

	GUIDELINE FOR THE USE OF QGCERT NAME, CERTIFICATES, LOGO AND CERTIFICATION MARK ISO/IEC 17024:2026- Conformity Assessment – General Requirements for Bodies Operating Certification of Persons	Doc: Ref:	QGC-GL-02
		Issue Date:	01/06/2026
		Rev:	0.0
		Effective Date:	15/06/2026

1. PURPOSE

The purpose of this Guideline is to establish the rules governing the use of the **QGCert name, certification certificates, certification logo, and certification mark** by certified persons. The guideline is intended to protect the integrity, credibility, impartiality, and reputation of QGCert and to prevent any misleading or unauthorized use of its certification.

This document complies with the requirements of **ISO/IEC 17024:2026** regarding the control of certification marks and references to certification.

2. SCOPE

This Guideline applies to:

- All applicants and certified persons.
- Organizations employing QGCert-certified persons.
- Any individual or organization authorized to refer to QGCert certification.
- All QGCert Personnel Certification Schemes.

3. REFERENCES

- ISO/IEC 17024:2026
- QGCert Quality Manual
- QGCert Code of Conduct for Certified Persons (QGCert-GL-01)
- Certification Agreement
- Suspension, Withdrawal and Reduction Procedure

4. OBJECTIVES

The objectives of this Guideline are to:

- Protect the value and reputation of QGCert certification.
- Prevent misleading certification claims.
- Ensure consistent use of certification references.
- Protect the public from fraudulent certification claims.
- Maintain confidence in QGCert certification schemes.

5. OWNERSHIP

The following remain the exclusive intellectual property of QGCert:

- QGCert Name
- QGCert Logo
- QGCert Certification Mark
- QGCert Certificate Design
- Certificate Numbering System
- Digital Certificates
- QR Verification System
- Certification Database

Certification does not transfer ownership of any QGCert intellectual property.

6. GENERAL REQUIREMENTS

Certified persons shall:

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- Use QGCert references honestly.
- Use certification only within the approved scope.
- Avoid misleading statements.
- Protect the reputation of QGCert.
- Follow all instructions issued by QGCert.

7. USE OF THE QGCERT NAME

Certified persons may state that they are **"QGCert Certified"** only while certification remains valid.

Examples of acceptable statements include:

- "QGCert Certified Lead Auditor – ISO 9001."
- "Certified by QGCert under the Food Safety Auditor Certification Scheme."
- "Holder of a valid QGCert Personnel Certification."

The QGCert name shall not be used in a manner that:

- Suggests endorsement of products or services.
- Implies QGCert approval of an organization.
- Misrepresents the scope of certification.
- Creates confusion regarding accreditation or regulatory approval.
- Brings QGCert into disrepute.

8. USE OF CERTIFICATES

Certificates remain the property of QGCert.

Certified persons may:

- Display certificates in offices or workplaces.
- Present certificates to employers or clients.
- Use digital certificates for professional purposes.
- Include certification details in résumés, business profiles, and professional networking platforms.

Certificates shall not be:

- Altered.
- Edited.
- Laminated if security features may be affected.
- Reproduced with changes.
- Used after expiry.
- Used after suspension.
- Used after withdrawal.
- Used for certification scopes not granted.

Only complete certificates may be reproduced unless otherwise approved by QGCert.

9. USE OF THE QGCERT LOGO

The QGCert corporate logo shall not be used by certified persons unless written authorization has been granted by QGCert.

Unauthorized use includes:

- Websites.
- Business cards.
- Email signatures.
- Advertisements.

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- Brochures.
- Company letterheads.
- Social media.
- Promotional materials.

The QGCert logo shall never be modified, distorted, recolored, cropped, or combined with other logos.

10. USE OF THE QGCERT CERTIFICATION MARK

Where QGCert authorizes the use of a certification mark, certified persons shall:

- Use only the official artwork provided by QGCert.
- Use the mark only during the validity of certification.
- Use the mark only in connection with the certified competence.
- Follow all published graphical requirements.

The certification mark shall not appear:

- On products.
- On product packaging.
- On calibration reports.
- On laboratory reports.
- On inspection reports.
- In any manner suggesting product certification.
- In any manner suggesting organizational certification.

11. USE IN ADVERTISING

Certified persons may advertise their certification provided the advertisement:

- Is factual.
- Is accurate.
- Clearly identifies the certification scheme.
- Does not exaggerate competence.
- Does not imply broader certification than granted.

Examples of acceptable wording include:

- "QGCert Certified Internal Auditor."
- "Certified Professional by QGCert."

Examples of unacceptable wording include:

- "QGCert Approved Company."
- "Products Approved by QGCert."
- "QGCert Guaranteed Services."
- "Government Approved through QGCert."

12. USE ON DIGITAL MEDIA

Certification information may appear on:

- LinkedIn.
- Professional websites.
- Email signatures.
- Online résumés.
- Digital portfolios.

Digital use shall:

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- Include the correct certification title.
- Avoid misleading statements.
- Be removed immediately upon expiry, suspension, reduction, or withdrawal of certification.

13. SUSPENSION OF CERTIFICATION

When certification is suspended, the certified person shall immediately:

- Stop using the QGCert certification mark.
- Stop claiming current certification status.
- Remove certification references from promotional materials where they imply active certification.
- Stop displaying digital certificates as valid.
- Comply with any additional instructions issued by QGCert.

Failure to comply may result in withdrawal of certification and legal action where appropriate.

14. REDUCTION OF CERTIFICATION

Where the scope of certification has been reduced:

- Only the revised scope may be claimed.
- Previous certification claims outside the revised scope shall be removed.
- Promotional materials shall be updated without undue delay.
- Revised certificates shall replace previous certificates.

15. WITHDRAWAL OF CERTIFICATION

Following withdrawal, the certified person shall immediately:

- Cease all references to QGCert certification.
- Remove certification claims from websites, social media, business cards, marketing materials, and professional profiles.
- Return or destroy certificates if requested by QGCert.
- Stop using any certification marks.
- Not imply current certification in any form.

Failure to comply may result in legal or contractual action.

16. EXPIRY OF CERTIFICATION

Upon expiry of certification:

- Certification claims shall cease unless renewal has been completed.
- Expired certificates shall not be displayed as current.
- Certification marks shall no longer be used.
- Public references shall be updated accordingly.

17. MISUSE OF CERTIFICATION

Examples of misuse include:

- Altering certificates.
- Forging certificates.
- Using another person's certificate.
- Using expired certificates.
- Using suspended certificates.

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- Using withdrawn certificates.
- Misrepresenting certification scope.
- Using unauthorized logos.
- Claiming accreditation not granted.
- Allowing third parties to misuse certification.

Misuse constitutes a serious breach of the Certification Agreement.

18. MONITORING

QGCert may monitor certification claims through:

- Website reviews.
- Social media monitoring.
- Complaint investigations.
- Market surveillance.
- Employer verification.
- Public advertisements.

Certified persons shall cooperate fully with any investigation.

19. VIOLATIONS

Violation of this Guideline may result in:

- Written warning.
- Corrective action request.
- Suspension of certification.
- Reduction of certification scope.
- Withdrawal of certification.
- Refusal of recertification.
- Legal action where intellectual property rights have been infringed.

20. REPORTING MISUSE

Any suspected misuse of the QGCert name, certificate, logo, or certification mark may be reported to QGCert.

Reports should include, where available:

- Name of the individual or organization.
- Description of the misuse.
- Supporting evidence (e.g., photographs, screenshots, documents, or website links).
- Date and location of the observed misuse.

QGCert shall investigate all reported cases in accordance with its Complaints and Enforcement Procedures.

21. DECLARATION

All certified persons shall acknowledge this Guideline as part of the certification process and agree to comply with its requirements.

I confirm that I have read, understood, and agree to comply with the **QGCert Guideline for the Use of the QGCert Name, Certificates, Logo, and Certification Mark**. I understand that any misuse may result in disciplinary action, including suspension, reduction, withdrawal of certification, or legal action where applicable.

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Name of Certified Person: _____

Certification Scheme: _____

Certificate Number: _____

Signature: _____

Date: _____

Document Control

Version	Date	Description	Approved By
1.0	01/06/2026	Initial Issue	Managing Director