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# Use of Certificate, Mark and Logo Policy

This Policy sets out the framework for use of certificate issued by Cobra Sports Services, as well as, Logo and Mark.

<i>Document #</i>	PY-6-0201-151
<i>Scope</i>	Internal
<i>Version #</i>	1.0
<i>Effective Date</i>	1-Apr-2022
<i>View Level</i>	Public



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## Version History

Revision	Date	Description	Modified By
V1	01/April/2022	Develop the main document.	Hany Shalaby

## Distribution List

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## Approvals

**DECLARATION:** The following sign-off represents agreement to the contents of this document. All signatories of this document must ensure that their team abides with it until it is superseded by another version.

Name	Title	Responsibility	Signature & Date
Ahmed Moustafa	General Manager	Approver	
Hany Shalaby	Certification Director	Owner	

# Use of Certificate, Mark and Logo Policy

## Introduction

- 1.1. This Policy sets out the framework for use of certificate issued by Cobra Sports Services, as well as, Logo and Mark.
- 1.2. A certified person can make reference to its Certification Status in the reports as well as in the promotional materials and his / her visiting card.
- 1.3. Certification entitles the certified persons to endorse the relevant document by using the Cobra Sports Services Symbol, in accordance with Cobra Sports Services Policy. Such endorsed document can enjoy wide acceptance nationally and also internationally.

## Policy Structure

### 2.1. Scope

- 2.1.1. Use of Cobra Sports Services Symbol by Cobra Sports Services certified person. This document sets out the conditions for the use of Cobra Sports Services Symbol and also details Cobra Sports Services Policy on any claim of Certification by certified persons apart from the use of Cobra Sports Services Symbol.

### 2.2. Logo and “Certified” Symbol

#### 2.2.1. Logo

- 2.2.1.1. No one is authorized to use Cobra Sports Services Logo mentioned below. The certified person may use Certified Symbol as long as it's not violating any rules set by Cobra Sports Services.



#### 2.2.2. “Certified” Symbol

- 2.2.2.1. The person certified by Cobra Sports Services may use the following symbol as long as he/she fully abide to rules of use set by Cobra Sports Services. The symbol must be in the following form and no modification or alteration to it as allowed.



- 2.2.2.2. Cobra Sports Services issues the Certificate complies with the requirements of ISO/IEC 17024:2012 along with the Symbol of Cobra Sports Services and its Accreditation Body (For use of Symbol of Accreditation Body of Cobra Sports Services is based on written approval from Cobra Sports Services) to certified person for use on reports issued by him / her. Cobra Sports Services is the owner of the Certificate and Symbol issued to the certified person for use on reports issued by him / her. The Policy for the use of the same is as below;

### **2.3. Use of Certificate**

- 2.3.1. Certified person for use on reports issued by him / her shall use the Certificate as an achievement and can be shown to the Interested Parties. The statement such as “ISO/IEC 17024 certified person” cannot be used by certified person. It has to be clearly identified for the Certified Scope and cannot be misleading to the Interested Parties.

### **2.4. Use of “Certified” Symbol**

- 2.4.1. Certified person for use on reports issued by him / her either can use only “Cobra Sports Services” Symbol or “Cobra Sports Services” Symbol along with its Accreditation Body Symbol (after prior approval from the Cobra Sports Services). Certified person cannot use Cobra Sports Services’ Accreditation Body Symbol alone. For use of Symbol, please follow the instructions given under 2.2.2;
- 2.4.2. Any instances observed or noticed related to misuse of Certificate or Symbol will results in the suspension of the Certificate.

### **2.5. For use of Cobra Sports Services Symbol**

- 2.5.1. Use of Cobra Sports Services Symbol is encouraged on the reports as well as relevant brochure and promotional materials issued by Cobra Sports Services by certified person. Narrative reference to accredited status in place of Cobra Sports Services Symbol is not acceptable in relevant documents.
- 2.5.2. Cobra Sports Services Certification is personnel specific and relevant scheme specific. The Certification claim shall be related only to the scope of Certification, and not with any other similar scheme, if any.

### **2.6. Instruction for use of “Certified” Symbol**

- 2.6.1. The certified person shall have a documented instructions for the use of “Certified” Symbol.
- 2.6.2. Use of Cobra Sports Services “Certified” Symbol on the relevant means of communication is encouraged and it is the decision of certified person. This is not mandatory to use the “Certified” Symbol.
- 2.6.3. The Cobra Sports Services “Certified” Symbol to be used in such a manner that it should not give any wrong impact to related to coverage of other scheme or activities, which are not certified as well as there should not be any misleading statement, which can give wrong impression to certified persons capacity.
- 2.6.4. Cobra Sports Services certified persons shall not authorize the use of Cobra Sports Services “Certified” Symbol by their customers, subcontractors, franchisee or any other third party. It is the certified person only, who can use the Cobra Sports Services “Certified” Symbol.

- 2.6.5. The Cobra Sports Services “Certified” Symbol shall only be used by Cobra Sports Services certified persons during the period when it holds valid certification.
- 2.6.6. The Cobra Sports Services “Certified” Symbol shall be used by certified person only under the Name, on which it holds valid Certification and for the reports issued by him / her only.
- 2.6.7. When providing proof of certification, certified person shall use the certificate along with the list of schemes certified along with the relevant Standards (i.e., to be presented in full).

## **2.7. Situations for not to use “Cobra Sports Services Symbol” and / or Cobra Sports Services Certification status**

- 2.7.1. In the event of certified person being placed under Suspension / Withdrawal / Expiry of Certification, the certified person shall immediately cease to use of "Cobra Sports Services Certified Symbol” on the reports as well as promotional materials or any other; or any claim of certification; and shall cease publishing and/or distribution of documents (including advertisement, website, letter head etc.) containing the “Cobra Sports Services Symbol” or reference to Cobra Sports Services Certification.

## **2.8. Situations for not to use “Cobra Sports Services Symbol” and / or Cobra Sports Services Certification status**

- 2.8.1. Any false claim of Personnel Certification in the form of use of Cobra Sports Services Symbol on the other reports issued by him / her or any claims of other means will be treated as misuse of Cobra Sports Services Certification and adverse decision related to temporary suspension of 3 months will be imposed on the certified person and the same will be displayed on the Cobra Sports Services web site under the list of suspended certified person with the reason for suspension. Certified person has to take Corrective Action on the suspension notice within 30 days and close the issue. The Certificate may be withdrawn or may be Scope of Certificate may be reduced if either the actions taken are not satisfactory or actions are not submitted within 30 days.
- 2.8.2. In case a certified person is found to be violating the instructions for use of symbol, or misusing the same, adverse action will be initiated as per the details given as above.

## **Roles & Responsibilities**

- 4.1. The Certification Director is the owner of this Policy and he/she is fully responsible of the full adherence to its’ clauses. The owner must take all reasonable measures to ensure that all relevant processes, procedures and work instructions are fully compliant with this policy.

## **Implementation of Policy**

- 5.1. This Policy shall be deemed effective as of April 2022. No part of this Policy shall have retroactive effect and shall thus apply only to matters occurring on or after this date.
- 5.2. This Policy will be reviewed on bi-annually basis and upon making relevant changes to the aforementioned documents.