

## DISPLAY OF THE QSS/UKAS LOGO



QSS (Quality Service Standards Ltd) is a UKAS accredited certification body (No. 233) to audit BS EN 12522:1998 Parts 1 & 2.

UKAS (the United Kingdom Accreditation Service) is the sole national accreditation body in the UK, responsible for assessing and accrediting the competence of conformity assessment bodies (such as QSS).

This requires that we operate within a strictly controlled regime and we are subject to detailed annual audit. The process is rigorous and this "seal of approval" from UKAS is highly valued and adds significantly to the credibility of QSS as a certification body. We are proud to be able to display the UKAS mark, or logo, sometimes called the Crown and Tick, alongside our own.

In addition, the companies that we certify are also entitled to display the combined QSS/UKAS logo in place of the single QSS logo, if they so wish, subject to a number of conditions.

The following points have been taken from a document issued in September 2014 by the Department for Business Innovation & Skills: "Conditions for the use of national accreditation marks by UKAS and UKAS accredited organisations." Additional advice has been added for further clarification.

These restrictions are applicable to companies certified by QSS to BS EN 12522:1998 Parts 1 & 2 and must be observed in full. Incorrect display of the logo may result in action being taken against both the certified company itself and QSS.

1. **Relevant activities:** at the time of writing, QSS holds UKAS accreditation only for certification work to BS EN 12522:1998 Parts 1 & 2 (Furniture removals for private individuals). QSS is not accredited in relation to any other standards. Therefore, the QSS/UKAS combined logo may only be displayed in connection with that standard and in accordance with the company's Scope of Registration.
2. **Preserving the design:** the logo **must be the complete master version** as obtained from QSS, including the rectangular frame, and **must not be modified in any way**. It may be scaled for size but the proportions must be maintained. Scanned copies, digital photos or photocopies will not be of sufficient resolution and may be in the wrong proportions.

3. **Colour:** if full colour is used, it must be the closest possible match to the master. Details of the Pantone colours can be provided by QSS. Alternatively, the whole graphic may be displayed in black. ***No other colours may be used.***
4. **Size:** the minimum height for the complete rectangle is 30mm. It must ***never*** be displayed smaller than this. The maximum height for the complete rectangle is 45mm when used on stationery up to size A4. On larger items, the size may be increased proportionately.
5. **Clarity:** the logo must always be reproduced clearly with no infilling, blurring or bleeding of ink.
6. **Single use: the logo may only be displayed once on each item of stationery** – for example it cannot be used both left and right as mirror images, and **may not be repeated within the same document.**
7. **Electronic reproduction:** the logo may be used on websites and on emails, subject to all the same rules for printed versions as shown here.
8. **Where?** – the logo may be shown on stationery and publicity material, brochures, advertisements or other items relevant to the certificate. It may be displayed on the internal walls of buildings, and on exhibition stands.
9. **Where NOT? – the logo may NOT be used on vehicles, packaging, promotional products, the exterior of buildings, or flags.**

### **Use of certificates and logos**

- a) Certificates shall only be issued in accordance with QSS procedures
- b) Certificates are valid for the period printed thereon
- c) Certificates will only be issued when the assessor and subsequently, QSS Management is satisfied that the customer is compliant with every respect of the relevant Standard
- d) Logos will be supplied upon certification and vehicle badges are available on request
- e) Customers may only use the logos whilst they are the holders of a current QSS certificate or are awaiting reassessment
- f) Logos shall not be changed in any way without the consent of QSS Management.
- g) Customers may use the logos to promote their certification on websites, promotional material, general stationery, buildings and vehicles

**Usage of the logo will be audited within the annual assessments and any incorrect usage will be required to be rectified at the expense of the certified company.**

Better safe than sorry - if there is any doubt as to the correct usage or display of the logo, advice should be sought from QSS before going ahead with any artwork, printing or circulation of any publicity material.