

Rules governing use of Certification Mark (GITCHIA) and Accreditation Mark (PNAC) GITCHIA issues marks corresponding to the relevant standard for which approval has been given, by way of a current Certificate of Registration. The GITCHIA certification mark used must correspond to the standard against which the company has been audited and achieved registration (i.e. ISO 9001 or ISO 14001, Halal).

NOTE: Any misuse of marks may result in withdrawal of certificates. Further information is contained in GITCHIA's Rules of Registration.

(In addition to the rules below, please refer to G-02/02 (GUIDANCE ON THE USE OF PNAC'S LOGO AS ACCREDITATION MARKS) to ensure that the correct markings are used the following rules shall be observed by all companies who receive certification through GITCHIA:

Accreditation Marks implies GITCHIA logo and Accreditation logo.

1. The marks shall be displayed only in the appropriate form, size and colour detailed in this Section.
2. The organisation's certificate number is printed under the mark.
3. When the mark is printed on an unfolded portion of A4 size stationery, it shall be displayed in a size no larger than 30 mm high. On larger portions of unfolded stationery the size may be proportionately increased.
4. Marks shall normally have a minimum height (excluding the certificate number) of 20 mm. Any enlargement or reduction shall retain the same proportions as those of the masters. The accreditation mark and the certificate number shall be considered as a single entity for purposes of enlargement or reduction.
5. In exceptional circumstances, which are usually dictated by reason of space limitation or cost, the marks may be reproduced at a reduced height, provided that irrespective of the height of reproduction, the mark must be legible, with no infilling.
6. Embossed, relief, or die-stamped versions may be used. The marks may be reproduced as water marks.
7. Electronic reproduction of the marks is permitted (including Internet web sites) provided that the requirements are met and
 - The organisation's certificate number is printed under the mark
 - The mark is reproduced so that infilling does not occur
 - Degradation and/or distortion of the mark graphic is avoided
 - Computer files of the marks shall be prepared from mark masters. Redrawn approximations may not be used.
8. Reversed-image versions of the accreditation marks are available, and artwork masters are available on request. The organisations' certificate number shall be printed centrally underneath the accreditation mark. All other conditions for use of accreditation marks apply to these versions.
9. Marks / logo shall not be used in any way that might mislead the reader about the status of a certified organisation, activities outside the scope and imply that product, process or service is certified. Holders of Certificate shall not make, use or permit any misleading statement and certification document.

10. Holders of certificates issued by GITCHIA may use the appropriate mark in the manner prescribed, on stationery and publicity material or other items relevant to their certificate. The accreditation mark shall always be used in conjunction with the GITCHIA Logo. Holders of accredited certificates may use the GITCHIA Logo without accreditation mark if they wish.

11. Holders of certificates should not use its certification in such a manner that would bring the certification body and / or system into disrepute and loose public trust.

12. The term 'publicity material' shall not include notices, labels, documents or written announcements affixed to or otherwise appearing on goods or products, unless the goods or products have been manufactured under an accredited product conformity scheme. This restriction shall also apply to any types of packaging, promotional products and test certificates / certificate of analysis / calibration certificates & inspection certificates and reports.

13. Upon suspension or withdrawal of its certification, the use of GITCHIA / PNAC mark or logo shall be discontinued from all advertising matter that contains a reference to certification as directed by GITCHIA. The use of logo on all advertising material shall be amended if the scope of certification is reduced.

14. Upon reduction in scope, advertising matter shall be amended.

15. Does not allow reference to its management system certification to be used in such a way as to imply that the certification body certifies a product (including services) or process.

16. Does not imply that the certification applies to activities that are outside the scope of certification, and

17. Does not use its certification in such a manner that would bring the certification into disrepute and lose public trust.

Only for Halal:

18. Halal marked should be printed clearly on all certified halal products and labelled on each box/ Package.

19. Pakistan Halal authority halal certification mark and regulation will also be applicable as and when PHA Effective Implementation. www.pakistanhalalauthority.org.pk

OTHER RESTRICTIONS ON THE USE OF THE MARKS

1. The accreditation marks shall not be displayed on vehicles, except in publicity material containing an accreditation mark as part of a larger advertisement, provided the mark is used in the publicity material in accordance with the conditions detailed elsewhere in this information sheet.

2. The accreditation marks shall not be displayed on buildings and flags.

3. Accreditation marks may be displayed on internal walls and doors, and on exhibition stands.

4. Accreditation marks shall not be used in such a way as to suggest that GITCHIA or PNAC has certified, or approved, any product or any service supplied by a licensee of a mark, or in any other misleading manner.

5. Accreditation marks shall not be used in such a way as to imply that PNAC accepts responsibility for activities carried out under the scope of accreditation and/or certification.

6. All quotations for work that contain an accreditation mark shall clearly indicate those activities that are not PNAC accredited.

7. Certification Marks (GITCHIA) and Accreditation Marks PNAC will not be used on laboratory, test, calibration, inspection reports or certificates.

8. Any use of an accreditation mark that might contravene the conditions laid down in this publication shall be referred to PNAC.

9. Certification bodies shall ensure that they audit the use of national accreditation marks by their certificate holders. Conditions for the use of the marks by such certificate holders are given in these rules.

10. Reproduction of the marks shall be based on master versions supplied at the time of certification, to which certificate holders must add their certificate number.

11. Do not use its certification in such a manner that would bring the certification into disrepute and lose public trust.

12. PNAC logo shall not be used on visiting cards.

13. The use of any statement on product packaging (product packaging is considered as that which can be removed without the product disintegrating or being damaged) or accompanying information (accompanying information is considered as separately available or easily detachable. Type labels or identification plates are considered as part of the product) that the certified client has a certified management system if used then the statement will in no way imply that the product, process, service is certified. The statement shall include reference to

- Identification of the certified client
- Type of Management System and Applicable Standard
- The certification body issuing the certificate.

GITCHIA will take action and deal with incorrect references to certification status or misleading use of certification documents, marks or audit reports. The action may include requests for correction and corrective action, suspension, withdrawal of certification, publication of the transgression and if necessary legal action.

14. The PNAC logo requirements will be awarded to clients after getting the PNAC accreditation.

Design:



The PNAC's logo is built up with the national flag in an eye as shown above.

The logo shall be reproduced in dark green and white with alphabets in dark black colour. The green colour of the logo is the dark green colour of the flag, which is conforming to the British Council's shade No BBC 26 Tartan Green, the Lovibond Tintometer colour reading of which is given below:

Matching Standards

Red	Yellow	Blue	Brightness	Neutral Tint
9.3	10.0	2.0	2.0

Size:

The size of the logo shall as a main rule in ratio of 2:1 (length x breadth) and as a shown in the Annex. If the size increases, the proportionality between the parts of the symbol and between the symbol and the text shall be the same.

The PNAC's logo shall be printed on paper which assures quality that the green is reproduced correctly and with a sharp text.

The PNAC's logo will be transferred electronically to accredited bodies on request.

PNAC mark for all CABs shall be used with the following specification on A4 size paper:

Borderline ¼ pt., Font size 8, Arial, Unbold, and Centre

PNAC mark for certification bodies shall be used in the following way: Ratio of the two boxes: 2:1



The accreditation mark shall be used in a way which assure that:

- The accreditation scheme is not discredited
- It does not create any doubt about the accreditation scope
- It does not give any impression that a product, service or a control system has been Approved by PNAC.
- It is clear who has issued the document where the logo is used.

Accredited bodies shall use the accreditation mark in a manner that it is arranged together with their own logo or organisation's name on the same side. The accreditation mark shall not seem to be larger than the accredited body's logo. The use of the accreditation mark or other full text-references to accreditation shall not be misleading according to the accreditation scope or the CAB which is accredited. The accredited scope shall be visible and legible in areas such as customer's service, sample receiving section etc. The accredited

body is responsible for proper use of the accreditation mark Embossed, relief- versions can be used in green & white. Accreditation marks can be reproduced in watermarks.

Use of the Accreditation Mark during a Suspension

An accredited organisation shall upon suspension immediately cease to issue reports, certificates or labels bearing the mark or full-text reference to accreditation, as well as any document directly related to its accreditation. This is also valid for suspension of limited parts of the accredited scope. A suspended body can use letterheads or documents bearing the mark or full-text reference to accreditation under conditions and within a period duly specified by PNAC.

Use of the Accreditation Mark by Termination

Upon termination of accreditation, the body shall immediately stop publishing any document bearing the mark or full-text reference to accreditation. The organisation shall make arrangements concerning such use or reference by customers of those bodies

Non-accredited Activities

Accreditation shall not be stated, implied or suggested for non-accredited activities in particular: An organisation which holds accreditation for only part of its activities may use the mark or make reference to accreditation provided there is no confusion as to which field has been accredited. Whenever an organisation is composed of several sites among which at least one has not been granted accreditation, only those accredited sites shall refer to accreditation or use the mark. When a common document is issued, a disclaimer printed close to the mark shall state for instance: "List of accredited sites and scopes available on request."

Whenever a subsidiary belonging to a group has been accredited, there shall not be any confusion as to which part of the group holds accreditation. Communication shall not imply other subsidiaries have been accredited. In particular, when a common document is to be issued, the list of the accredited organisation shall be included.

Public Documents and Promotional Media.

Accredited organizations can use the accreditation mark in promotional and publicity materials, which give a general presentation of the body, or especially describe the accredited activity. If the promotional media also describes non-accredited activities of the organisation, this shall arise in the description of these activities. In this context, the mark can be put on vehicles used by the accredited organisation, in job advertising and on the sign's which shows the way to the accredited body's premises. The mark cannot be used on envelopes.

Letter and Letterheads

Accredited organizations can use the accreditation mark for letters, which gives a general presentation of the activity, or especially describes the scope of accreditation. If the letter also describes the non-accredited activities of the organization, this must clearly arise in the description of these activities. Requirements for placing and proportions of the mark and the accredited body's logo shall Be according to the document.



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On commercial documents such as quotations or proposals (including the associate stationery) related to services, which do not fall into the body's accreditation, it shall be clearly and unambiguously identified which services are accredited.

If a quotation concerning the exclusively non-accredited service is to be printed on letterheads bearing the mark, it shall contain a disclaimer, easy to read, stating for instance:

“This quotation concerns services which do not fall into accreditation”.

Letters to be printed bearing the accreditation mark and attached reports or certificates containing no accredited results shall include a disclaimer stating for instance:

“Attached results are not covered by accreditation”.

Business cards

The rules shall not permit either use of the mark or full-text reference to accreditation on Business cards held by the accredited body's staff.

Reports and Certificates

Accredited organizations can use the accreditation mark in reports and certificates regarding tests and certifications related to the accreditation activity. If the testing report or certificate also contains results from testing and certifications outside the scope of accreditation, this shall arise of the report. The accreditation mark shall not be used in testing reports or certificates, which only describes non-accredited tests and certifications. There shall not be given any reference to the accreditation status.

The accreditation mark shall not be used in a way, which indicates that the accreditation body is responsible for the precision of a test, calibration, inspection item or decisions for certification covered, by accreditation.

They shall not allow such to use that state, imply or suggest that accreditation body approves of a calibrated instrument, test or inspection item or product, or that suggests products approval by the accreditation body.

Other use.

The use of the accreditation mark in cases which is not described in this document shall be avoided. The accredited organization may apply for the accreditation body for exemption.

USERS OF ACCREDITED SERVICES

Certification Body



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Certification body's use of the accreditation mark shall be according to the guidelines issued and maintained by the actual accredited certification body. Such guidelines shall be based on the requirements in this document — and be approved by PNAC. When the certified organisations are using the accreditation mark this shall be designed as and be displayed only in combination with the accredited certification body's logo. The accreditation mark shall be printed immediate to the left of right of the accredited body's logo, and shall not be larger than the body's logo.

The accreditation mark is not permitted to be used on calibration certificates, testing reports, certificates or equivalent documents issued by certification bodies, nor on certificated products.

The use of the mark shall be strictly limited to the activity certified by the certification body under its accreditation. The mark shall be displayed only in combination with the certification body's logo.

When a certification body certifies a laboratory's management system, whether lab is accredited or not, it shall not enable the laboratory to use the accreditation mark of CB on testing or, calibration reports /certificates.

For product certification the certification body may authorize the use of their mark on the products in accordance with their procedures. The product certification body shall ensure that product conformity mark and any mark / logo / symbol used for management systems are distinct. Use of PNAC logo on products is not permitted.

Reference to accreditation in an organisation with certified management system shall not give impression of any accredited product certification. The certified body shall not affix the accreditation mark on the products or any of their packages.

Likewise, in case of certification of quality management system certification in the field of the services, the marks shall not be used on any products which is related to the services.

MISUSE

If the accredited organizations referring to accreditation- or uses of the accreditation mark are in conflict with the requirements in this document PNAC will require to stop the use.

This is also valid for certified organisations use of the accreditation mark maintained by the certification bodies.

If the requirements from PNAC are not followed, the accreditation can be withdrawn by PNAC.

PNAC can also make legal steps against organisations if the requirements mentioned above are not sufficient.



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ACKNOWLEDGEMENT:

Approved By	Operations Manger Gitchia	Signature/Stamp
Accepted By	Authorized Person (Certified Organization)	Signature/Stamp