

Guidelines for the Use of CCSL Management System Certification Mark, Product Certification Mark and HKAS Accreditation Symbol for Certified Organizations

An organization which is certified (herewith “the organization”) by Castco Certification Services Limited (herewith “CCSL”) is allowed to use the CCSL certification mark as well as the Hong Kong Accreditation Service (herewith “HKAS”) accreditation symbol either on its management system or product certification in accordance with the following conditions.



CCSL certification mark (ISO 9001)



HKAS accreditation symbol

Conditions of Use:

1. The CCSL certification mark which is or is not combined with the HKAS accreditation symbol must always be used in conjunction with the name of the certified organization. It is not allowed to use the HKAS accreditation symbol in isolation from the CCSL certification mark.
2. The organization may use the CCSL certification mark, which is or is not combined with HKAS accreditation symbol, only when: -
 - i. It has a valid CCSL certificate
 - ii. It agrees with the requirements as stated in CCSL Terms and Conditions of Services and in this guidelines.
3. The organization is allowed to use the combined mark of the CCSL certification mark and the HKAS accreditation symbol only if the following conditions are met:
 - i. The organization is certified by CCSL under HKAS’s accreditation scheme – the Hong Kong Certification Body Accreditation Scheme (HKCAS).
 - ii. The HKAS accreditation symbol is used in conjunction with the CCSL certification mark. The certified organization shall not use the HKAS accreditation symbol in isolation from the CCSL 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 certification scope, and is subject to other CCSL’s conditions governing the use of the certification mark.
 - iii. The organization shall not use the HKAS accreditation symbol in such a manner as to bring HKAS into disrepute and shall not make any statement relevant to HKAS accreditation which HKAS Executive may reasonably consider to be misleading.
 - iv. For management system certification, the organization shall not apply either the HKAS accreditation symbol or the CCSL’s management system certification mark or both on its products nor product packaging, nor on test, calibration or inspection reports or certificates of its laboratory / factory / project site, nor in any other way that may be interpreted as denoting conformity of product and of the test, calibration or inspection results respectively.

- v. For product certification, the organization shall not apply either the HKAS accreditation symbol or the CCSL's product certification mark or both on test, calibration or inspection reports or certificates of its laboratory / factory / project site, nor in any other way that may be interpreted as denoting conformity of the test, calibration or inspection results respectively. The organization is allowed to use the CCSL product certification mark on its certified products or packaging of certified product, provided that the requirements of respective product certification scheme and other parts of this guidelines are followed. The organization shall not apply either the HKAS accreditation symbol or the combined mark of CCSL's product certification mark and the HKAS accreditation symbol on its certified products nor packaging of certified product
- vi. When a certified organization uses the HKAS accreditation symbol, the organization shall:
- include its own name or logo;
 - include the CCSL certification mark not disproportionately represented with reference to the HKAS accreditation symbol, and positioned in a manner that ensures the relationship between the accreditation symbol and the certification mark is obvious;
 - The certificate number assigned to the organization under the accredited certification scheme shall be placed immediately underneath the combined mark of the CCSL certification mark and the HKAS accreditation symbol as illustrated in a sample below.



ISO 9001: 2008 / ISO 9001:2015

CCXXX ————— Certificate Number

- vi. The organization with its certification suspended or terminated by CCSL shall forthwith stop using the relevant HKAS accreditation symbol.
4. All intended uses of the CCSL certification mark and the HKAS accreditation symbol which are not fallen into the scope of the above mentioned conditions must be referred to CCSL for approval in writing before being put into effect. Whilst the organization shall be entitled to use the CCSL certification mark in a fair and reasonable manner on correspondence so as to indicate the organization is certified under the Scheme, it shall not use the mark or indicate certification under the Scheme in such a manner as to be detrimental to the interests of CCSL and/or other certified companies, and for the avoidance of doubt the organization shall not advertise by or with reference to the mark in any manner indicating or so as to indicate that the products or services offered under the Scheme by the organization are superior than the same or similar products or services offered by other organizations under the Scheme.

5. Whenever the CCSL certification mark is used either independently or together with the HKAS accreditation symbol, the organization shall follow the appearance, the form, the wordings, the colours and the size of the representations of the mark stipulated by CCSL.

A single CCSL certification mark is shown below:



If the organization intends to use a combined mark of the CCSL certification mark together with the HKAS accreditation symbol, requirements which are shown below must be strictly followed :

For Management System Certification:



For Product Certification:



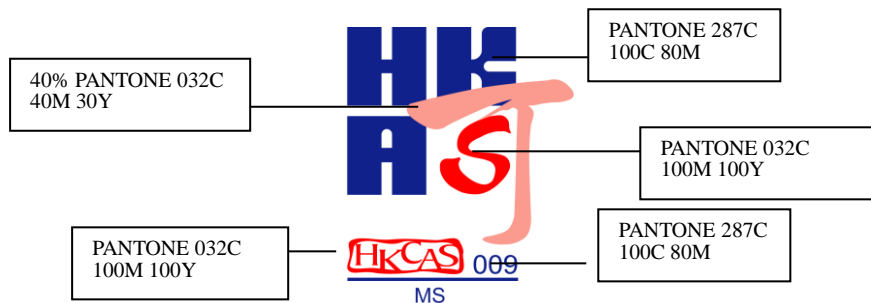
Scheme Name (e.g. QSPSC)

PCXXX

Certificate Number

- 5.1 For management system / product certification, the CCSL certification mark (no matter single or combined with the HKAS accreditation symbol) must always be used together with organization's name near it and has the applicable Standard / Product Scheme and certificate number beneath it.
- 5.2 The combined mark of the CCSL certification mark and the HKAS accreditation symbol may be reproduced based on the master versions and may be enlarged or reduced in size. The minimum height of the HKAS 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., name cards. Irrespective of its size, the features of the accreditation symbol, the identification code and the registration number shall be clearly discernible.
- 5.3 Whereas the CCSL certification mark and the HKAS accreditation symbol are to be displayed on materials printed using full colour, they must be printed in the colours specified below.

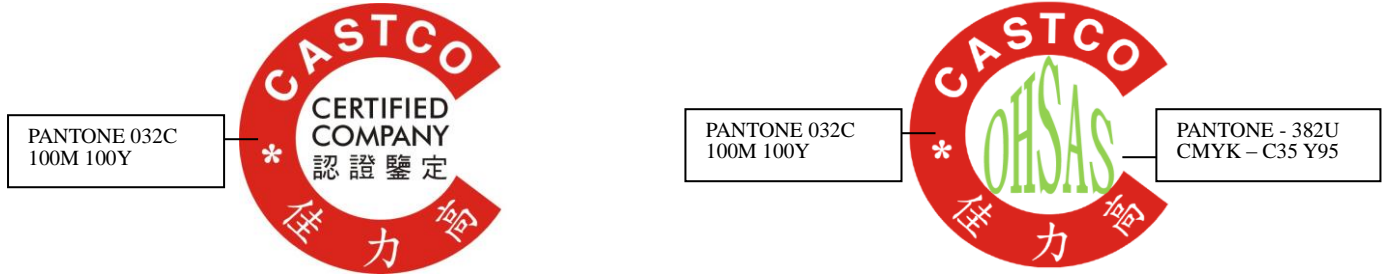
HKAS Accreditation Symbol



Font style for registration number and identification code: Arial; Horizontal Scaling: Normal

CCSL Quality Management System certification mark

CCSL Occupational Health and Safety Management System certification mark



Font of

CASTCO: Helvetica Bold

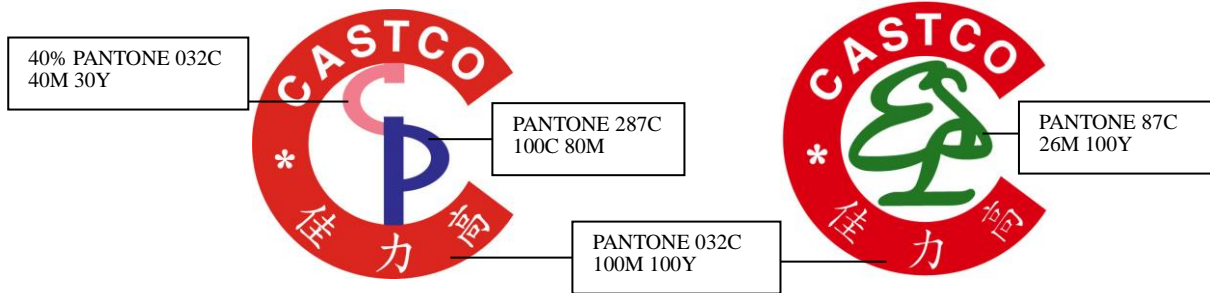
CERTIFIED COMPANY: Futura Md BT

佳力高：標楷體

認證鑒定：全真中黑體

CCSL Product certification mark

CCSL Environmental Management System certification mark



5.4 The CCSL certification mark may be printed in single colour either in black or blue against a white or light colour background. The organization shall use the CCSL certification mark as below :

Use of CCSL certification mark in single colour



Use of combined CCSL certification mark and HKAS accreditation symbol in single colour

If the organization use the CCSL certification mark and the HKAS accreditation symbol together, it shall strictly follow the illustration below:



ISO 9001: 2008 / ISO 9001: 2015

CCXXX
Certificate Number



ISO 14001: 2004 / ISO 14001:2015

ECXXX



OHSAS 18001 : 2007

OCXXX



Scheme Name

PCXXX

5.5 When used on paper, the CCSL certification mark and the HKAS accreditation symbol may be embossed or stamped, provided that no other modifications are made.




5.6 The colour of the CCSL certification mark and the HKAS accreditation symbol shall refer to colour artwork as provided by CCSL.

6. In case of doubt, the organization shall consult and seek advice from the Management of CCSL for any intended use of the CCSL certification mark and the HKAS accreditation symbol.
7. The requirements of the use of the CCSL certification mark in conjunction with the HKAS accreditation symbol embedded in this guidelines will be distributed by CCSL to certified organizations when updated.

Reference:

HKAS Supplementary Criteria No. 1 (HKAS SC-01)

Use of Marks

		CCSL MS Certification Mark	CCSL Product Certification Mark	HKAS Accreditation Symbols
				
Choice of use	Use independent	O	O	X
Where to use	Company stationary, publication, literature, name card	O	O	❖ (when use, limit to combined marks ; also limit the use of marks on the organization's documents or premises within the scope of certification; no misleading manner is allowed ; comply with the requirements of this Guidelines and HKAS's SC-01)
	Advertisement, publicity material	O	O	
	Test/ calibration/ inspection reports and certification	X	X	X
	Product or product packaging	X (under no circumstance, not permit to use on the product nor product packaging, nor to use in such a way as to mislead the Publics that the product (including service) was certified)	O	X
	At the moment when certification/ certificate is suspended or withdrawn	X (Discontinue to use at once)	X (Discontinue to use at once)	X (Discontinue to use at once)
	Partial Certification	Applicable only to the business site within the certification scope, and it shall be identified clearly. Inapplicable on individual subsidiary company under same certified parent company.		
	Prints of Marks	When printed on paper, the CCSL certification mark or the combined mark may be embossed or stamped in printing, provided that no other modifications are made. The colour of the CCSL certification mark and the HKAS accreditation symbol shall refer to the colour artwork provided by CCSL. °		

O = permit to use ; X = not permit to use ; ❖ = use with strict condition