GUIDELINE ON PUBLIC ANNOUNCEMENTS OF REGISTRATION AND CONDITIONS FOR THE USE OF REGISTRATION MARKS

JQA

Contents

1. Introduction

This guideline sets out the general principles and the conditions for the use of registration marks when an organization certified by JQA makes a public announcement of their certified status under the management systems audit registration scheme.

《Definitions of terms》

　Definitions of terms used in this guideline are as follows.

①Registration mark: a mark that is issued by JQA to show a registered organization is certified by JQA

②Accreditation symbol: a symbol that is issued by a body by which JQA is accredited as a certification body (some accreditation bodies may call it a mark or a logo)

③Other mark: a mark that is issued by an industry expert committee by which JQA is accredited as a certification body and a mark that indicates that JQA is a partner of The International Certification Network (IQNET)

④Scope of registration: this identifies three elements of certified organization / products and services / scope of activities

⑤Registered organization: this identifies a certified organization and applicable associated organization(s) by its name and address

⑥Scope of registrered activities: this identifies two elements of products and services / scope of activities in a certified organization

2. General principles for making public announcements of registered status

When making a public announcement, please comply with the following requirements:

General principles for public announcements of registered status (compliance rules)

(1) Registered status may be publicly announced for the scope of registration described on the certificate(s) and appendix(es) .

(2) Registered organizations shall not make any incorrect references with a certification document or any part thereof, which may mislead the general public or markets that public announcements are considered beyond the scope of registration of the registered system.

(3) Registered organizations shall not publicly announce their registered status in any way that implies that the product, process or service is certified.

(4) In the event that registration has been cancelled, withdrawn or suspended, any forthcoming public announcements shall be stopped or suspended. In addition, in cases of reduction of the scope of registration, publications shall be altered to reflect the change immediately.

(5) Registered organization shall not publicly announce their registered status in any way that would bring the certification body and/or certification system into disrepute and lose public trust.

3. Public announcements using registration marks

3-1　Conditions for the use of registration marks

As specified in section 2 "General principles for making public announcements of registered status," registered organizations can use registration marks within the scope of registration described on the certificate and in the appendix. When using registration marks, please comply with the following conditions.Note: there is no charge for the use of registration marks.

Compliance rules for the use of registration marks

(1) Do not change the proportions or configuration of registration marks. Modifications or changes to the form are not allowed. Registration marks may be enlarged or reduced in size, but do not reduce them beyond recognition of the text.

(2) Be sure to display your certificate number* under the registration mark.

(3) Do not use registration marks for activities outside the scope of registration. Exception: persons outside the scope of registration may also use registration marks (e.g., a sales office associated with the registered organization but outside the scope of registration), provided that the scope of registration is identified clearly by displaying the certificate number and the registered organization name, plant name, and product/service name within the scope.

(4) The trademark rights and other intellectual property rights of registration marks belong to JQA. Registration marks are not to be given, rented, or licensed to third parties.

（Note）If you send us (fax is possible) a design draft of a registration mark(s) to be printed in product/service catalogues or on business cards, we will review the design and give you our reply.

※ The most recent status of the scope of registration of the organization can be confirmed with the certificate number on the JQA website.（https://www.jqa.jp/english/index.html → Certification of ISO Management System → Registered Organization Directory）

3-2 Structure and color specifications of registration marks

A registration mark consists of the upper half and the lower half (including outer frames), of which the upper half has the common structure for all of the standards. Color specifications of the lower half (including outer frames) differ according to respective standards (For the specified colors of the upper/lower halves according to the standard, please refer to "JQA Management System Registration Mark General Repro Proof"〔herein after referred to as［General Repro Proof］〕). You are requested to print registration marks in the specified colors. Registration marks of any standard may be printed in black color (K100%).The registration mark for quality management may be used in a single shade of blue as well as in the specified colors or black color. If you wish to use other colors, please submit in writing color(s) of your choice presenting a reason for change (There is no specified format or submission method). We will review the content, and give you our feedback.

Please visit the JQA website in order to refer to General Repro Proof
(https://www.jqa.jp/english/index.html → Certification of ISO Management System → Registered Organization Support)

【Quality】Registration mark‐Structure and color specifications

Registration mark

Certificate number*
(black in principle)   **JQA-QMA**〇〇〇〇〇

（Name）	（Color Specifications）
Belt & frame	DIC N-891　or　C90%＋M60%
JQA mark	DIC133　or　C86%＋Y60%
JQA logo	DIC N-891　or　C90%＋M60%
Lower half	Color specifications differ according to each standard. Please refer to General Repro Proof.
Outer frame	

* For your certificate number, please check your certificate. Please note that the type of certificate number for the QUALITY presented above may differ from your type depending on the date it was issued.

3-3 Printing and publication in the websites of registration marks

When printing the registration marks and making it public in the websites, please use the electronic data of the registration marks which JQA provides. In order to obtain the electronic data of the registration marks, please access or "JQA Customers Website" and click "JQA Registration Marks and Accreditation Symbols" button to download it.
(https://www.jqa.jp/english/index.html → Certification of ISO Management System → Registered Organization Support → 1.JQA Customers Website)
if you do not know the ID and PW of the JQA Customer's Website, please contact JQA. For some other marks and accreditation symbols that are not provided on our JQA Customers Website, please contact JQA. The application for the electronic data of the registration marks and accreditation symbols is only for the registered organizations.

3-4 Examples of registration mark displays

In general, your certificate number must be printed under the registration mark. However, if there is no space left for the number, it can be printed around the registration mark. This is also true for identification other than the certificate number.

■ **General Catalogues･Leaflets（Company brochures）/ Billboards･Websites･Newspapers･Magazines, etc. (Advertising media)**

＜In the case of describing registered organizations/products/services only＞

Example①

JQA-QMA〇〇〇〇〇

State only your certificate number.

＜In the case of describing non-registered organizations/products/services＞

Example②

JQA-QMA〇〇〇〇〇
Kansai Plant
Design, development and manufacture of synthetic rubber

Clearly state your scope of registration in addition to the certificate number.

If a registration mark is used by headquarters or by sales-related companies not covered by the registration, appropriate management of display of the mark by a registered organization is necessary. Please contact us for more information.

■ Product transportation cartons, etc.

Example③

JQA-QMA○○○○○

This product is manufactured in a plant certified under ISO 9001.

Print the note above in addition to your certificate number.

This type of registration mark can be used for boxes that are unlikely to be delivered to end-users. Please note that the mark cannot be displayed on products, individually-packaged products, or product packing containers because such use may mislead the consumers in regards to the registration status, such as product certification. The JQA registration mark of FSSC 22000, JFS-C and ISO 22000 cannot be displayed on any packaging or containers including products, cartons, etc.

■ Various printings, etc.

＜Letterheads, report pads, order sheets, contract sheets, etc.＞	＜Guarantees, instruction manuals, product inspection certificates*, etc.＞
  JQA-QMA○○○○○	Example④ JQA-QMA○○○○○ This registration mark does not guarantee the quality of products or services
State only your certificate number.	Print the note above in addition to your certificate number.
If any non-registered organizations/products/services information are mentioned, clearly state your scope of registration. Please refer to Example ②.	*On calibration certificates, test record, inspection report, etc. issued by organizations with the registered scope of calibration of measuring devices, testing and inspection activities, the use of JQA registration marks is prohibited because such use may mislead the consumers in regards to the registration status, such as product certification.

■ Business cards

＜In the case of belonging to the registered organization and using within the scope of registered activities＞	＜In the case of using outside the scope of registered activities and the registered organization＞
  JQA-QMA○○○○○	Example ⑤ Outside the of registered activities scope JQA-QMA○○○○○ Manufacture of adhesive tape (package/industries) Example ⑥ Outside the scope of registered activities and the registered organization JQA-QMA○○○○○ ○○○○ Co.,Ltd., Kanto Plant Manufacture of frozen foods
State only the certificate number.	Clearly state your scope of registration in addition to the certificate number.
If any non-registered organization, product or service is mentioned on the face or reverse side of the business card, please clearly state the scope of registration in distinguishable text. Please refer to Example ⑤ or ⑥.	If you have any questions or concerns, please contact us.

3-5 Optional registration marks and combined registration marks

（1）Optional registration marks

Instead of regular registration marks, optional registration marks that state standards of ISO 9001, ISO 14001, etc. may be also used.

These optional marks indicate the name of a standard such as ISO 9001, ISO 14001, etc. instead of "Quality System" or "Environmental System", etc.

For information on the types and color specifications of the mark, please refer to General Repro Proof.

Examples of optional registration marks

ISO 9001

JQA-QMA○○○○○

ISO 14001

JQA-EM○○○○

（2）Combined registration marks

Oganizations that are certified for several standards can use a combined registration mark. In the combined registration mark, multiple standards are indicated. (ISO 9001・ISO 14001, ISO 9001・ISO/IEC 27001, ISO 9001・ISO 14001・ISO/IEC 27001, etc.).

For information on the types and color specifications of the mark, please refer to General Repro Proof. For information on marks not represented therein, please contact us for further information.

Examples of combined registration marks

ISO 9001
ISO 14001

JQA-QMA○○○○○
JQA-EM○○○○

ISO 9001・ISO 14001
ISO/IEC 27001

JQA-QMA○○○○○
JQA-EM○○○○
JQA-IM○○○○

Note：The combined registration mark can be used even though each standard certifies a different scope of registration. However, if the mark is to be used outside the scope of registration, you must state it under the mark. The mark should be displayed in the same manner as that of a registration mark.

4. Accreditation symbols and other marks

As specified in section 2 "General principles for making public announcements of registered status," registered organizations may use the accreditation symbols and other marks displayed on their certificate. When using these, please comply with the following conditions: There is no charge for the use of accreditation symbols and other marks.

4-1 Common conditions for the use of accreditation symbols and other marks

(1) Accreditation symbols and other marks shall not be used alone. Accreditation symbols and other marks must be used (printed around the registration mark) in combination with registration marks. Please do not place these in isolation from the registration mark.

(2) When using accreditation symbols, accreditation numbers granted to JQA by respective accreditation bodies shall be indicated. JQA will offer each accreditation symbol with the accreditation number printed under the symbol.

(3) Accreditation symbols and other marks may be used, that are displayed on their certificate(s), and whithin the scope of registration described on their certificate(s) and appendix(es).

(4) Accreditation symbols and other marks shall not be used on products, individually-packaged products, product packing containers, calibration certificates, test records, etc., because such use may mislead the consumers in regards to the registration status, such as product certification.

(5) When displaying accreditation symbols and other marks, it is necessary that each element of those is clearly distinguishable. The symbol or mark may be enlarged or reduced in size, but the proportions provided must be maintained.

(6) Any colors other than the specified colors shall not be used for accreditation symbols and other marks.

4-2 Printing and publication in the websites of accreditation symbols and other marks

When printing and making publication in the websites of accreditation symbols and other marks, please use the electronic data which JQA provides. Do not create data from printed matters such as certificates.
For accreditation symbols and other marks, please refer to General Repro Proof.
Accreditation symbols are available at JQA members site except for the symbols of combined standard of ISMS-AC.
In order to obtain the electronic data of some symbols and other marks, please use "Request for Registration Mark Data".
The application for the electronic data of these symbols and marks is only for the registered organizations.

4-3 Individual conditions for the use of accreditation symbols and other marks

Accreditation symbols

(1) JAB accreditation symbol （JAB : Japan Accreditation Board）

①The degree of resolution of the accreditation symbol provided by JQA shall be maintained. Do not separate or rearrange its elements.
②When using the accreditation symbol for website, electronic data for websites should be used.
③When the repro proof or electronic data is offered to a third party such as a subcontractor to create a website or to prepare printings, please request them to agree to the protection of the materials and prevention of leakage of the repro proof.
④When using the accreditation symbol on business cards, it is available only to those who belongs to the registered organization which received the certification, engaging in the business within the scope of registered activities.

【Symbol sample】

MS
CM009

【Usage example】

JQA-QMA○○○○○   MS
CM009

・When color printing, please use DIC579 (CMYK : C90 M62 Y21 K0) or equivalent.
・On the website, please use RGB value : R0 G98 B157 or equivalent.
・Besides blue, the colors black, gray, gold, and silver can be used.
・The letters MS and the accreditation number below the mark shall be in black.
・The white part of the symbol graphics shall be in a plain color to contrast with the background.
・When using on single-color printings, the whole symbol can be printed in the same ink color as the rest of the document. In such cases, please ensure that the symbol is distinguishable from the background color.

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(2) UKAS accreditation symbol （UKAS : The United Kingdom Accreditation Service）

①Arrange the registration mark on the left and the accreditation symbol on the right, and both the accreditation symbol and the registration mark in a box.
②The minimum height of the accreditation symbol must be 20 mm (excluding the accreditation number). If circumstances require the height to be less than 20 mm, make sure that the mark is still distinguishable.
③When enlarging or reducing the size, the accreditation symbol and accreditation number must be treated as a single entity.
④The accreditation symbol shall not be displayed on vehicles, buildings (offices, plants and warehouses), or flags, except for on interior walls, doors, and/or exhibition stands.
⑤For details, please visit the UKAS website. (https://www.ukas.com).

【Symbol sample】

091

【Usage example】

JQA-QMA○○○○○   091

・The specified colors are four kinds, white on a black, black on a white, purple on a white, white on a purple. (Use black on a white for the certificate.)

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(3) ISMS-AC accreditation symbol （ISMS-AC : ISMS Accreditation Center）

①The accreditation symbol must be displayed clearly next to the registration mark, and enclose both the accreditation symbol and the mark in a box.
②The accreditation symbol can be displayed with the symbols of other accreditation bodies.
③The accreditation symbol can be used on reports, catalogues, instructions, materials for advertising, publications, websites, etc. In these cases, the scope of registration must be stated.
④Envelopes bearing the symbol must contain only documents, advertisements and brochures within the scope of registration.
⑤Only those who belongs to the registered organization which received the certification, engaging in the business within the scope of registered activities may use the accreditation symbol on business cards.
⑥The accreditation symbol shall not be displayed on products or places. Also, any misleading statement implying conformity in products and places must not be indicated.
⑦For details, please visit the ISMS-AC website. (https://isms.jp/).

【Symbol sample】

【Usage example】

JQA-IM○○○○

【When to use both symbols】

JQA-IM○○○○　　091

* When using both the ISMS-AC accreditation symbol and a JQA mark, put the former on the right and the latter on the left as shown in the 【Usage example】. When using three marks of ISMS-AC, UKAS, and JQA, place them as indicated in the 【When to use both symbols】.

・The accreditation symbol must be displayed in the colors specified. (DIC220, or processed color: C100%＋M70%)
・The specified colors for use on websites or electronic information are WEB color slider: 003399, or RGB color: R=000, G=051, B=153.
・Besides the specified colors, a single shade of black (K100%) is also permissible.
・When it is not possible to use the specified single color or the specified colors, one of the colors used for the text of the document may be used.
・When the background color is dark and the accreditation symbol is difficult to distinguish, the specified color portion and the portion left blank against the background may be reversed.

Other marks

（1）IQNET-RC（IQNET Recognized Certification）mark
（IQNET : The International Certification Network）

①This mark may only be used by the certified organization for the ISO 9001 / ISO 14001 standards.
②The mark is different from IQNET logo displayed on the certificate.
③IQNET-RC mark cannot be displayed with accreditation symbols (JAB, UKAS, etc.).
④Deailed rules are specified for the use of IQNET-RC marks. Please make sure to download the following PDF file and read it when using them. (https://www.jqa.jp/english/management/pdf/iqnet_guideline.pdf)

【Mark sample】

【Usage example】

JQA-QMA○○○○○

・The specified color types and their values are, "PANTONE"661 / C100,M80,Y0,K0 (for color printing) / R0,G53,B148 (for web).
・The IQNET-RC mark may be applied in IQNET Blue, or in white when on IQNET Blue background, whenever possible.
・Besides the specified color, a single shade of black (K100%) is also permissible (however, the use of specified color is recommended).

(2) QuEST Forum mark (TL 9000 mark)
(QuEST : Quality Excellence for Suppliers of Telecommunications)

①This mark may be used by the certified organization for the TL 9000 standard.
②For download and use of the mark, please visit the TIA QuEST Forum TL 9000 portalsite (https://tl9000.org).

【Mark sample】

(3) IATF mark (IATF : International Automotive Task Force)

The use of this mark is prohibited by the certified organization due to the IATF rules except for the certificate and Letter of conformance.

(4) IAF mark (IAF : International Accreditation Forum)

Certified organizations are prohibited to use this mark according to the IAF rules.

(5) FSSC 22000 mark
(FSSC 22000 : A certification scheme developed by Foundation FSSC)

①This mark may be used by the certified organization.
②The mark may be used in conjunction with the registration mark (The size of the mark must not differ from the size of the registration mark).
③The mark may be used on the organization's printed matter, literature, business cards, website and promotional material.
④The mark may not be used either on a product, its labeling or its packaging, or containers including products, large boxes, or in any other manner that may lead to misunderstandings, to suggest that the certification body has certified or approved any product, process or service of a certified organization.
⑤Possession of the FSSC 22000 certificate or expressions such as "Produced in a FSSC certified company" may not be stated on the product labels.
⑥For details, please see the FSSC Website (https://www.fssc.com/).

【Logo sample】   【Usage example】

JQA-FC○○○○

・ The mark must be reproduced in the specified colors and in a size that makes all features of the mark clearly distinguishable.
  Color specifications : Green: Pantone 348U : CMYK=82/25/76/7 Gray : 60% black or CMYK=0/0/0/60
・ Use of the mark in black and white is permitted when all other text and images are in black and white.

(6) JFSM mark
(JFSM mark : A certification scheme developed by JFSM)

①This mark may be used by the certified organization of JFSM standards.
②The mark may be used in conjunction with the registration mark (The size of the mark must not differ from the size of the registration mark).
③The mark may be used on the organization's printed matter, literature, business cards, website and promotional material.
④The mark may not be used either on a product, its labelling or its packaging, or containers including products, large boxes, or in any other manner that may lead to misunderstandings to suggest that the certification body has certified or approved any product, process or service of a certified organization.
⑤Possession of the JFSM certificate or exexpressions such as "Produced in a JFSM certified company" may not be stated on the product labels.
⑥For details, please see JFSM Website (https://www.jfsm.or.jp/).

【Logo sample】   【Usage example】

JQA-JF○○○○

・ The specified colors are as follows: Black part: TOYO COLOR FINDER CF97C Black or Process color K100%, Red part: TOYO COLOR FINDER CF10101 or Process color M100%+Y100%, Blue part: TOYO COLOR FINDER CF10390 or Process color C70%+M10%
・ Please contact JQA if you would like to use black and white (gray is included).

5. Public announcements without using registration marks

5-1 Written public announcements

When making a public announcement of your registered status（any statement that the certified organization has a certified management system）in writing, please comply with the following conditions under section 2 "General principles for making public announcements of registered status."

■ Individually-packaged products・Product packaging・Accompanying information（instruction manuals, guarantees, etc.）・cartons for product transportation
Example① 　　　　　○○○○ Co., Ltd. JQA-QMA○○○○○ This product is manufactured in a plant certified under the international standard ISO 9001 Quality management systems.
Do not use any statment that the certified organization has a certified management system on the products. Do not use inaccurate expressions to avoid misleading the consumer in regards to the registration status, such as any statement that the product, process, service is certified by this means. Do not display your own personally designed marks to avoid misleading the consumer in regards to the registration status, such as the product, certification. When stating, include the followings in the statement 1. the certified organization name or the brand, etc 2. the type of management system（quality, environment, etc）and the applicable standard. 3. the certification body name or the certificate number. Registration of FSSC 22000, JFS-C and ISO 22000 cannot be shown by the packaging, containers or cartons for transportation. If you have any questions or concerns regarding the display of the statement, please contact us.

■ Catalogues・Leaflets（Company brochures）/ Billboards・Websites・Newspapers・Magazines, etc.	
<Entire organization is certified>	<Including organizations / products / services out of the scope of registration>
Example ② 　　○○○○ Co., Ltd ISO 14001 Certified	Example ③ 　　○○○○ Co., Ltd ISO 14001 Certified JQA-EM○○○○ Manufacture of connectors and wire harnesses
State your registration status.	Clearly state your scope of registration in addition to the certificate number.
If a public announcement is made by headquarters or by sales-related companies not covered by the registration, appropriate management of the public announcement by a registered organization is necessary. Please contact us for more information.	

■ Business cards	
<In the case of belonging to the registered organization and using within the scope of registered activities>	<Use outside of the scope of registered activities and the registered organization >
Example ④ 　　○○○○ Co., Ltd ISO 9001 Certified JQA-QMA○○○○○	Example ⑤　○○○○ Co., Ltd ISO 9001 Certified JQA-QMA○○○○○ Outside of the registered scope — Manufacture of processed food　　Example ⑥　○○○○ Co., Ltd., Akasaka Plant ISO 9001 Certified JQA-QMA○○○○○ Outside of the registered scope and the registered organization — Cutting process of paper and film
State only the certificate number. *In case of company-wide registration, the certificate number needs not be stated.	Clearly state your scope of registration in addition to the certificate number.
If any one of the non-registered organizations, products and/or services is mentioned on the face or reverse side of the business card, clearly state the scope of registration. Please refer to Example ⑤or⑥.	If you have any questions or concerns, please contact us.

5-2 Use of certificates

Your certificate can be displayed on printed materials and websites in an appropriate size, provided that the content of the certificate is legible. If non-registered organizations / products / services are shown on the certificate, please display the appendix next to the certificate. Or, instead of displaying the appendix, the name of registered organizations and/or the registered scope can be stated.
Pleease use the latest version of the "certificate and its appendix".

5-3 Integration Program

Integration Program is not a conformity audit, but a style of audit itself. When making a public announcement, please do not mislead a third party in regards to this. There is no mark for Integration Program.

6. Handling registration marks when registration has been withdrawn, cancelled, suspended or reduced in scope

■ **Withdrawal / cancellation of the registration**

①In the event of withdrawing or cancelling, please stop using the registration mark (including accreditation symbols and other marks) and showing the registration in public immediately.

②Please erase the registration mark (including accreditation symbols and other marks) from all the documents and advertising materials in use (including accreditation symbols and other marks) ; otherwise, stop using them.

③Please dispose of General Repro Proof if you have it and destroy in a way that cannot be recovered, the Electonic Regitration Mark (including accreditation symbols and other marks) if you store them. If the General Repro Proof or the Electonic Regitration Mark (including accreditation symbols and other marks) data has been distributed to a third party, please request them to do the same action.

■ **Suspension of the registration**

In the event that registration with JQA is suspended, please stop using the registration mark (including accreditation symbols and other marks) and showing the registration in public immediately.

■ **Reduction of scope**

After receiving the revised certificate, please alter the publication immediately to reflect the change.

7. Actions against violations

In addition to requirements for registered standards, the status of the use of registration marks (including accreditation symbols and other marks) or of written public announcements without using a registration mark will be checked in post-registration Surveillance audit, Change audit as well as Renewal audit.

If a registered organization violates any of the terms in this guideline, JQA requests that the organization to take corrective actions for their misuse. If no appropriate corrective actions are taken, or any intentional use of the registration mark (including accreditation symbols and other marks) in breach of the conditions in this guideline is found, the registration of the organization may be suspended for a specified period of time. If the problem that caused the suspension is not resolved during the period, JQA cancels the registration.

※ For the public announcement of the registration :
　Certification mementos (charged) such as replicas and stickers of certificate and mark stickers are available at JQA.

JQA