

Guidelines for the use of PTS, PTSPAS, UKAS and associated 3rd Party Graphics

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Contents

| Title | Page Number |
|---|-------------|
| 1. Revision of Document | 2 |
| 2. Policy | 3 |
| 3. General | 3 |
| 4. Protection of the Certification / Accreditation Logo | 3 |
| 5. Monitoring Use of The Certification Mark | 4 |
| 6. Correct Use of Display for the UKAS symbol and / or PTS logo | 4 |
| 7. Size / Colour | 4 |
| 8. Publicity Materials..... | 4 |
| 9. Correct Logo version | 6 |
| 10. Rules for Using the UKCA Mark..... | 6 |
| 11. Designated standards..... | 6 |
| 12. Use of the UKCA Mark..... | 7 |
| 13. National Highway Sector Scheme Logo..... | 8 |
| 14. PTS PAS..... | 10 |
| 14.1 PTS PAS Logo | 10 |
| 14.2 PTS PAS Colour Splits..... | 10 |
| 14.3 PTS PAS Size / Fonts | 11 |
| 14.4 PTS PAS Printed Materials..... | 11 |
| 14.5 PTS PAS Publicity Materials..... | 11 |
| 15. Restrictions on the use of the PTS and PTS PAS Logos | 12 |

1. Revision of Document

| Issue | Details / Revision Changes | By | Reviewed / Approved By | Date |
|-------|--|-------|------------------------|----------|
| 8 | Issue | VS | AJS | 08.05.21 |
| 9 | Updated UKAS Logo graphics | JB | AJS | 21.05.21 |
| 10 | Updated hyperlinks to Gov website | VS | AJS | 11.04.22 |
| 11 | Revision of PTS logo and text where appropriate | VS | AJS | 19.04.22 |
| 12 | Revision to include EN17021 requirements sect8.3 | VS | AJS | 16.06.22 |
| 13 | Revision to include revised PTSPAS logo and Phenna Group colour splits | JB/VS | AJS | 16.11.22 |
| 14 | Revision to include NHSS23 and revised PTSPAS logo | JB | AJS | 20.11.23 |

2. Policy

This document details PTS's policy for customer / client use of the PTS Certification logo and UKAS Accreditation symbol for Certificates to ensure the authorisation and use of Logo's in line with PTS UKAS Certification and Approved Body accreditation.

3. General

PTS in line with standards ISO/IEC 17021-1:2015, EN ISO/IEC 17065 and EN ISO/IEC 17067 shall display their UKAS accreditation No 6478 and its logo on its certificates, literature, website, and other associated flyers/brochures etc to promote the activity.

PTS in line with its PTSPAS under MCHW SHW 104.15 and 104.16 as issued by PTS to certified customer / clients and is traceable back to PTS via PTS logo.

PTS as a UK Approved Body provides a conformity assessment service which carries out tasks of UKCA Marking products as laid down in the relevant designated technical specifications (Annex ZA of designated standards) for the Construction Products Regulation 2011 (retained EU law EUR 305/2011) as amended by the Construction Products (Amendment etc.) (EU Exit) Regulations 2019 and the Construction Products (Amendment etc.) (EU Exit) Regulations 2020 in line with Factory Production Control (FPC) certification - as part of the AVCP procedures for systems 2+ and Initial Type Testing (ITT) and Initial Type Calculation (ITC) - as part of the AVCP procedures for system 3 and product certification.

PTS shall only act within their areas of competence they currently have and are permitted to act as a conformity assessment body.

As a UK Approved Body PTS shall quote the reference number (No 2448) on any Declaration of Conformity certificate issued following a successful assessment.

4. Protection of the Certification / Accreditation Logo

Certificated customer / clients are able to benefit from visually identifying their status through the permitted use of the logo(s) in accordance with the rules as set out in this document and in PTS Terms of Business.

- Only the approved UKAS Symbol and / or the PTS logo shall be used
- The UKAS symbol shall only be used in conjunction with the PTS logo and under no circumstances can it be used on its own.
- The UKAS symbol and PTS logo together must only be used for an accredited standard (refer to the issued certificate)

In doing so however the organisation displaying them shall not mislead anyone; devalue or degrade the logo(s); use them illegally or use them contrary to the recognised accreditation standards and/or associated guides.

Guidance on the current use of Logo for Accreditation Logo & Symbols can be found at:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1022081/guidance-ukas-accreditation-logo-and-symbols-v2.pdf

PTS shall inform the notifying authority of:

- Any refusal, restriction, suspension or withdrawal of certificates
- Any circumstances affecting the scope of and conditions for, notification

- Any request for information on assessment and/or verification of constancy of performance activities carried out which they have received from market surveillance authorities
- On request, third party tasks in accordance with the systems of assessment and verification of constancy of performance carried out within the scope and any other activity performed

PTS shall provide other Notified / Approved Bodies carrying out similar third-party tasks in accordance with the systems of assessment and verification of performance and technical specifications with relevant information on issues relating to negative and on request, positive results from assessments and/or verifications.

The client agrees by signing agreement terms and conditions declaration that a contractual arrangement is in place for the use of the marks of conformity (No 6478 and No 2448) and PTS requirements for MCHW SHW 104.15 and 104.16 certification and assessment and/or corrective action for any misuse of the mark of conformity.

5. Monitoring Use of The Certification Mark

As part of planned surveillance visits PTS Auditors will check for the correct usage of logos, customers / clients shall be monitored for their use via regular checks of customer / client websites. PTS shall follow guidelines as set by ISO/IEC Guides for the protection of its mark of conformity for any event of misuse of its mark of conformity.

- PTS's policy for customer / client use of the PTS Certification logo and UKAS Accreditation symbol for Management systems and Product Certification
- Clients must use the logo that appears on the certificate, or as provided by PTS

6. Correct Use of Display for the UKAS symbol and / or PTS logo

The UKAS symbol and / or PTS logo shall be displayed only in the appropriate form, size and colour detailed in this document. The UKAS symbol and / or PTS logo may be reproduced in colour or black and white scheme as illustrated below. Any text and numbering to be inserted into the logo should be in Black.

Where the UKAS logo and / or PTS logo are reproduced electronically they are reproduced so no degradation and or distortion or infilling of the UKAS symbol or PTS logo occurs.

Master copies of the logo are available from PTS in electronic format on request from vera.sermon@ptsinternational.co.uk

7. Size / Colour

- Logos can be reproduced in full colour, or as black and white (as a greyscale image).
- The UKAS symbol and / or PTS logos should have a minimum height of 20mm (excluding certificate number). Any enlargement or reduction shall retain the same proportions as those of the masters reproduced in this document.
- When used on A4 paper the size of the logo displayed should be no more than 30mm high. The size can be increased proportionately for larger paper/display sizes.
- Logos can be applied to printed material and websites. On websites and electronic documents, logos and associated text should be legible on commonly used computer screens/resolutions.

8. Publicity Materials

The use of logo(s) in publicity material that refers to accredited services, provided that the conditions relating to their reproduction contained in this publication are met. For the purposes of these conditions the term ‘publicity material’ shall not include notices, labels, documents or written announcements affixed to or otherwise appearing on goods or products unless the goods or products have been manufactured under an accredited product conformity scheme. This restriction shall also apply to primary (e.g. blister packs) packaging and promotional products.

The UKAS symbol and PTS logo shall only be used in conjunction with the relevant certificate number (eg. 1234 as illustrated below).

The words ‘certificate number’ or Cert. No shall be included before the digits and placed centrally underneath the logo.

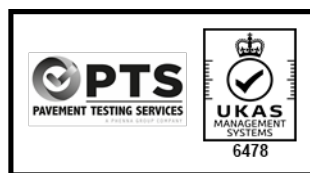
If multiple standards are certified by PTS, they may be listed under the other or can be combined within a line separated by a comma.

The standards for which PTS issued a certificate shall be placed centrally underneath the certificate number

If multiple standards are certified by PTS, they may be listed under the other or can be combined within a line separated by a comma.



Certificate No 1234
ISO 9001
ISO 14001



Certificate No 1234
ISO 9001, ISO 14001



Cert. No 1234
ISO 9001
ISO 14001

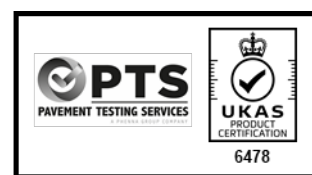


Cert. No 1234
ISO 9001, ISO 14001

The same rules apply as before when using the UKAS Product Certification Logo




Certificate No 1234





Certificate No 1234

8.1 PTS Logo Colour Splits

These are shown below and are common for both the PTS Corporate logo and the PTSPAS logo, any monochrome version of the logo shall preserve the smooth gradations seen in the coloured logo (example shown above)

| | |
|---|--------------------------|
|  | C. 100 M. 80 Y. 34 K. 30 |
| | R. 22 G.53 B. 92 |
| | #16355c |

| | |
|---|----------------------|
|  | C.0 M. 70 Y. 100 K.0 |
| | R. 236 G. 102 B. 8 |
| | #ec6608 |
|  | C. 50 M. 0 Y. 0 K. 0 |
| | R. 131 G. 208 B. 245 |
| | #83d0f5 |

9. Correct Logo version

As has been advised by separate communications, PTS has been acquired by the Phenna Group and as a result the existing PTS logo has been replaced with a version reflecting the Phenna Group branding requirements as appears in the header of this document.

While PTS is not obliged to immediately replace the logo on existing documents with the newer version, we would request that you, the customer / client, endeavours to change the logos at at your earliest convenience when revising existing or originating new documents, packaging etc.

In specific relation to the use of the new UKAS accreditation symbol: the transition arrangements for certified organisations to move to the new UKAS Accreditation Symbol

For Digital materials within one year from the date of launch (01.02.22)

For Printed materials within 2 years from the date of launch (01.02.23)

For Certificates – within three years from the date of launch (01.02.24)

10. Rules for Using the UKCA Mark

The UKCA mark shall be used in accordance with information available on [Construction Products Regulation in Great Britain - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/news/construction-products-regulation-in-great-britain)

UK Approved bodies:

UK approved bodies are now listed on the UKMCAB database, and have a 4-digit approved body number, which is the same as their previous notified body number PTS Number 2448.

The United Kingdom Accreditation Service (UKAS) will continue to be the UK's national accreditation body for accrediting UK approved bodies under the UK Construction Products Regulation.

11. Designated standards

All existing harmonised European standards became UK 'designated standards' as of 1st Jan 2021. This means that immediately after the end of the transition period, harmonised European standards and UK designated standards will be identical. The government has published, and will maintain, a list of these [designated standards](https://www.gov.uk/government/publications/designated-standards) on GOV.UK

12. Use of the UKCA Mark

The UKCA marking must be clearly visible and legible when you affix it to the product. If this is not possible, you must attach it to the packaging (if any) or accompanying documents.

UKCA markings must only be placed on a product by you as the manufacturer or your authorised representative (where permitted in the relevant legislation).

When affixing the UKCA marking, you take full responsibility for your product's conformity with the requirements of the relevant legislation.

You must only use the UKCA marking to demonstrate conformity with the relevant UK legislation. You must not place any marking or sign that may misconstrue the meaning or form of the UKCA marking to third parties.

- You must not attach other markings on the product which affect the visibility, legibility or meaning of the UKCA marking.
- The UKCA marking cannot be placed on products unless there is a specific requirement to do so in the legislation.
- When affixing the UKCA marking, you take full responsibility for your product's conformity with the requirements of the relevant legislation.
- You must only use the UKCA marking to demonstrate conformity with the relevant UK legislation.
- You must not place any marking or sign that may misconstrue the meaning or form of the UKCA marking to third parties.

The UKCA marking cannot be placed on products unless there is a specific requirement to do so in the legislation.

A product may have additional markings and marks, as long as they:

- fulfil a different function from that of the UKCA marking
- are not likely to cause confusion with the UKCA marking
- do not reduce the legibility and visibility of the UKCA marking
- Rules for using the UKCA image

You must make sure that:

The UKCA must be at least 5mm in height for the whole logo, not individual letters, unless a different minimum dimension is specified in the relevant legislation on the GOV.UK website.

If the UKCA is reduced or enlarged, the letters forming the UKCA marking must be in proportion to the latest version.

The UKCA must be easily visible and legible. The PTS UK Approved Body number 2448 should be displayed under the logo.



2448



2448

A download of the UKCA mark graphic can be obtained from www.gov.uk/guidance/using-the-ukca-marking.

There are two design options - filled block letters, or an outline version. Refer to [Using the UKCA marking - GOV.UK \(www.gov.uk\)](http://www.gov.uk/guidance/using-the-ukca-marking) for latest downloadable version.

Upon suspension or withdrawal of certification, the customer / client shall discontinue using the PTS identification number and logo on all advertising matter that contains a reference to certification according to the agreed timescale for use.

The customer / client shall amend all advertising materials when the scope of certification has been reduced, expanded or changed as required in The Construction Products Regulation 2011 (retained EU law EU305/2011) as amended by the Construction Products (Amendment etc) (EU exit) Regulations 2019 and the Construction Products (Amendment etc) (EU exit) Regulations 2020.

The customer / client shall not imply that the certification (and PTS Approved Body number) applies to activities that are outside the scope of certification.

The customer / client shall not use its certification (and PTS Approved Body number) in such a manner that would bring PTS (the Approved Body) and / or certification system or UKAS into disrepute and lose public trust.

13. National Highway Sector Scheme Logo

The appropriate National Highway Sector Scheme (NHSS) symbol shall be displayed on all certificates generated by PTS and may only be used by customers / clients holding the relevant valid certification. Holders of the certificate as issued by PTS may use the appropriate NHSS symbol to ensure clarity and no possibility for misjudgement on behalf of customer / client as to which activities the organisation has been certified for. The NHSS symbol shall always be used in conjunction with the PTS logo UKAS symbol and shall not be used in such a way as to suggest that the NHSS or UKAS has certified, or approved, any product or any service supplied by a licensee of a symbol, or in any other misleading manner. The NHSS accreditation symbols shall not be used in any way that might mislead the reader about the status of an accredited organization.

As part of every surveillance or recertification assessment visit PTS will check the validity on the UKAS Cert Check website. PTS shall update the UKAS website within 10 days where client scopes have been suspended for any reason.

Certified customers /clients shall only use the NHSS symbol in conjunction with their relevant scheme number(s). The numbers shall be printed centrally under the NHSS symbol. The NHSS accreditation symbols shall be used in accordance with NHSS Scheme Governance of National Highway Sector Schemes Appendix 3E NHSS Logo – Conditions of Use.

The NHSS symbol shall be displayed only in the appropriate form, size (normally a minimum height of 20mm) and colour (which is to be produced in black and white). The NHSS symbol may be displayed on stationery if the PTS logo and UKAS symbol is also shown and have no more prominence than the PTS logo and UKAS symbol and not more than once for each relevant NHSS certification.

- Any enlargement or reduction shall retain the same proportions as those of the masters. The NHSS symbol and the accreditation number shall be considered as a single entity for the purposes of enlargement or reduction. The NHSS symbol must remain legible with no infilling.
- When used on A4 paper the size of the NHSS symbol displayed should be no more than 30mm high. The size can be increased proportionately for larger paper/display sizes.

The NHSS symbols shall not be used in such a way as to suggest that the NHSS, UKAS or PTS has certified, or approved, any product or any service provided, or in any other misleading manner. The NHSS symbols shall not be used in any way that might mislead the reader about the status of a certified organization.

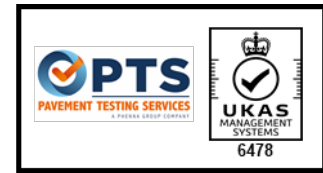
The NHSS symbols shall not be used in such a way as to imply that NHSS, UKAS or PTS accepts responsibility for activities carried out under the scope of certification.

It is the responsibility of every certified customer / client to minimise the risk of a client/reader being misled as to the extent and limitations of its certification in any activities being carried out eg quotations for work, work being undertaken, results being reported, the use of sub-contractors or in any publicity material used for advertising activities or services.

The NHSS symbols shall not be used on notices, labels, documents, or written announcements affixed to or otherwise appearing on goods or products unless the goods or products have been manufactured under an accredited product conformity scheme. This restriction shall also apply to primary packaging and promotional products.

The NHSS symbols shall not be displayed on any vehicle, on buildings and flags, internal walls, and doors and on exhibition stands.





14. PTS PAS

Certificates include provisions related to the certified product in accordance with MCHW SHW 104.15 and 104.16 certification and assessment. PTS Terms of Business detail the requirements to be fulfilled when certification is no longer valid, agreement to this forms part of the client contract.

PTS shall make publicly accessible information that is accurate and not misleading about certifications granted, suspended or withdrawn. On request from any party PTS shall provide information about certifications granted, suspended or withdrawn and provide the means to confirm the validity of a given certification.

14.1 PTS PAS Logo

The Product Assessment Certification logo may only be used in connection with the product and/or process certified. PTS's certification reference shall be included as indicated. Include the words 'Certificate Reference – e.g. PA123 and the certificate number e.g. 0001' centrally underneath the logo retaining the proportions between text and logo as below.






Certificate Reference – PA123 0001



Certificate Reference – PA123 0001

14.2 PTS PAS Colour Splits

These are shown below and are common for both the PTS Corporate logo and the PTSPAS logo, any monochrome version of the logo shall preserve the smooth gradations seen in the coloured logo (example shown above)

| | |
|---|--------------------------|
|  | C. 100 M. 80 Y. 34 K. 30 |
| | R. 22 G.53 B. 92 |
| | #16355c |
|  | C.0 M. 70 Y. 100 K.0 |
| | R. 236 G. 102 B. 8 |
| | #ec6608 |
|  | C. 50 M. 0 Y. 0 K. 0 |
| | R. 131 G. 208 B. 245 |
| | #83d0f5 |

14.3 PTS PAS Size / Fonts

The PTSPAS logo and the certificate reference number shall be considered as a single entity for the purposes of enlargement or reduction

- Logos can be reproduced either in full colour (as per the above colour splits) or as a greyscale monochrome.
- The fonts to be used in all circumstances are as follows: Certification Reference Text below PTS PAS logo – Calibri
- Logos can be applied to printed material and websites.
- On websites and electronic documents, logos and associated text should be clearly legible on high resolution monitors and displays (i.e. without visible pixelation) and also must also be clearly reproduced on documents intended for download and subsequent printing (see below).

14.4 PTS PAS Printed Materials

- The logo shall be printed in a manner to ensure that it is not obscured and is clearly legible if associated with a coloured background.
- Any enlargement or reduction shall retain the same proportions as those of the masters reproduced in this document and the image shall not be degraded by the enlargement or reduction process.
- The minimum physical print size for the logos is 50mm wide and with a minimum height of 20mm. The size can be increased proportionately for larger paper/display sizes.
- No restrictions are applied as to the maximum size of the Logo reproduced, however the clarity of the original logo graphic shall not be degraded by the enlargement process.
- Please contact PTS Certification should you require further reprographic assistance.

14.5 PTS PAS Publicity Materials

- The use of logo(s) in publicity material, is authorised on the grounds that the conditions relating to their reproduction contained in this publication are met. For the purposes of these conditions the term ‘publicity

material' shall not include notices, labels, documents or written announcements affixed to or otherwise appearing on goods or products unless the goods or products have been manufactured under the PTS PAS Assessment Certification Scheme. This restriction shall also apply to primary (e.g. blister packs) packaging and promotional products.

15. Restrictions on the use of the PTS and PTS PAS Logos

The client shall:

- Not use the logo on a product or product packaging seen by the customer or in any other way that may be interpreted as denoting product conformity (unless the goods or product have been manufactured under an accredited product conformity scheme)
- Not use or permit the use of a certification document or any part thereof in a misleading manner
- Not make or permit any misleading statement regarding its certification
- Not allow reference to its management system certification to be used in such a way as to imply that the Certification Body (PTS) certifies a product (including service) or process
- Not imply that the certification applies to activities that are outside the scope of certification
- Not to apply logo to laboratory test, calibration or inspection reports, as such reports are deemed to be products in this context
- Not use its certification in such a manner that would bring PTS (the Certification Body) and/or certification system into disrepute and lose public trust
- The PTS PAS Certification Logo may be used on vehicles
- Not use Logo on building exteriors (but they can be used on internal walls and exhibition stands) or Not use Logo on flags
- Upon suspension or withdrawal of its certification, discontinue its use of all advertising matter that contains a reference to certification.