

 ESWATINI <small>STANDARDS AUTHORITY</small>	ORGANIZATION	Eswatini Standards Authority (SWASA)		
	DEPARTMENT	Management System Certification Scheme (MSCS)		
	DOCUMENT TITLE	Guidelines for the use of the Standard Mark		
	Effective date	Document No.	Revision	
	31 August 2017	SWASA-MSCS-GL 9.5-01	01	

1. PURPOSE

To ensure that Standard Mark is used in a right manner and its misuse is avoided

2. SCOPE

This guideline gives the details about the use of the Standard Mark for Management Systems Certification Scheme (MSCS).

3. RESPONSIBILITY

The Quality Assurance Manager is responsible for proper use of Standard Mark by the SWASA MSCS certificate holders

4. GUIDELINES

4.1. A suitable Standard Mark has been developed for use by the client of Management Systems Certification. The clients upon grant of certificate may be authorised to the Standard Mark.

4.2. The Standard Mark for Management Systems Certification giving the preferred dimensions and sizes and colour scheme, is enclosed with certificate to enable the certificate holders to prepare the designs of the standard mark for reproducing on publicity material, brochures and letter heads.

4.3 With regard to the colour of the standard mark, there is no bar if standard mark is used in single colour. However, for multi-colour standard mark, SWASA MSCS must approve colour scheme.

4.4 Standard mark should be used in such a manner that it clearly appears that Management Systems Certificate applies to the Management Systems only and does not relate to the product.

4.5 Letter heads and brochures etc. with standard mark of Management Systems Certificate shall not be used while referring to products, which are not covered by the Certificate.

4.6 The certificate holders should get the design of the monogram approved by the SWASA MSCS before bringing it to use. He/she will be permitted to commence use of standard mark only after approval.

4.7 Details about the use of Standard Mark are given below:

- i) Only those firms holding a valid certificate under the Management System Certification Scheme are authorized to use this Standard Mark,
- ii) The specimen of the standard mark for Management System Certification shall be provided by SWASA MSCS,

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- iii) Certificate holders can use the Standard Mark on their publicity material brochures and letter heads etc. The Standard Mark shall not be used on the product.
- iv) It should be used in such a manner that it clearly appears that Management Systems Certification applies to the Management Systems only and does not relate to the product. Products which are not covered by the Management System Certification shall not be referred in the letterheads, brochures etc. bearing the Standard Mark of Management Systems Certification.
- v) The certificate holder shall use only the preferred sizes of the Standard Mark. However, when larger sizes other than those given in the preferred dimensions sheet are to be used, the enlarged sizes shall be in multiples of 10 of any of the preferred dimensions or any photographic reduction or enlargement.