



PTS Registration Logos Client Use

Policy

This policy is to ensure the authorisation and use of its certification /accreditation logos under PTS's UKAS Certification Body accreditation and PTSPAS under MCHW SHW 104.15 and 104.16 as issued by PTS to certified clients and is traceable back to PTS via PTS logo and accreditation logo numbers.

PTS in line with standards ISO/IEC 17021-1:2015, EN ISO/IEC 17065 and EN ISO/IEC 17067 shall display their UKAS accreditation No 6478 and its logo on its literature, website and other associated flyers/brochures etc to promote the activity.

PTS as a UK Approved Body provides a conformity assessment service which carries out tasks of UKCA Marking products as laid down in the relevant harmonised technical specifications (Annex ZA of harmonised standards) for the **Construction Products Regulation 2011 (retained EU law EUR 305/2011) as amended by the Construction Products (Amendment etc.) (EU Exit) Regulations 2019 and the Construction Products (Amendment etc.) (EU Exit) Regulations 2020** in line with Factory Production Control (FPC) certification - as part of the AVCP procedures for systems 2+ and Initial Type Testing (ITT) and Initial Type Calculation (ITC) - as part of the AVCP procedures for system 3 and product certification. PTS shall only act within their areas of competence they currently have and are permitted to act as a conformity assessment body.

As a UK Approved Body PTS shall quote the reference number (No 2448) on any Declaration of Conformity certificate issued following a successful assessment.

PTS PAS

Certificates include provisions related to the certified product in accordance with MCHW SHW 104.15 and 104.16 certification and assessment. PTS Terms of Business detail the requirements to be fulfilled when certification is no longer valid, agreement to this forms part of the client contract.

PTS shall make publicly accessible information that is accurate and not misleading about certifications granted, suspended or withdrawn. On request from any party PTS shall provide information about certifications granted, suspended or withdrawn and provide the means to confirm the validity of a given certification.

Protection of the Certification / Accreditation Logo

Certificated clients are able to benefit from visually identifying their status through the use of the logo(s). In doing so however the organisation displaying them shall not mislead anyone; devalue or degrade the logo(s); use them illegally or use them contrary to the recognised accreditation standards and/or associated guides.

Guidance on the current use of Logo for Accreditation Logo & Symbols can be found at:

[National accreditation logo and symbols: conditions for use - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/national-accreditation-logo-and-symbols-conditions-for-use)

and

<https://www.gov.uk/guidance/using-the-ukca-marking>

PTS shall inform the notifying authority of:

- Any refusal, restriction, suspension or withdrawal of certificates
- Any circumstances affecting the scope of and conditions for, notification
- Any request for information on assessment and/or verification of constancy of performance activities carried out which they have received from market surveillance authorities
- On request, third party tasks in accordance with the systems of assessment and verification of constancy of performance carried out within the scope and any other activity performed

PTS shall provide other Notified Bodies carrying out similar third-party tasks in accordance with the systems of assessment and verification of performance and technical specifications with relevant information on issues relating to negative and on request, positive results from assessments and/or verifications.

The client agrees by signing agreement terms and conditions declaration that a contractual arrangement is in place for the use of the marks of conformity (No 6478 and No 2448) and PTS requirements for MCHW SHW 104.15 and 104.16 certification and assessment and/or corrective action for any misuse of the mark of conformity.

Monitoring Use of The Certification Mark

As part of planned surveillance visits PTS Auditors will check for the correct usage of logos, clients shall be monitored for their use via regular checks of client websites. PTS shall follow guidelines as set by ISO/IEC Guides for the protection of its mark of conformity for any event of misuse of its mark of conformity.

- PTS's policy for customer use of the PTS Certification Mark and UKAS Accreditation Mark for Management systems and Product Certification
- Clients must use the logo that appears on the certificate, or as provided by PTS
The logos should be reproduced in colour or black may be used. Any text and numbering to be inserted into the logo should be in Arial font.
Master copies of the logo are available from PTS in electronic format on request from vera.sermon@ptsinternational.co.uk

Size / Colour

- Logos can be reproduced in full colour, or black
- Logos can be applied to printed material and websites. On websites and electronic documents, logos and associated text should be legible on commonly used computer screens/resolutions.

Printed Materials

- Minimum height of logo box (excluding certificate number) is 20mm for the UKAS logo. Any enlargement or reduction shall retain the same proportions as those of the masters reproduced in this document.
- Recommended minimum print size 30mm wide and a maximum height 30mm. The size can be increased proportionately for larger paper/display sizes.

Publicity Materials

- The use of logo(s) in publicity material that refers to accredited services, provided that the conditions relating to their reproduction contained in this publication are met. For the purposes of these conditions 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 primary (e.g. blister packs) packaging and promotional products.

Management System Logo

PTS's Certification Body number shall be included as indicated and enclosed in the box.



ISO 9001



ISO 9001



ISO 9001



ISO 9001



ISO 9001



ISO 9001



ISO 9001



ISO 9001

Place the standard(s) for which you have a certificate centrally underneath the logo box. If you are certified for multiple standards, they may be listed one under the other.

Should you require to position your Company logo alongside PTS Certification logo, the PTS logo should not be more prominent than your own logo and should be clearly legible.

Product Certification Logo

The Product certification logo may only be used in connection with a product, process or service certified.

PTS's Certification Body number shall be included as indicated and enclosed in the box.

The relevant BS or EN standards number should be placed centrally underneath the logo. If you are certified for multiple standards, they may be listed one under the other. Or the standards can be combined within a line, separated by a comma.



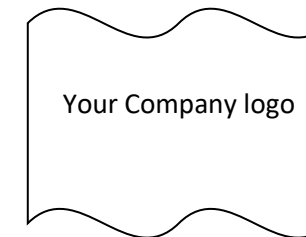
Relevant EN number



Relevant EN number



Relevant EN number



Relevant EN number



Relevant EN number



Relevant EN number



Relevant EN number



Relevant EN number

PTS PAS Logo

The Product Assessment Certification logo may only be used in connection with the product and/or process certified. PTS's certification reference shall be included as indicated. Include the words 'Certificate Reference – e.g. PA123 and the certificate number e.g. 0001' centrally underneath the logo.



Certificate Reference – PA123 0001

Size / Colour

- Logos can be reproduced in full colour.
- Logos can be applied to printed material and websites. On websites and electronic documents, logos and associated text should be legible on commonly used computer screens/resolutions.

Printed Materials

- No restrictions are applied to the maximum size of the Logo. Any enlargement or reduction shall retain the same proportions as those of the masters reproduced in this document.
- The minimum print size 50mm wide and a minimum height 20mm. The size can be increased proportionately for larger paper/display sizes.
- The logo shall be printed to ensure the logo is not obscured and is clearly legible if used on a coloured background.

Publicity Materials

- The use of logo(s) in publicity material, is authorised on the grounds that the conditions relating to their reproduction contained in this publication are met. For the purposes of these conditions 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 the PTS PAS Assessment Certification Scheme. This restriction shall also apply to primary (e.g. blister packs) packaging and promotional products.

Restrictions on the use of the PTS and PTS PAS Logos

The client shall:

- Not use the logo on a product or product packaging seen by the customer or in any other way that may be interpreted as denoting product conformity (unless the goods or product have been manufactured under an accredited product conformity scheme)
- Not use or permit the use of a certification document or any part thereof in a misleading manner
- Not make or permit any misleading statement regarding its certification
- Not allow reference to its management system certification to be used in such a way as to imply that the Certification Body (PTS) certifies a product (including service) or process
- Not imply that the certification applies to activities that are outside the scope of certification
- Not to apply logo to laboratory test, calibration or inspection reports, as such reports are deemed to be products in this context
- Not use its certification in such a manner that would bring PTS (the Certification Body) and/or certification system into disrepute and lose public trust
- Not use UKAS Accreditation Logo on vehicles (unless part of a full advertisement, such as would appear in a magazine). The PTS PAS Certification Logo may be used on vehicles
- Not use Logo on building exteriors (but they can be used on internal walls and exhibition stands)
- Not use Logo on flags
- Amend all advertising matter when the scope of certification has been reduced
- Upon suspension or withdrawal of its certification, discontinue its use of all advertising matter that contains a reference to certification.

Rules for Using the UKCA Mark

The UKCA mark in accordance with information available on www.gov.uk/guidance/using-the-ukca-marking.

The UKCA must be at least 5mm in height for the whole logo, not individual letters, unless a different minimum dimension is specified in the relevant legislation on the GOV.UK website.

If the UKCA is reduced or enlarged, the letters forming the UKCA marking must be in proportion to the latest version.

The UKCA must be easily visible and legible.



There are two design options - filled block letters, or an outline version. Refer to GOV.UK website for latest downloadable version.

Revision of Document

Issue	Details / Revision Changes	By	Reviewed / Approved By	Date
8	Issue	VS	AJS	08.05.21
9	Updated UKAS Logo graphics	JB	AJS	21.05.21