

# POLISH CENTRE FOR TESTING AND CERTIFICATION

469 Puławska Street; 02- 844 Warszawa  
Management System Certification



## Rules for use of:

### 1. Trademark

**„SYSTEM ZARZĄDZANIA POLSKIE CENTRUM BADAŃ I CERTYFIKACJI”**  
called **„PCBC MARK OF CERTIFIED SYSTEM”**



### 2. Mark „IQNET CERTIFIED MANAGEMENT SYSTEM”

called **„IQNET MARK OF CERTIFIED SYSTEM”**



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## Contact:

**If you have any questions about the marks, please contact employees  
of the Management System Certification**

Telephone numbers are available at [www.pcbc.gov.pl](http://www.pcbc.gov.pl)

## I. Introduction

In this document, the Polish Centre for Testing and Certification (hereinafter referred to as PCBC) provides the conditions for Organizations certified by the PCBC within management systems/requirements to make reference to:

- 1) The PCBC mark of certified system
- 2) The IQNet mark of certified system

The aforementioned marks shall be awarded by the PCBC for use by certified Organizations. The PCBC logo and IQNet logo are not certification symbols and can only be used by the PCBC and IQNet.

The right of the Customer/Organization to use marks specified in this point shall be confirmed in a separate agreement concluded between the Certification Body and the Customer/Organization.

## II. Terms and definitions

1. The mark of certified system – a graphic symbol referred to specific Customer systems/requirements certified by the PCBC.
2. Customer or Organization – an entity certified by the PCBC.
3. IQNet – The International Certification Network.

If this document uses the term "Organization" in general meaning, the relevant provisions shall apply to the Customer and vice versa.

## III. General provisions (criteria for awarding mark; manner of use of mark)

1. The PCBC shall have the right to transfer marks to certified Customers.
2. Certified Organizations shall use marks only with a name of the Organization and within the validity period of the certificate, on documents related to the area of the Organization's activity, defined in the scope of the certificate.
3. The Organization shall not suggest that the scope of certification refers to activities not listed on the PCBC/IQNet.
4. Marks shall not be used in any way to mislead the interested parties.
5. The certified Organization shall not state or allow to make any misleading statements related to its scope and allow the use of the certificate or any part thereof also in a misleading manner.
6. Marks shall not be used on laboratory test reports, calibration certificates or inspection reports or certificates.
7. Marks shall not be used by Organizations in a manner suggesting that they relate to a product.
8. Rules for use of declaration on packaging of the product or accompanying information that the Customer has implemented certified management system:
  - a) The packaging which can be removed without break down or damage of the product shall be considered to be packaging;
  - b) Information available separately or easily detachable shall be considered to be an accompanying information;
  - c) Labels identifying the product type or identification plates shall be taken into account as a part of the product.

Applied statement shall not in imply in any way, using these means, that the product, process or service has been certified. This statement shall include a reference to:

- a) identification (e.g. brand or name) of certified Customer
- b) a type of management system (e.g. quality, environmental) and applicable standard
- c) the certification body issuing a certificate.

*Example: "The Organization Y has implemented a management system certified by the PCBC complying requirements of X", where Y - the name of a certified Organization, X - a type of certified management system.*

9. Marks shall not be placed on the product, packaging of the product in a place visible to the consumer or in any other way that could be interpreted as conformity of the product.
10. In case of withdrawal of certification, the Organization shall be obliged to cease immediately, i.e. without additional term, using the marks in all promotional materials including the reference to certification.
11. In case of limitation of the scope of certification, the Organization shall be obliged to update all promotional materials.
12. If the scope of certification is suspended in whole or in part, the Organization shall immediately stop using the marks on commercial documents and websites during the suspension period and in relation to suspended part of the scope.
13. The Organization shall not refer to certification of its management system in a way suggesting that the PCBC certifies product (including service) or process.
14. The Organization shall not imply that certification refers to activities and sites that are not included in the scope of certification.
15. If the certified Organization consists of several branches/subsidiaries of which even one is not certified, the marks shall be used only by those branches/subsidiaries that are covered by the scope of certification.
16. The Organization shall not use its certification in any way to violate reputation of the PCBC and/or certification system and expose the PCBC to the loss of public credibility.
17. The Organization shall immediately stop using marks if the way they are used is considered inadmissible by the PCBC and the Organization is notified of it in writing.
18. Certified Organizations may use marks on documents and promotional materials only with reference to certified area specified on certificate provided that rules determined in this document are met. A term "documents and promotional materials" does not include announcements, notices, written messages affixed or presented on the products. This limitation shall also apply to appropriate packaging and promotional materials for these products.
19. Certified Organizations shall not place marks on promotional materials in any way to imply that a product being a promotional material is approved by the PCBC.
20. The mark shall not be used for purposes other than those specified in this document.
21. Criteria for using mark are based in particular on:
  - a) Evaluation of system documentation,
  - b) On-site audit at the Customer, i.e. assessment of the organizational and technical conditions of the Organization.

#### **IV. Format, presentation, position of marks**

1. The PCBC shall provide marks to Customers in CorelDraw and JPG format files.
2. Certified Organizations shall use mark/logo in the form, size and colour specified in this document.
3. Certified Organization shall base all copies of marks on the template provided by the PCBC in electronic version.
4. Any modification of marks, interference in colours and shape (e.g. disproportionate change of size) shall be forbidden.
5. Scaling of the basic dimensions of the mark by the Organization shall be permitted provided that:
  - a) The width-height ratio is maintained;
  - b) The graphic form of the mark is not distorted;
  - c) Legibility of letters is maintained.

## 5.1. PCBC mark of certified system



The number xx-xx xxxxxxx being a part of the mark is a reference number of the relevant standard. This means that the Organization has implemented a management system certified by the PCBC complying requirements of e.g. PN-EN ISO 9001:2015-10

### 5.1.1. Colour specification:



a) red  PANTONE 185

or for four colour printing:

b) red  C0 M100 Y100 K0

### 5.1.2. Sign model in monochrome (black and white):



Black  C0 M0 Y0 K100

5.1.3. Certified Organizations may use black and white versions of the mark only on documents that are entirely black and white. This applies in particular to scans, copies and fax documents.

5.1.4. The minimum diameter of the circle shall not be less than 20 mm. In justified cases, after agreeing with the owner of the mark, other dimensions of the mark are permitted.

## 5.2. IQNET mark of certified system

### 5.2.1 Colour specification:



a) black  PANTONE Process Black C

b) blue  PANTONE 661 C

c) silver  PANTONE 877 C

or for four colour printing:

d) C100 M80 Y0 K0

- 5.2.2. IQNet mark of certified system may be used in accordance with the following rules:
- a) with the name of the certified Organization,
  - b) with the certificate's registration number (optional),
  - c) with reference to the applicable standard,
  - d) within the validity period of the IQNet certificate,
  - e) within the certified scope/area,
  - f) without any changes,
  - g) in colours as specified by the IQNet partner; enlarging or reducing is allowed provided that the minimum diameter of the circle shall not be less than 20 mm,
  - h) on documents, advertising materials and media; when the certificate coverage/scope does not cover all activities of the Organization, a clear description of the certificate coverage/scope shall be made together with the IQNet certification mark,
  - i) on "secondary packaging" like boxes etc. used for the transportation of products (which can be considered as not reaching the end user) provided that the following text is included in a manner that makes it obvious that the text and certification mark are linked – *"(was manufactured in a plant/facility whose management system is certified as being in conformity with X", where*  
*X – type of the certified management system.*
- 5.2.3. IQNet mark of certified system may not be used:
- on products nor on "primary packaging" (i.e. immediate packaging) or any "secondary packaging" (i.e. collective), which could reach the end user (e.g. collective packaging containing milk cartons, a box containing several packages with 500 sheets of xerographic paper, etc.).
- 5.2.4. IQNet mark shall be used together with PCBC mark of certified system. Both marks shall be of the same size.

## V. Other conditions regarding use of marks

1. The Organization certified by the PCBC should:
  - a) Control use of PCBC mark of certified system, IQNet mark of certified system and,
  - b) undertake corrective actions in case of nonconformity,
  - c) keep a register of all complaints related to the use of marks and make it available to the PCBC.
2. The Organization shall not have a right to allow the use of the mark nor transfer any rights and obligations arising from this document to third parties.
3. The Organization shall undertake in particular to:
  - a) Immediately inform the PCBC of any attempts to violate the rules of use of the marks covered by this document,
  - b) Not to infringe the rights of third parties when using mark

## VI. Sanctions

1. In case of abuse of the use of the mark by the Customer, the PCBC shall request the certified Organization to take appropriate action to ensure proper use of the mark and restore conformity with the criteria set out in this document, as well as proper use of the mark in the future.
2. In case of abuse of the PCBC mark of certified system, IQNet mark of certified system or false and/or misleading reference to the awarded certificate, the PCBC shall take appropriate actions towards the Organization including, inter alia:
  - a) request to undertake corrective action,
  - b) suspension or withdrawal of certification,

- c) publication of data of the Organization referring unlawfully to the PCBC certification on the PCBC website.
3. In case of failure to abide to sanctions referred to in point 1 and 2 above, the PCBC shall be entitled to take legal action before the courts, in particular to seek compensation under general terms.

#### **VII. Final provisions**

1. In case of any doubts about the use of the PCBC mark of certified system, IQNet mark of certified system, written request for clarification shall be addressed to the PCBC.
2. Amendments to this instruction shall be introduced by the PCBC unilaterally. Any amendment shall be related in each case to prior notification to the User of the mark in writing. The User of the mark shall have a right not to accept introduced amendments by submitting objection in writing and ceasing to use the mark immediately.

This document shall be a consistent instruction on use of marks and took effect on 01.04.2022 r.

#### **VIII. Related documents**

1. PN-EN ISO/IEC 17021-1 - Conformity assessment – Requirements for bodies providing audit and certification of management systems.
2. IQNet: <http://www.iqnet-certification.com>.