

WOODCERT shall issue a certificate when the client complies with, all the requirements for specific certification scheme. All certificates issued by WOODCERT shall remain the property of WOODCERT and shall be returned when requested. The certificates have validity as stated in the certificate. After the issue of the certificate the client is authorized to use the certification mark/ logo in advertising material in conformity with the following requirements.

**General conditions for use of Logo & Certificates**

**1.0** The client is authorized to use the WOODCERT's mark or its logo in advertising material and while using this mark or logo the client shall ensure that it: -

- (a) Conforms to requirements of WOODCERT when making reference to its certification body's status in communication media such as Internet, brochures or advertising or other documents.
- (b) Does not make or permit any misleading statement regarding WOODCERT.
- (c) Does not use or permit the use of the certification document or any part thereof in a misleading manner.
- (d) Upon suspension or withdrawal of its certification, discontinues its use of all advertising matter that contains a reference to certification, as directed by conforms to requirements of WOODCERT.
- (e) Amends all advertising material when the scope of certification has been reduced.
- (f) Shall not use the certification information in a manner to imply that the product or service is certified. The WOODCERT's mark or logo shall not be used on a product or product packaging as this could be interpreted as denoting product conformity.
- (g) The logos shall also not be applied to laboratory test, calibration or inspection reports or any form of certificates issued by educational institutions as such reports/ certificates are deemed to be products in this context.
- (h) Does not imply that WOODCERT's mark/ logo applies to activities that are outside the scope of its certification.
- (i) Shall not use the WOODCERT's mark/ logo in such a manner that would bring WOODCERT and /or the certification system into disrepute and lose public trust.
- (j) WOODCERT's mark/ logo shall not be applied on visiting cards.

**1.1** Whenever the WOODCERT logo is to be used it shall be proportioned along with other marks, so that neither has obvious precedence or prominence over the other and its use is limited to stationery, literature and other written promotional materials.

**1.2** The WOODCERT's Logo may be uniformly reduced or enlarged and the logo should be legible

**1.3.** The WOODCERT's Logo may be reproduced electronically, provided that the requirements, are met and distortion and /or degradation does not occur

**1.4.** Whenever a subsidiary belonging to a group has been certified there shall not be any confusion as to which part of the group holds the certification and it shall not imply that the other subsidiaries have been certified

**1.5.** Where the organization (the client) wishes to make reference to its certification body instead of using the symbols of WOODCERT, the organization shall use without variation the phrase "Wood Certification Private Limited".

## **2.0 Certification body logo**

The WOODCERT certification mark shall only be reproduced as shown below

WOODCERT Logo shall be reproduced as below

**WOODCERT**

The WOODCERT logo shall only be printed in the 'Colour combination or in the Black-Red combination as specified below:-

Font: Britannic Bold

Colour: "WOODCERT" 'WOOD' is in Black 100% and 'CERT' in Red 100%.

## **3.0 Misuse**

The misuse of WOODCERT's marks or certificate shall result in:

Immediate withdrawal of the offending literature by the client or Suspension of approval (certification) until misuse is rectified.

If action is not taken to rectify the misuse within a 10 days, the approval will be withdrawn.

## **4.0 Withdrawal of certification**

In the event that approval is withdrawn, the client shall immediately cease use and distribution of any literature, stationary etc bearing the mark. The artwork supplied and all the original approval certificates are to be returned to WOODCERT.

**5.0 Contractual Obligation**

**5.1** Correct use of WOODCERT certification is a contractual obligation that the client undertakes to comply with as per agreement signed with WOODCERT

**5.2** Where the WOODCERT mark have been used by the client, their use is to be reviewed at all surveillance and re-certification audits to ensure that their use is correct and in accordance with the requirements identified in this document.

**5.3** Any misuse of logo shall be brought to the attention of the client and included in the surveillance or the re-certification audit reports.

**5.4** It is likely that in some cases the client may have to update the logos and they still may have stationery and brochures showing the previously issued WOODCERT logos. Under such circumstance, it is permissible for the client to continue use of the previously issued logo on the understanding that the new logos must be used in the next printing.