

PSL31 ISSUE 12 DATED 1ST FEBRUARY 2022

USE OF THE ACCREDITATION MARK, THE PCN LOGO, AND REFERENCE TO PCN

INTRODUCTION

- 1.1. The following sets out conditions for use of the PCN logo and references to PCN certification, by BINDT approved organisations and organisations holding ISO 9000 certification issued by BINDT, as well as other stakeholders in the PCN Scheme, including certificate holders and their employers.
- 1.2. These requirements become effective for all printed material published or distributed on or after:
 - Digital Materials – 1 year from launch (1st February 2022)
 - Printed Materials – 2 years from launch (1st February 2023)
 - Certificates – 3 years from launch (1st February 2024)
- 1.3. PCN certificate holders are not permitted to use the PCN logo in any form other than that provided for that purpose by BINDT, such as rubber or self inking stamps, or in a manner expressly approved by BINDT.
- 1.4. The Accreditation Mark may only be used by organisations whose quality management systems are assessed and certificated by BINDT, and then only in the form shown below.

2. Definitions

- 2.1. PCN logo: That mark shown at figure 1A or that mark shown at figure 1B, both of which contain the letters “PCN” in Times New Roman text.



- 2.2. Certification Body Accreditation Mark: The mark, shown in figures 2, 3, 4 and 5, which is a rectangle containing the PCN logo and the UKAS tick and crown mark. The national accreditation symbols shall normally have a minimum height (excluding the accreditation number) of 20mm. When the national accreditation logo or national accreditation symbol is printed on an unfolded portion of stationery sized no greater than A4, it shall be displayed in a size no larger than 30mm high. On larger portions of unfolded stationery, the size may be proportionately increased.

Figure 2



Figure 3

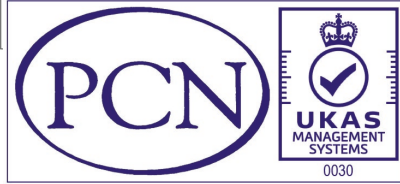


Figure 4

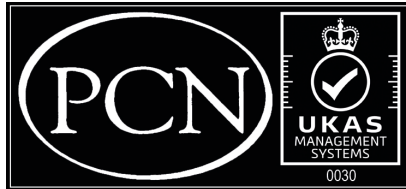
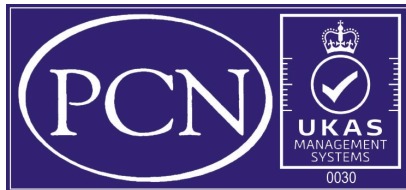


Figure 5



3. Form and display of the PCN logo (Figure 1)

- 3.1. The PCN logo may be used in the form shown at figure 1A or 1B provided:
 - 3.1.1. the logo of the organisation is also shown;
 - 3.1.2. it is shown with no more prominence than the logo or title of the organisation concerned;
 - 3.1.3. figure 1A is printed in a single colour which suits the predominant colour of the stationery or figure 1B is printed in monochrome or in the colours shown;
 - 3.1.4. embossed, relief or stamped versions of the logo may not be used without prior written permission from BINDT.

4. Form and display of the Accreditation Mark (Figures 2,3,4,5)

- 4.1. The Accreditation Mark may be used only by organisations which hold ISO 9000 certification issued by BINDT in accordance with OPSS Publication – The National Accreditation Logo and Symbols: Conditions for use by UKAS and UKAS accredited organisations – September 2021.
- 4.2. Organisations authorised by BINDT to use the Accreditation Mark will be provided with a master copy suitable for use by appointed printers to produce letterheads and other items of stationery.
- 4.3. The Accreditation Mark:
 - 4.3.1. shall only be used in conjunction with the PCN logo, as shown at figure 2 and figure 3;
 - 4.3.2. when printed on an unfolded sheet of A4 stationery, the UKAS rectangle within the accreditation mark shall be no taller than 30mm nor smaller than 20mm, excluding the UKAS registration number 0030;
 - 4.3.3. On larger or smaller sheets of unfolded stationery the size may be proportionally increased or decreased, the latter so long as the text and registration number are clearly legible, and

any enlargements or reductions shall retain the same proportions as the master issued by BINDT;

- 4.3.4. May be used in reverse image subject to its reproduction from an official master issued by BINDT and all the other previously defined conditions;

5. Use of the Accreditation Mark

5.1 The Accreditation mark shall not be used.

5.1.1 A statement may be used in stationery and publicity material excluding, labels, documents or written announcements affixed to, or otherwise appearing on goods or products. Also on internal walls, doors and exhibition stands

5.1.2 The statement shall include reference to:

- i. Identification (e.g. brand or name) of the certified client
- ii. The type of management system (e.g. quality, environment) and the applicable standard
- iii. The certification body issuing the certificate.

6. Restrictions on use of the Accreditation Mark

6.1. The Accreditation Mark shall not be displayed on:

6.1.1. Vehicles.

6.1.2. Buildings.

6.1.3. Flags.

6.1.5. Calibration or test certificates.

6.1.5. Items that have been tested by the certificated organisation.

6.2. The Accreditation Mark shall not be used in a misleading way.

7. Use of the PCN logo (figure 1) and reference to PCN certification in publicity material

7.1. Certificated organisations are entitled to use the PCN logo in any publicity material provided that it is only linked with aspects of certification contained within the scope of PCN certification.

7.2. Where the PCN logo is used with accompanying text it must be clearly separated from other services offered by a BINDT Authorised Qualifying Body organisation which are not reflected in their scope of authorisation. E.g. linking the PCN logo with text associated with training is not permitted.

7.3. Training and other establishments not authorised to use the logo may only refer to PCN by correct reference in the text, e.g.:

7.3.2. training conducted to PCN syllabus reference

7.3.3. personnel required possessing the following PCN approvals

7.4. The PCN logo shall not be displayed on any test item or product or used to imply any aspect of product certification.

7.5. The PCN logo or any reference to PCN shall not be used in such a way as to imply that PCN accepts any responsibility for the accuracy of any tests conducted by any certificated personnel or organisation.

- 7.6. Subject to the conditions prescribed in this document PCN encourages the use of its logo or reference to its certification scheme provided that general conditions of propriety are observed.
- 7.7. Notwithstanding the requirements contained in this document PCN reserves the right to require those using the PCN logo, or a reference to PCN, in an unacceptable manner to immediately desist.
- 7.8. Where any doubt exists as to the correct usage of the PCN logo or UKAS Accreditation Mark, PCN certificated organisations should seek the advice of the undersigned before using such marks.

8. Suspension, Termination or Withdrawal of UKAS Accreditation

- 8.1. In the event that UKAS accreditation is suspended, BINDT will cease to issue certificates bearing the accreditation mark
- 8.2. In the event that UKAS accreditation is terminated, BINDT will cease distribution of any items bearing the accreditation mark.
- 8.3. In the event that UKAS accreditation is withdrawn, BINDT will take reasonable steps to ensure that licensees immediately cease using stationery, literature, advertising material, etc, bearing the national accreditation mark.
- 8.4. BINDT will take the misuse of its certification mark or the UKAS logo very seriously and will address any corrective action necessary, this can result in withdrawing the right to use the certification mark and logo if the problem continues or is not addressed to the satisfaction of BINDT.

Signed for BINDT

Jennifer Cook

Certification Manager

Certification Services Department