

### 1.0 OBJECTIVE

- 1.1 The purpose of this document is to define the conditions for the use of management system audit certificates, YBM and the registered trademarks and logos of the accreditation institution that authorizes YBM.

### 2.0 SCOPE

- 2.1 It is applied to all customers documented by YBM.

### 3.0 RESPONSIBILITIES

- 3.1 Responsibility for the proper use of certificates, brands and logos lies with the Business Development and Strategy Manager and the Certification Manager.
- 3.2 The Certification Manager is responsible for sending certificates to clients and ensuring branding and logos are maintained.
- 3.3 The customer is responsible for complying with this procedure.
- 3.4 The General Manager is responsible for initiating and maintaining the necessary sanctions for customers who act contrary to this procedure.

### 4.0 APPLICATION

- 4.1 After the successful completion of the YBM certification process, a Certificate containing the scope of application, address and standard name details for the audit is issued. The following points should be taken into consideration when using this certificate;
- The customer has the right to use promotional materials, correspondence and advertisements only within the scope and address stated on the certificate.
  - Printed documents, internet, advertising materials etc. should not imply that only the management system of the company is documented and that the product or service is documented.
  - It is not permitted to use the certification document or any part of it in a misleading manner.
  - The management system audit certificate is valid for three years, provided that the interim audits are completed successfully.
  - In case of suspension, withdrawal or cancellation of the documents by YBM, all advertising activities related to the certification will be stopped.
  - The management system audit certificate does not prevent the customer from complying with legal requirements.
  - The document obtained cannot be used in a way that would cast a shadow on the reputation of the YBM or the certification system and cause loss of public trust.
  - When the scope of documentation is narrowed, all advertising materials are replaced.
- 4.2 YBM and accreditation institution logos are provided to customers who have a Management System Audit Certificate issued. The following matters are applied regarding the subject.
- The YBM logo can be used alone, the accreditation agency logo can be used together with the YBM logo. The accreditation agency logo cannot be used alone. The IAF logo cannot be used alone or together with the YBM logo by the client organization.
  - Logos are used with customer name and address information.
  - Logos are produced on a clearly distinguishable contrasting colored background to ensure integrity.
  - Logos should be large enough to allow all features to be seen in detail.
  - Accreditation agency logos cannot be larger than or in a separate place from the YBM logo.
  - During the interim audits, the client must show the auditors examples of where the logos are used, such as on the Internet, in documents, brochures or advertisements or other documents.
  - The guides and documents regarding the use of accreditation institution logos are valid as is. (IAF ML 2 IAF MLA)

- Certified customers must use the logos in such a way that there is no ambiguity between the logo and the accompanying text, the certified subject and the YBM brand. Type labels and identification plates are considered as part of the product. The statement must not imply in any way that the product, process or service is certified. The statement must refer to:
    - Identification of the documented customer (e.g. brand or name),
    - Type of management system (e.g. quality, environmental) and standard applied,
    - YBM Brand.
  - Application of logos on laboratory test, calibration and inspection reports is not permitted.
  - **The customer cannot use the relevant (all) management system certification mark(s) and statements on the product or on the product's packaging or in a way that could be understood to indicate the conformity of the product (printing, labeling, etc.). This is clearly stated in the Certification Service Agreement (F-030).**
- 4.3 The General Manager determines and initiates the necessary sanctions in case of customers using logos and certificates in violation of this procedure. This process includes requesting corrective action from the customer, suspension, withdrawal of documents, publication of the violation and, if necessary, legal proceedings. Information regarding all activities is notified to the customer in writing.
- 4.4 After the certification agreement is cancelled, the customer stops using YBM certificates and logos and, if requested, returns the certificate to YBM.
- 4.5 The YBM logo is subject to trademark registration by the Turkish Patent Institute. In the event of unauthorized use of the YBM logo by third parties, the General Manager is responsible for initiating legal sanctions in accordance with the Turkish Commercial Code.

### 5.0 RECORDS

- 5.1 Management System Audit Certificate / Draft Certificate (F-184)
- 5.2 Certification Service Agreement (F-030)
- 5.3 Correspondence with the customer in case of incorrect use of certificates and logos.

### 6.0 REVISIONS

- Rev. 1. On 24.12.2008, a regulation was made regarding the Reference to Certification (ISO/IEC 17021 Article 8.4).
- Rev. 2. Article 4.3 added
- Rev. 3 Updated to install ISO 14001 System .
- Rev. 4 Added ISO 27001 to clause 4.3.4.
- Rev. 5 Revised according to ISO 17021-1:2015 standard.
- Rev. 6 Article 4.2 has been revised.
- Rev. 7 Article 5.1 has been amended.
- Rev. 8 Changed to Project Manager-Documentation Manager.
- Rev. 9 Article 4.2 has been added.**

