be issued with "bromides" of the acceptable marks and layouts to be used; as shown on the attached sheet.

The marks must be reproduced accurately without alteration subject to the following provisions:

- a) The Marks may be uniformly enlarged or reduced, but shall **not** be less than 15mm in height
- b) The Marks may be only be reproduced in official colours:
  - 1) Red (PMS 032C) & Dark Grey (PMS Cool Grey 11C): or
  - 2) In a single colour only, which may be Gold, Black, Red (PMS 032C), Dark Grey (PMS Cool Grey 11C)

The marks can only be reproduced in other colours with the prior written consent of AJA Registrars Pte Ltd who will have to seek permission and approval from SAC. Such application must be accompanied by the artwork and proposed colour (s).

AJA Registrars Pte Ltd does not operate and is not Accredited for, Product Certification, the Certified Company shall not use the marks on its products or associated documentation or certificates.

The certified company may use the Marks, with design as specified in 3 b ) 1 and 2) above, on Stationary, Business cards and advertising material provided the wordings used do not imply that the product of the company has been approved by AJA Registrars Pte Ltd or the Singapore Accreditation Council.

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### Example Logo Layouts

Depending upon the scope of activity covered by the Certified Company's Management Systems, the following appropriate "bromide" will be issued for use by that company in accordance with the rules laid down on page 1 of this document.

**The company must, at all times, insert and identify, the unique AJA Registrars Pte Ltd Certificate Number with the Marks with the minimum height of 15mm.**

 <p><b>Certificate No: AJA (S) YY/QXXXX</b></p>	 <p><b>Certificate No: AJA (S) YY/QXXXX</b></p>
 <p><b>Certificate No: AJA (S) YY/HXXXX</b></p>	 <p><b>Certificate No: AJA (S) YY/QXXXX</b></p>
 <p><b>Certificate No: AJA (S) YY/SXXXX</b></p>	 <p><b>Certificate No: AJA (S) YY/FXXXX</b></p>
 <p><b>Certificate No: AJA(S)YY/LXXXX</b></p>	

Should the certified company withdraw from the AJA Registrars Pte Ltd SAC accredited certification scheme, or should the company have the certification withdrawn or cancelled in the future, the company shall cease to use the Marks in all forms immediately. Withdrawal of pre-printed stationery etc by the company, in such circumstances would be at the company's expenses.