

Certificate And Mark Usage Procedure

A) DOCUMENT APPROVALS

No	Definition	Action	Approved By	Date
1	Doküman onaylandı	Onay	Füsun Tudan	08.06.2026

B) REVISION HISTORY

No	Definition	Reason	Approval Date	Release Date
5	Definitions section is updated. SZUTEST and certified company responsibilities are revised for further clarification. Statements are added to ensure that all advertising and promotional materials are revised accordingly in the event of a reduction in the certification scope. Additional rules for the use of new SZUTEST certification marks are specified. Figures are labeled and numbered. Editorial corrections are made.	Improvement & New SZUTEST Certification Mark Use	08.06.2026	08.06.2026
4	Fixed errors in images	Correction	23.03.2023	23.03.2023
3	The content is transferred to IQMemo	Transition to new software	14.02.2023	14.02.2023

5. Aim and Scope

The purpose of this procedure is to determine the principles regarding the use of certificates, logos, brands, certification marks and special marks (CE mark, etc.) by SZUTEST Konformitätsbewertungsstelle GmbH and the companies certified by SZUTEST Konformitätsbewertungsstelle GmbH; within the framework of legal regulations, other relevant legislation and guidance documents.

This procedure covers the certificate, logo, brand, document marks and special marks (CE mark, etc.) used in all conformity assessment activities carried out by SZUTEST Konformitätsbewertungsstelle GmbH.

Externally sourced documents are stated under the external documents title in the definitions tab of the QMS software.

Special rules for Regulation (EU)2017/745 related usage are defined in PR.MED.26 Medical Devices Certificate And CE Mark Usage Procedure.

SZUTEST Konformitätsbewertungsstelle GmbH will be referred as 'SZUTEST' in this document.

6. Definitions

Logo: The name given to symbols or shapes that represent a brand, institution, organization, company, formation, community or idea and contain graphical elements.

SZUTEST Certification Mark: The SZUTEST certification mark created by writing the relevant certification field and, when necessary, the relevant standard number, together with the SZUTEST logo, to show the certification status of the company certified by SZUTEST. Throughout this procedure, the term "certification mark" refers to the SZUTEST certification mark.

Certificate: The document containing the results of conformity assessment activities by SZUTEST.

CE Mark: A sign that shows that the product complies with the relevant technical regulation and that if the products are used for their intended purpose, they will not harm human life and property safety, plant and animal existence and the environment.

Refer to PR.MED.15 Procedure for Definitions In Medical Devices Procedures for Medical Devices.

7. Responsibilities

All companies who are given the right to use certificates, logos, brands, certificate marks and special marks (CE mark, etc.) after their suitability has been evaluated by SZUTEST and SZUTEST employees are responsible for continuing their activities in accordance with this procedure.

8. Method

8.1 CERTIFIED COMPANY OBLIGATIONS

8.1.1 GENERAL RULES FOR THE USE OF SZUTEST DOCUMENTS, LOGO, MARKS AND DOCUMENT MARKS BY CERTIFIED COMPANY

8.1.1.1 The right to use the SZUTEST logo on SZUTEST documents belongs only to SZUTEST, and the company certified by SZUTEST has the right to use SZUTEST certificate, certification mark and special marks in accordance with the scope of conformity assessment activities. SZUTEST logos are given in Figure 1.

8.1.1.2 Companies granted the right to use the SZUTEST certification mark;

The original colors and sizes of certification mark is shared with certified companies that are entitled to use them. The color and format of the certification marks cannot be changed under any circumstances, they can be enlarged or shrunk provided that their original form is preserved, remains legible and the certification mark is not smaller than 20 mm. Certification mark can only be used in black and white except their original colors.

The SZUTEST logo can be used in gray on a navy blue background and navy blue on a white background. Navy blue, gray and white color codes are specified in Section 8.3.

- Certification mark can be used by companies whose suitability has been evaluated, found successful by SZUTEST and whose certificate has been issued.
- If the company has more than one certificate issued by SZUTEST, the certification mark shall be used in a way that does not cause any confusion. In case of one or more of several certificates are withdrawn, the use of the certification mark shall be stopped for the scope of withdrawn certificates and no reference shall be made to the relevant mark in advertising materials.
- In case of withdrawal of the certificate as specified in the SZUTEST general conditions texts, the use of the certification mark shall be stopped and no reference shall be made to the relevant mark in advertising materials.
- In case of suspension of the certificate as specified in the SZUTEST general conditions texts, the use of the certification mark shall be stopped and no reference shall be made to the relevant mark in advertising materials.
- In case of reduction of certification scope as specified in the SZUTEST general conditions texts, the use of the certification mark for the reduced scope shall be stopped and no references shall be made to the relevant mark in advertising materials.
- The company can only use the flags obtained from SZUTEST within the scope of its certificates/contracts.
- The company cannot use the SZUTEST certificate, certification mark in departments, subsidiaries or affiliates that are not included in the scope of the certificate.
- The company cannot transfer the right to use certificate and certification mark to third parties.

- Certification mark can be used in stationery, advertising promotion and similar materials, but cannot be used on promotional materials and documents related to activities that are not within the scope of certification.
- Certification mark cannot be used on vehicles, buildings, corporate flags and business cards. No reference to the company's certification can be made on business cards. Signatures/business cards used in e-mails and corporate social media accounts are also included in this scope.
- Certification mark can be used on the interior walls and doors of the certified company's building or on promotional stands at fairs.
- Certification mark shall not be more prominent than the logo of the certified company.
- No part of the certificate may be used, reproduced or published separately.
- When the certification mark is requested, they are transmitted electronically to the company certified by SZUTEST.
- Certification mark cannot be used to imply product, process or service certification and approval.
- Certification mark cannot be used on laboratory tests, calibration, experiments and surveillance reports and other documents related to the product.
- If the certified company has more than one branch and some of the branches are certified by SZUTEST, the certification mark can only be used by the certified branches.
- The certificate can be used by the company in magazines, books, etc. publications and on the internet to demonstrate its adequacy in the relevant field. The certificate may be reproduced to demonstrate the competence of the company within the scope of certification.
- It is forbidden to translate and reproduce the report, document, logo provided by SZUTEST into a different language without the permission of SZUTEST.

8.1.2 ADDITIONAL RULES FOR THE USE OF THE CE MARK BY CERTIFIED COMPANY

Companies granted the right to use the CE mark by SZUTEST shall comply with the general rules defined in Section 8.1.1 of this procedure and the additional rules specified below.

- By placing or ensuring that the "CE" mark is placed on the product, the manufacturers are deemed to have declared that the compliance of the product with the relevant technical regulation or regulations requiring the placing of this mark is their responsibility and that the product has been subjected to all necessary conformity assessment procedures.
- If a product is subject to more than one technical regulation requiring the "CE" mark, the "CE" mark on the product indicates that all applicable provisions of all relevant technical regulations have been fulfilled by the manufacturer. In cases where these technical regulations foresee a transitional period and give the manufacturer a choice regarding application, the "CE" marking only indicates compliance with the provisions of the applied technical regulation or regulations.
- The "CE" mark consists of the letters "CE" in accordance with the Figure 4 and both letters shall have the same vertical dimension. The design of the mark cannot be changed except by reducing or enlarging it in accordance with the proportions in the drawing.
- The "CE" mark shall be at least 5 mm in size, unless otherwise specified in the relevant technical regulation.
- The "CE" mark is placed in a visible, legible and permanent manner on the product or on the information plate or, in cases where this is not possible or its permanence is not guaranteed due to the nature of the product, on its packaging and on the documents accompanying the product as stipulated by the relevant technical regulation.
- The "CE" mark is placed before the product is introduced to the market.
- The "CE" mark can only be used by the manufacturers or their authorized representative.
- Along with the "CE" marking, the product may also contain pictograms or other markings representing a particular risk or use.
- Other signs or descriptions that would mislead third parties about the meaning and form of the "CE" marking cannot be placed on the product. Any other markings may be placed on the product only in a way that does not impair the visibility, readability and meaning of the "CE" mark.
- The "CE" mark can only be used on products that are required by technical regulations and cannot be used on other products.
- The mark can appear in different styles (e.g. colour, solid, or hollow), as long as it remains clear.

8.1.3 ADDITIONAL RULES FOR THE USE OF THE NOTIFIED BODY IDENTIFICATION NUMBER (SZUTEST IDENTIFICATION NUMBER 2975) BY CERTIFIED COMPANY

Companies granted the right to use the Notified Body Identification Registration Number (SZUTEST Identification Registration Number 2975) by SZUTEST shall comply with the general rules defined in Section 8.1.1 of this procedure and the additional rules specified below.

- The Notified Body identification number can be used by the companies certified by SZUTEST according to the relevant technical regulation, together with the CE mark, as specified in Figure 5, when required by the relevant technical regulation.
- The Notified Body identification number is used in the Performance Declaration and on the CE label prepared by the certified company. The
- Notified Body identification number cannot be used in statements and labels regarding products that are not within the scope of certification in a manner that may deceive the consumer.
- In case the certificate expires, is suspended or cancelled; the use of Notified Body identification number shall be stopped. In addition, when the scope of the certificate is reduced, the Notified Body identification number shall not be used for products removed from the scope. The
- right to use the Notified Body identification registration number cannot be transferred to and used by third parties. Otherwise, SZUTEST has the right to initiate legal proceedings and immediately report the details of the matter to the relevant ministry.
- The combination of the Notified Body identification number and the SZUTEST logo specified in Figure 3 can only be used by SZUTEST. Any
- damage that may occur due to incorrect use of the Notified Body identification registration number is the responsibility of the company. In case of unauthorized or illegal use of the certified notified body identification number by the certified company, the certificate will be
- suspended. The relevant ministry shall be informed. In this case, the company will be prevented immediately from unauthorized use and will be made sure that the company takes the necessary measurements to rectify the situation. SZUTEST withdraws the certificate in case

of continued non-compliance.

8.1.4 ADDITIONAL RULES FOR THE USE OF NEW SZUTEST CERTIFICATION MARKS

SZUTEST new certification marks are given in the FR.290 Certification Marks Guideline. On dark backgrounds, versions of marks designed for dark backgrounds shall be used. New marks for dark and light backgrounds can be accessed at <https://www.szutest-germany.de/>.

8.2 SZUTEST OBLIGATIONS

8.2.1 The right to use the logo on SZUTEST documents belongs only to SZUTEST, and SZUTEST shares the original colors and sizes of the SZUTEST certificate and certification mark with the company it certifies. Certification marks shall be transmitted electronically to the certified company by SZUTEST.

8.2.2 If the certified company does not use the certificate and certification mark in accordance with this procedure, SZUTEST immediately prevents misuse and takes the necessary measures to correct the situation. If a certified company uses the certificate and certification mark without permission or irregularly, their certificate will be suspended. The relevant ministry shall be informed. In this case, the company shall immediately prevent unauthorized and irregular use and take the necessary measures to correct the situation. If nonconformity continues, SZUTEST withdraws the certificate.

8.2.3 In case of misleading or unauthorized use of the certification mark; SZUTEST has the right to immediately cancel the use, suspend the certificate and initiate legal proceedings and immediately notify the details of the matter to the relevant ministry.

8.2.4 SZUTEST shall use its full commercial name, the addresses where it is authorized within the relevant scope, the identifying logo/certification mark and the authorization number/the mark allowed to be used by SZUTEST given by the relevant institution or authority, in the certificates published in the scopes in which it is authorised.

8.3 COLOR CODES IN USING SZUTEST LOGO

The SZUTEST logo can be used in the color codes mentioned below as gray on a navy blue background and navy blue on a white background.

Navy Blue

R(Red) : 11	C(Cyan) : 100
G(Green) : 59	M(Magenta) : 86
B(Blue) : 93	Y(Yellow) : 34
	K(Black) : 23

White

R(Red) : 255	C(Cyan) : 0
G(Green) : 255	M(Magenta) : 0
B(Blue) : 255	Y(Yellow) : 0
	K(Black) : 0

Gray

R(Red) : 204	C(Cyan) : 19
G(Green) : 204	M(Magenta) : 15
B(Blue) : 204	Y(Yellow) : 16
	K(Black) : 0

New SZUTEST Certification Mark Color Codes:

The new SZUTEST certification mark can be used in the color codes mentioned below. The color palette is provided in FR.290 Certification Marks Guideline.

Pantone 320C
Pantone 871 C (GOLD)
Pantone 656 C

Figure 1 - SZUTEST Logos



Figure 2 - SZUTEST Certification Mark



Figure 3 - Combination of Notified Body Identification Number and SZUTEST Logo



Figure 4 - CE Mark

Figure 5 - Combination of Notified Body Identification Number and CE Mark

