

**Introduction**

An organization certified by A-Professional Certification Services Limited (called as “**APC**”) with HKCAS accreditation (hereinafter called as “**Certified Organization**”) can use HKCAS accreditation symbol to demonstrate to the public that it has been certified by a competent and impartial certification body accredited by HKAS. The certified organization shall follow this guideline for the use for the HKCAS Accreditation symbol subject to the conditions set out as below.

**Conditions for the use of the HKCAS Accreditation Symbol**

- 1 A certified organization, holding an accredited APC certificate bearing the HKCAS Accreditation Symbol, can use the combined APC certification mark and HKAS accreditation symbol on the organization’s stationery, literature and publicity materials or advertisements if they are related to the organization’s certification scope.
- 2 A certified organization shall use the HKCAS accreditation symbol in conjunction with certification mark of APC strictly according to the combined mark samples below (Figure 1):



(Figure 1)

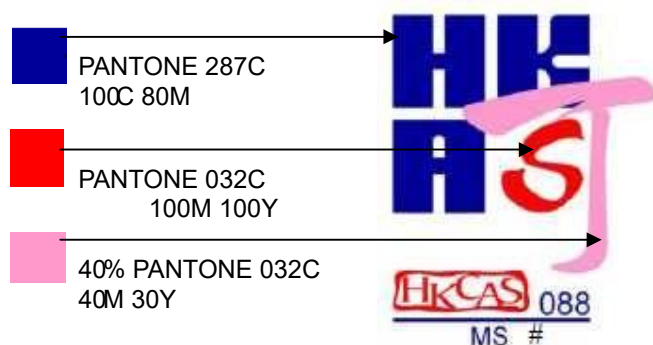
**Note:**

1. The certification number assigned to the organization under the accredited certification scheme shall be placed immediately underneath the HKAS accreditation symbol and the CB’s certification mark as above.
2. The colour of the APC Certification Mark shall refer to colour artwork as provided by APC.

3. The minimum height (excluding the accreditation number) of the mark shall be 15 mm. A smaller size is acceptable if the symbol is to be displayed on an item having a small size, e.g., identification code and the registration number shall be clearly discernible.
4. A certified organization shall report to the Customer Service Division of APC for other proposed use of the combined mark.
5. If a certified organization holds an APC certificate bearing other accreditation symbols, the certified organization shall display all the combined marks in the same height.

When a certified organization uses a HKCAS accreditation symbol, the organization shall:

- include its own name or logo;
  - include the certification mark not disproportionately represented with reference to the accreditation symbol, and positioned in a manner that ensures the relationship between the accreditation symbol and the certification mark is obvious;
  - the certification number assigned to the organization under the accredited certification scheme shall be placed immediately underneath the HKCAS accreditation symbol and the certification body's certification mark as illustrated in Figure 1.
- 3 Where the mark is to be displayed on materials printed using full colour, the accreditation symbols shall normally be printed in the colours as specified in Figure 2.



(Figure 2)

Note:

1. The right hand edge of the last digit of the registration number shall align with the vertical line in touch with the right hand side edge of letter “K”. The lines underneath the registration number shall be perpendicular to this vertical line.
  2. The height of the registration numbers shall be one-quarter the height of the letter “H” of the HKCAS logo.
  3. The registration numbers shall not touch the lines underneath.
  4. The above colour specification is based on a white colour background. When printed against a background of other colours, the colour of the accreditation symbol shall not be affected. The colours appearing in the above figure may not be exact. When printing, the specific colour codes should be followed.
  5. The identification code used shall be the one for the accreditation programme under which the organization is accredited.
- 4 In cases where it is difficult to distinguish a full colour accreditation symbol from its background, a single colour accreditation symbol shall be chosen to ensure that it is easily visible, preferably of white, black, red or blue. The colour of the symbol shall be chosen such that they are easily visible against the background. Single colour combined accreditation symbol and APC certification mark in black are shown in Figure 3.



(Figure 3)

5. When a certified organization uses a HKCAS accreditation symbol, the organization shall **NOT**:
  - use the HKCAS Accreditation Symbol in such a manner as to bring HKAS into disrepute and shall not make any statement relevant to HKAS accreditation which the HKAS Executive may reasonably consider to be misleading.
  - use the HKCAS Accreditation Symbol in isolation from the certification mark of the accredited certification;
  - with ambiguity in the certification mark or accompanying text as to what has been certified;
  - use the accreditation symbols or claim accreditation status in such a manner as to bring HKAS or its accreditation into disrepute
  - use the HKCAS Accreditation Symbol in association with any activities outside the scope which is not stated in the APC certificate.
  - used by a certified organization's any mother companies, subsidiaries or sister companies.
  - use the HKCAS Accreditation Symbol on its products or associated documentation or certificates or in any way that may be interpreted as denoting product conformity.
  
6. When used on paper, the HKCAS accreditation symbols may be embossed or stamped, provided that no other modification are made.
  
7. Except as allowed in the conditions above, an certified organization is not allowed to use any HKCAS accreditation symbol or claim HKAS accreditation status. Any incorrect use of the HKAS may result in publication of transgression, or suspension or withdrawal of accredited certification.
  
8. An organization with its certification suspended or terminated by APC shall forthwith stop using the relevant HKCAS accreditation symbol.
  
9. In case of doubt, the certified organization shall seek advice from APC for any intended uses of APC certification mark and the HKCAS accreditation symbol.

**\*\*\*The End\*\***