



LOGO, CERTIFICATE AND TRADEMARK USAGE INSTRUCTION

1.0. PURPOSE

Purpose of this instruction is how to use management system logos for the companies that are certificated within the framework of the system certification, product certification and inspection certification activities executing by QA Technic.

2.0. SCOPE

This instruction notes the bases of usage of suitable dimensions System Documentation logo.

3.0. RESPONSIBLES

All firms which have certificate which was given from QA TECHNIC.

4.0. DEFINITIONS



TÜRKAK Logo: Symbol used by TÜRKAK to promote its name or accreditation programs



TÜRKAK Accreditation Brand: It is the symbol used by TÜRKAK to show the accreditation status of organizations. Accreditation Brand The accreditation area is created under the TÜRKAK logo by adding the standard number subject to accreditation and the accreditation number of the accredited institution.



MSCB-208

Combined ILAC MRA & IAF MLA Marks: MRA/MLA Mark used with the IAS accreditation symbol that only Alberk QA Technic is authorized to use. Combined ILAC MRA & IAF MLA Brand is used by Alberk QA Technic in certificates and reports and is not available to certified customers.



OR



OR



HALAL Certification –GAC Logo

The “GAC” logo is to be used by GAC only. Accredited organizations may use the “GAC Accredited” symbol and/or may make a narrative reference to their GAC accreditation, but cannot use the “GAC logo” in such references.



GAC's Accreditation symbol/mark : It is the symbol used by GAC accredited organizations to indicate their accreditation status. It is used in documents and reports by Alberk QA Technic and is not available to certified customers.

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Accreditation Number:

Accreditation numbers are given specifically to the certification body

AB-0067-M: It is the number and brand of TÜRKAK accreditation belonging to Alberk QA Technic within the scope of inspection services.

AB-0011-U: It is the number and brand of TÜRKAK accreditation belonging to Alberk QA Technic within the scope of product certification services.

AB-0143-YS: It is the number and brand of TÜRKAK accreditation belonging to Alberk QA Technic within the scope of system certification services.

MSCB-208: It is the number and brand of IAS accreditation belonging to Alberk QA Technic within the scope of system certification services.

AA-773 : It is the number and brand of IAS accreditation belonging to Alberk QA Technic within the scope of inspection services.

QA TECHNIC Logo: Registered symbol used by QA Technic to promote its name

TÜRKAK DOCUMENT VERIFICATION SYSTEM (TBDS) SQUARE CODE: QA TECHNIC Certification produced by the TÜRKAK document verification system, where some records and information (application, scope, inspection, evaluation/certificate, etc.) regarding the management system certifications given or to be given to customers receiving service from QA TECHNIC certification are entered. QR code that provides access to information.

IAFCertSearch: It is the world's private global database for accredited management system certificates created by the International Accreditation Forum. It provides businesses and governments with the ability to digitally verify an organization's certificate(s) to determine whether a certificate is valid and whether the issuing Certification Body is accredited. www.iafcertsearch.org


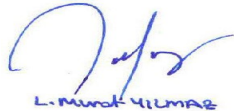
5.0. APPLICATION in SYSTEM CERTIFICATION ACTIVITIES

5.1. After signing the certificate agreement, all firms which was certificated by QA TECHNIC Quality and System Certification Management have to obey the this instruction's decision during the time of continuing of certificate.

Furthermore, if certified firms have other certificates out of the system certificate, at the usage of these certificates, have to abstain the logo usage which causing the misunderstanding.

5.2. System Certification Symbol (logo) can not used in internet, document, brochure and communication medias such as advertisement except the activities of certificate scope belongs to organisation management system.


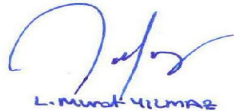
5.3. Organisation can only use the system certification logo in certificate scope activities and communication medias such as internet document, brochure and advertisements.

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- 5.4.** In case of suspension or cancellation of certificate contract, logo usage and all of the commercial affairs covers the references to certification, are stopped. In case of scope reduction, all of the logo usage conditions and commercial affairs includes the references to certification are revised properly to scope reduction.
- 5.5.** Suspending or withdrawing operations and if it is required legal operations are applied to the organization which does not perform the statements of this instruction.
- 5.6. QA Technic System Certification Logos as per System Certification instructions;**
- It cannot be used on the product. (Here, the expression of the product can be a product that can be touched directly or a product in a separate package, container, etc.)
 - It cannot be used on the packaging of the product or in a way that it indicates that the product is suitable.
 - Logo; it cannot be used to give the impression that the management system is certified, that QA Technic has certified a product (including service) or process.
 - the logo of the organization; laboratory tests, calibration and inspection reports and certificates are not allowed as they will mean that such reports will be assumed to be products in this context.
 - The organization cannot use the logo of the document it has received in a manner that will overshadow the reputation of QA Technic or certification system and lose public trust.
 - Logo; on the product; It can be used together with the expression defined in clause 5.13.
- 4.7.** Furthermore, if the proportions stand firm, dimensions can be reduced or expanded. If it is necessary, the changes, which are about the type, shape, dimensions or proportions of reducing and expanding at System Certification Logos, are announced to related people by Management Board.
- 5.8** Accreditation mark can be used on advertisement materials, stationery, documents, with a letterhead paper etc. belongs to QA TECHNIC. But it isn't allowed to use on business cards for personnel.
- 5.9** Accreditation mark must be used with QA TECHNIC logo
- 5.10** If accreditation mark will be used by an organization certified by QA Technic, they must comply with the following restrictions. The following restrictions are announced to the customer in addition to the contract during the contract phase.
- The accreditation brand must be used in conjunction with the QA Technic brand and as provided by the office.
 - The accreditation brand cannot be used alone on vehicles, buildings and flags.
 - The accreditation brand cannot be used outside the standard or scope subject to certification.
 - The accreditation brand cannot be used on the product or its packaging to imply that the products have been tested and approved.
 - Organizations whose certificates are suspended or whose certificates are canceled must immediately stop the use of the QA Technic and TÜRKAK brands and remove them from wherever they are used.

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Example logo usage is as follows;



5.11 In order for the companies to reach the relevant logos of the system standards included in the certification agreement, they should contact our company and make a request.

5.12. USE OF THE 2D BarCode

In the certificates it will issue, QA Technic can use the TBDS Square Code produced by the TÜRKAK Document Verification System (not less than 20x20 mm) besides the TÜRKAK brand (left or right or above or below).

TÜRKAK code to be used under the square code will be given by the system after the information is entered in the TBDS platform and consists of 9-10 alphanumeric characters. The frame code of each company is company specific. It cannot be used by another company.

5.13. According to the System Certification instructions, the conditions of presenting the customer that the customer has received the system certificate are as follows;

- A statement can be used to indicate that a document has been given to the relevant Management System of the company on the packaging of the products or in a document to be supplied with the packaging. Product packaging is considered as the part that separates the product without disassembly or damage. The information to be provided is considered as a separate piece or can be easily separated. Type labels and identification plates are considered as part of the product and are not included in the document to be supplied with the packaging.
- The statement must not in any way imply that the product, process or service is certified.
- The statement should refer to the following:
 - Identification of the certified customer (such as brand or name),
 - Type of management system (eg quality, environment) and applied standard,
 - The certification body that issued the document.

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- The statement explaining that the document was given to the Management System, for example; "This product is quality management system in quality / food / environment / information / medical devices by Alberk QA Technic, ISO 9001: 2015 / ISO 22000: 2018 / ISO 14001: 2015 / ISO 27001: 2017 // ISO 45001:2018/ ISO 13485: 2016 / ISO 50001: 2018 It has been produced by the firm certified according to the standard. " It may be.
- It can be used in advertising publications of the organization or on promotional brochures by stating that the document has been given to the relevant Management System.
- the expression; it cannot be used to give the impression that the management system is certified, that QA Technic has certified a product (including service) or process.
- The organization cannot use the expression it has used in a manner that will overshadow the reputation of the QA Technic or certification system and lose public trust.

6. APPLICATION in PRODUCT CERTIFICATION ACTIVITIES

6.1 Organizations certified on Product Certification by the QA Technic Product Certification Department are obliged to comply with the provisions of this instruction as long as the validity of the certificate continues after the signing of the document agreement.

6.2 In accordance with Article 10 of the "CE" mark regulation, the general principles for placing and using the "CE" mark on the product are as follows:


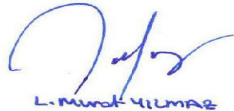
a) By placing or ensuring that the "CE" mark is placed on the product, the manufacturer is deemed to have declared that it is under his own responsibility that the product complies with the relevant technical regulation or regulations that require this marking, and that the product has been subjected to all necessary conformity assessment procedures.

b) In case a product is subject to more than one technical regulation requiring the "CE" mark to be affixed, the "CE" mark on the product constitutes a presumption that all applicable provisions of all relevant technical regulations have been fulfilled by the manufacturer. However, where one or more technical regulations give the manufacturer a choice to apply during a transitional period, the "CE" mark only indicates compliance with the provisions of the applied technical regulation or regulations.

c) "CE" marks;

1) It is included in the annex of the CE marking regulation (ANNEX-1 SHAPE OF "CE" MARKING) and 6.12 of this instruction. It consists of the letters "CE" in accordance with the shape defined in the article and the design of the sign cannot be changed, except that it is reduced and enlarged in accordance with the proportions in the drawing.

2) Unless otherwise specified in the relevant technical regulation, it shall be at least 5 mm in size

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3) In cases where this is not possible or permanence cannot be guaranteed due to the nature of the product or the information plate, it is placed in its packaging and in the documents accompanying the product as stipulated by the relevant technical regulation, in a visible, legible and indelible manner.

4) The product is placed before it is placed on the market.

5) It is placed only by the manufacturer or his authorized representative.

c) When required by the relevant technical regulation, the identification registration number of the notified body involved in the production control phase is also included next to the "CE" mark. Alberk QA Technic approved identification number is 2138. The identity registration number is placed by the manufacturer or the manufacturer's authorized representative in accordance with the rules of Alberk QA Technic. In the event that a product is subject to evaluation by more than one notified body due to the scope of different technical regulations, the identification registration numbers of all notified bodies involved in the production control phase are placed next to the "CE" mark.

d) Along with the "CE" mark, the product may include pictograms or other markings describing a particular risk or use.

e) No other signs or descriptions may be placed on the product to mislead third parties about the meaning and form of the "CE" mark. Any other mark may be placed on the product only in a way that does not impair the visibility, legibility and meaning of the "CE" mark.

f) The "CE" mark can only be used on products for which technical regulations are required and cannot be used on other products.

g) When required by the relevant technical regulations, the "CE" mark is placed in such a way that it can be read by the visually impaired.

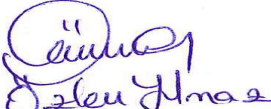
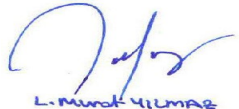
6.3. The organization cannot use the Product Certification and inspection symbol (logo) in the fields of activity and advertisements outside the scope of the document of the product certification system. In addition, if the certified organizations have certificates other than the product certificate (such as system certificate), they should avoid the use of logos that will cause confusion in the use of these documents.

6.4. The organization can use Production Certification Logos at only activities and advertisements which inside the document extent.

6.5. If certificate agreement suspended or withdrawn, the organization have to hold on the usage of logo.

6.6. Suspending or withdrawing operations are applied to the organization which does not perform the statements of this instruction.

6.7. In accordance with Production Certification Management's instruction, QA TECHNIC Production Certification Logos:

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-Can be used upon the products (The product mentioned here comprises the product which places in terms of model/type/serial number in the scope of certificate. It can not be put on product components, spare parts and similar equipment and materials.) See item 6.2 for detailed information

-Upon the outer pack which is using for carrying, logos can be use with the meaning like that this logo is related with the product which is in the scope of the certification.

-Upon the advertisement aimed issues or advertisement brochures, with the expression which that the certificate was given for related product.



-Upon the laboratory, analysis, calibration or audit reports related to the organization, the logo can not be used

The statement explaining that the document was given to the Product, for example; "This product has been certified under ISO / IEC 17065 standard." It may be.

- 6.8.** Manufacturers whose audits have been successfully completed and have been awarded the certificate must be requested by us to use the Product Certification symbols. The dimensions can be reduced or enlarged, provided that the proportions of the logos sent to the manufacturer by us remain constant.
- 6.9** Accreditation mark can be used on advertisement materials, stationery, documents, with a letterhead paper etc. belongs to QA TECHNIC. But it isn't allowed to use on business cards for personnel.
- 6.10** Accreditation mark must be used with QA TECHNIC logo. It is not allowed to be used all alone.
- 6.11** If the certified client from QA TECHNIC wants to use Accreditation mark, it should obey the conditions mentioned hereunder. These conditions are announced to the clients in addition to agreement at the agreement stage.
- Accreditation brand must be used with the QA Technic brand and as provided by the office.
 - Accreditation brand cannot be used alone on vehicles, buildings and flags.
 - Accreditation brand cannot be used outside the standard or scope subject to certification.
 - Organizations whose certificates are suspended or whose certificates are canceled must immediately stop the use of the QA Technic and TÜRKAK brands and remove them from wherever they are used.

- 6.12** **Sample Logo Usage:** :CE can not be used without QA Technic's authorized institution number (2138). The CE mark with the number 2138 in the lower part can be used alone or next to the QA Technic logo. If they are used with the logo of QA Technic, the two logos must be of equal size. The rules regarding the shape and dimensions of the CE mark are as follows;



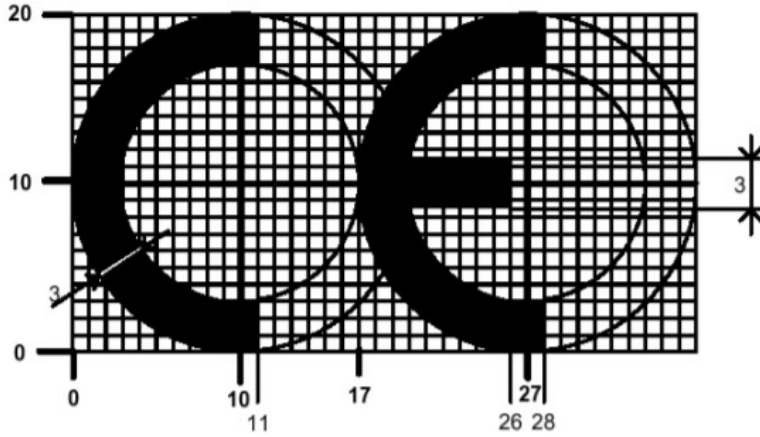
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“CE” İŞARETİNİN ŞEKLİ

1. “CE” işareti aşağıdaki şekle ve orana uygun olarak “CE” harflerinden oluşur:





2. Küçültülmesi veya büyütülmesi gereken durumlarda yukarıda yer alan şekildeki oranlara uyulur.
3. İlgili teknik düzenlemede aksi belirtilmediği müddetçe, “CE” işareti asgari 5 mm ebadında olur.

6.13 Notified Body Number; It should be used as defined in the relevant regulations within the scope of 2014/33/EU Elevator Regulation, 305/2011/EU Construction Materials Regulation, 2006/42/EC Machinery Regulation and 2016/426/EU Regulation on Gas Burning Devices.

6.13 Halal Certification Logo, which is entitled to use as a result of successful completion of the audit in halal certification audits, is sent to the customer by ALBERK. Articles 6.3-6.11 are valid during the use of the logo for which the right to use has been acquired. The certified organization will take sufficient care not to cause any confusion between certified and non-certified products in its publications and advertisements. Logo; It cannot be used in different products and brands belonging to the same company that are not specified in the certificate. Advertisements containing halal certification mark or certification reference will be approved by Alberk QA Technic.

Halal Certification Logo; Subject to Alberk QA Technic approval, it can also be used for:

- a. In the packaging of certified products
- b. Secondary or tertiary packaging that is directly visible to the buyer at the time of display
- c. Company promotional materials such as brochures, company profiles, reports, exhibition materials, flyers, banners, roll-ups.
- D. website, internet etc. corporate electronic media

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to. company vehicles

f. letterhead, stationery etc. company communication documents


Certified customer; the GAC logo; has accepted with the signed contract that he will not use it on the product, building, vehicle, advertising equipment.

Organizations whose certification has been suspended or whose certification has been revoked should immediately stop the use of the HALAL Logo and remove it from wherever it is used. The validity period of the Halal logo is limited to the validity period of the Halal certificate. Organizations that do not renew their certificates or whose certificates have been revoked even though the validity of the certificate has expired are obliged to collect back the products with the Halal logo that they put on the market.

In case of detection of misleading or deceptive uses or statements of the logos and documents issued by Alberk QA TECHNIC, the subject is T.C. It will be transferred to Kadıköy Enforcement Offices and Courts.

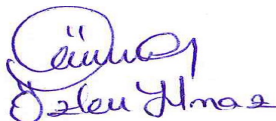
6.14 G SIGN USE:

It is required to be made in accordance with the Regulation Rules on Criteria to be Subject to Up-to-date Construction Materials. In the event that misleading or deceptive uses or declarations of logos and documents issued by Alberk QA TECHNIC are detected, the subject is issued by T.C. It will be transferred to the Kadıköy Enforcement Offices and Courts.

	Times New Roman, minimum 5 mm yüksekliğinde siyah büyük harf ile deforme edilmeden 5/4 oranında kutu içine yazılacaktır.
Kuruluş No.	004
Firma	İmalatçının Adı veya Tescilli Markası
Adres	İmalatçının Kayıtlı Adresi
Fabrika	Ürünün imal edildiği fabrikanın adı veya tescilli markası
YIL	İşaretin basıldığı yılın son iki basamağının yazılması
0YYY-0XXX	0YYY: Kuruluş No. 0XXX: Kuruluş tarafından verilen belge no.(Sistem 4'de sadece 0XXX kısmı beyan numarası olarak yer alacaktır)
Standard Numarası	Standart numarası
Ürün Tipi	Ürün tipini belirten standart işaretlemesi
X İlave Bilgiler	Uygunluk Teyit sistemi ve Madde 5(2)'de belirtilen ürün karakteristikleri

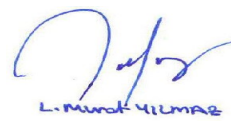
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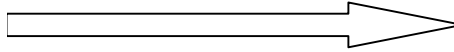
7. APPLICATION in INSPECTION CERTIFICATION ACTIVITIES

It should not be placed on the product or materials and also it should not be used together with meaning production certification and approval. The firms that are producing, montage, distributor do never use TURKAK acreditation logos.

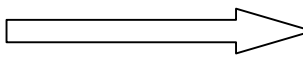
Inspection stickers are only put on the products together with showing inspection date, project number and following inspection date defined hereunder by QA TECHNIC.

Example: "Forklift No. 123 has been examined within the scope of ISO / IEC 17020". Article 5.10 also applies to inspection activities

Turkish Accreditation Agency (TÜRKAK)
accredited service users



International Accreditation Service (IAS)
accredited service users


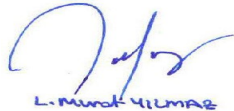


8. Ownership of logos, brands and documents; It belongs to Alberk QA TECHNIC. Our company evaluates the use of the logo in every audit. Corrective actions and corrections are requested from our certified customers for incorrect logo usage. Failure to make these corrections will result in suspension or withdrawal of the document. In addition, errors about the use of logos by our customers from third parties are also evaluated in the same way.

9. In case of detection of misleading or deceptive uses or statements of the logos and documents issued by Alberk QA TECHNIC, the matter will be referred to the T.C. Kadıköy Enforcement Offices and Courts.

10. RELATED DOCUMENTS

- PR-09 Audit and Certification Procedure
- R10.06 The conditions relating to usage of TÜRKAK Accreditation Mark by the firms that have accredited by TURKAK.
- INTERNATIONAL ACCREDITATION SERVICE Transition to New Corporate Logos and Accreditation Symbols

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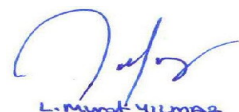


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- TS EN ISO / IEC 17021-1: 2015 Conformity assessment - Requirements for organizations that provide audit and certification of management systems
- TS ISO / IEC 17030 Conformity assessment - General requirements for third party conformity markings
- TS EN ISO / IEC 17020 General criteria for the operation of various types of inspection establishments
- TS EN ISO / IEC 17065 Conformity assessment - Requirements for organizations performing product, process and service certification
- "CE" MARKING REGULATION
- IAS/ADM/084 POLICY ON THE USE OF THE ILAC/IAF/IAS COMBINED MARKS
- AC477 ACCREDITATION CRITERIA FOR MANAGEMENT SYSTEM CERTIFICATION BODIES
- TN 6.0: GAC Technical Note 6 Policy on the Use of the GAC logo, GAC endorsement and references to accreditation

9.0 STATUS OF REVISION

Revision Date	Revision Number	Revised item	Explanation
22.05.2006	01	-	Writing format has been changed. The situation of revision chart was added.
18.06.2007	02	4.6	Determination related to the, " the logo can not be used upon the firm's laboratory, analysis, calibration or audit reports" was added.
18.09.2007	03	4.8 – 4.9 – 4.10	Change in QA TECHNIC logo and company name was included. Some conditions have been added related with TURKAK mark.
24.02.2009	04	4.9 -4.11- 4.12	There was a revision at clause 4.6-4.9-4.10. Some conditions have been added related with DGA mark at clause 4.11. Some informations have been added how to get logo at clause 4.12.
31.03.2009	05	5	Clause 5. and 6 have been added: Logo usage within the scope of Production Certification and Inspection Scope.
10.04.2009	06	4.13	ISO 27001 Logo is added.
19.06.2009	07	7.0	The information of customer disagreement condition is added.
03.06.2010	08	4.11	DGA accreditation was changed as DGA. Logos were changed.
13.06.2011	09	4.10	Logo of ISO 27001:2005 and ISO 13485:2003 certificates which are accredited by TURKAK is added.
		4.13	Since ISO 27001:2005 standard is accredited, logo that is used in the the certificates is not accredited.
20.10.2011	10	5.13, 8	Descriptions related with the Globalgap is added.
		5.14,8	Information related with the BRC Logo usage is added.
		5.15	Related FSSC definition is added.
05.03.2012	11	4.1, 4.2, 4.3, 4.4, 4.5, 4.6, 7, 8	Amendments related with 17021 standart revision is applied.

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07.06.2012	12	Title	Name of the instruction is amended.
14.02.2013	13	5.11	QPASS logo usage is cancelled. 5.12 clauses is corrected as 5.11 and new scopes are included.
15.04.2013	14	4.12-4.13	An information related with JAS-ANZ Logo usage, is added. Content of 4.12 clause is amended.
07.05.2013	15	4.14	An information related with IAF MLA Logo usage, is added.
17.06.2013	16	4.11	An information related DAKKS / DGA logo usage, is deleted and number of following clauses is amended.
20.06.2013	17	5.15	An information related with Halal logo, is added.
09.05.2014	18	4.6-4.11-4.13-8.0	An information related with usage of Halal logo and IAF logo is deleted. Clause with a number of 4.12 is amended as 4.11. 27001:2005 standard is changed as 27001:2013. 13485:2003 standard is changed as 13485:2012. JAS-ANZ guideline document is deleted from RELATED DOCUMENTS.
29.05.2015	19	1.0-2.0-3.0-7.0	Definitions related to personnel certification were added
06.04.2016	20	5-7.1-7.2-8	Information and references on the use of BRC, GLOBALGAP and FSSC 22000 logos have been deleted. Identification and reference was made about the use of VQA logo
01.06.2016	21	4.1-4.2-4.3-4.4-4.6-4.12-5.11-5.12-6-9-11	ISO 17021-1: 2015 Standard item 8.3 requirements have been added. Product certification logo usage example was added. Regulations on product certification have been updated. How to use the testimony expression was defined. ISO 17021-1: 2015 and ISO 17030 have been added in the related documents.
04.10.2016	22	4.8-4.9-4.10	Sample logo usage was removed from the system certification.
02.01.2017	23	6-12	IAS Logo added, related documents updated
16.03.2017	24	Başlık	Title; Revised as "Logo, Brand and Document Usage Instruction"
12.04.2017	25	5.12	Atex directive added
18.08.2017	26	5.14	Added G-Mark Usage
22.08.2017	27	4.0, 5.10, 5.12	In the direction of the revised R.10.06 guidance document, the data matrix definition was added, the numbering was revised.
17.11.2017	28	5.13	Statement that can be written on the product has been updated
07.01.2019	29	7	IAS Logo updated
18.11.2019	30	5.10	TÜRKAK logos were added within the scope of System Certification
20.01.2020	31	1-8	Personnel certification attribution and item 8 in item 1 have been deleted. 30. The paragraph that says "To reach the logos..." in the revision number 9 was number 8 and the other item number was reordered.
07.10.2019	32	5.13	ISO 50001: 2018 added
09.11.2020	33	4.0-6.12	Accreditation brands are defined. The regulations removed from our scope have been deleted
28.12.2020	34	4.0-5.10	The IAS logo was defined within the scope of system certification.
10.03.2021	35	5.10	14001 logo with TÜRKAK accreditation mark has been deleted
02.08.2021	36	5.11-6.2-6.8-6.12-	Due to the deletion of the logos on our website, it has been defined that it is necessary to contact our company in order to

Hazırlayan
YT

[Signature]
Özlem Yılmaz


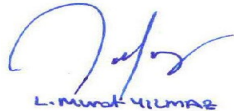
Onaylayan
YKB

[Signature]
L. Murat Yılmaz



LOGO, CERTIFICATE AND TRADEMARK USAGE INSTRUCTION

		6.13-.8.-10	access the logos. The legislation that will use the CE mark has been updated. By changing the article 6.2, technical requirements were added within the scope of CE regulation and the order of the next items was changed. The shape of the CE Mark has been defined. Article 8 referring to the website for logos has been deleted. Numbering has been updated starting from the nine items. CE Mark regulation has been added to the relevant documents.
09.09.2021	37	5.13	Standard versions have been updated. Added ISO 27701 and ISO 45001 Standard
02.06.2022	38	4.0-10	Added information about the combined ILAC MRA & IAF MLA Brand and IAF CertSearch. Relevant documents defined
01.07.2022	39	4-6.14-10	Logo usage conditions defined within the scope of Halal Certification
20.01.2023	40	5.10	Added new IAS Accredited logos

Hazırlayan YT 	Onaylayan YKB  L. MURAT YILMAZ
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