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|  | <b>INSTRUCTIONS FOR USE OF LOGO AND BRAND</b> |                                        |                                             |
|                                                                                   | <b>Document No:</b><br>ARTIMET-TL.049         | <b>Publication Date:</b><br>03.01.2024 | <b>Revision Date/No.:</b><br>28.05.2024/ 01 |

## 1. PURPOSE:

The purpose of this instruction is to explain the principles of logo and brand usage of the companies reported within the framework of the inspection and surveillance activities carried out by ARTIMET.

## 2.SCOPE

It covers all companies receiving service from Artimet.

## 3. DEFINITIONS AND ABBREVIATIONS



**TÜRKAK Logo:** The symbol used by TÜRKAK to promote its own name or accreditation programs.



**TÜRKAK Accreditation Mark:** It is the symbol used by organizations accredited by TÜRKAK to show their accreditation status. The Accreditation Mark is created by adding the accreditation field, the number of the standard subject to accreditation and the accreditation number of the accredited organization under the TÜRKAK logo.



**Accreditation Number:**

Accreditation numbers are given specifically to each institution.

**AB-0382-M:** It is the number and brand of TÜRKAK accreditation belonging to ARTIMET within the scope of inspection services.



**ARTIMET Logo:** The registered symbol used by Artimet to promote its own name

## 4. RELATED DOCUMENTS

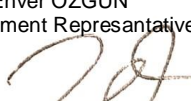
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## 5. APPLICATION:


### 5.1 . General Rules

ARTIMET has obtained the right to use the Artimet logo in this instruction through the registration process of the Turkish Patent Institute dated 08.03.2010 and numbered 201014791. The right of use belongs only to ARTIMET..

- ✓ ARTIMET brand shall not be used in any way that would imply that ARTIMET is responsible for the content of the document used or the related activity.
- ✓ In case of misleading and inappropriate use of ARTIMET brand, logo and document, all legal rights belong to ARTIMET.

|                                                                                                                                                       |                                                                                                                                                                   |                                                                                                                                |
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| <b>Prepared by</b><br>Enver ÖZGÜN<br>Management Representative<br> | <b>Quality System Approval</b><br>Enver ÖZGÜN<br>Management Representative<br> | <b>Approved by</b><br>General Manager<br> |
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- ✓ ARTIMET brand and document can be used in advertising publications or brochures, provided that it is not misleading to the user, and cannot be used in departments, affiliates or subsidiaries that are not included in the report.
- ✓ In the reports of companies receiving accredited service from ARTIMET, the accreditation brand is processed by ARTIMET in accordance with the legislation.
- ✓ The reports prepared by ARTIMET are issued to legal entities. The issued reports cannot be transferred to third parties.
- ✓ ARTIMET should be contacted to obtain additional information regarding the terms of use of ARTIMET Brands (size, color code, etc.).
- ✓ If logo/brand usage outside of these instructions is detected, action will be taken in accordance with the legal regulations and the contract.

## 5.2 Rules for Inspection and Surveillance Services

- ✓ ARTIMET uses the TÜRKAK accreditation logo in inspection reports, promotional materials and stationery materials in accordance with the size, color and format specified in the guide "R 10.06 Conditions for the Use of the TÜRKAK Accreditation Mark by Organizations Accredited by TÜRKAK" published by TÜRKAK.
- ✓ ARTIMET customers do not have the right to use TÜRKAK Brands outside of the published document/report.
- ✓ ARTIMET only uses the TÜRKAK brand for the accredited area and scope. The TÜRKAK Accreditation Brand is not used in certificates/reports issued for inspection activities not within the scope of accreditation.
- ✓ If an inspection report containing the TÜRKAK logo contains information or results regarding an activity not accredited by TÜRKAK, it is clearly stated in the inspection report that the activity in question is not accredited.
- ✓ If ARTIMET wants to prepare a report using the results it has obtained from the subcontractor and the results within its own accreditation scope, it clearly states in the prepared report or certificate which inspection works the results have been obtained from the subcontractor.
- ✓ After the inspection and surveillance services, the necessary reports and certificates are delivered to the service recipient organizations. Organizations receiving inspection and surveillance services cannot use the relevant logos and brands within these scopes. In case they are used in their advertisements or websites, they are warned about the requirements of not containing misleading information, defining the scope of the service received together with its limits, and not confusing it with quality management certificate and conformity services.
- ✓ ARTIMET or TÜRKAK Brand used in reports provided within the scope of inspection and surveillance services covers the relevant inspection/surveillance activity. It is not a management system or product symbol.

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- ✓ ARTIMET or TÜRKAĞ logo should not be placed on a material or product that has been inspected, and should not be used in a way that implies product certification and approval. Manufacturer, assembler, distributor etc. companies cannot use accreditation institution logos on products in any way.
- ✓ Logos and brands cannot be used in any area other than reports (on products or devices etc.)
- ✓ For the conditions regarding the use of the TÜRKAĞ brand explained or not explained in this instruction, the "R 10.06 Conditions Regarding the Use of the TÜRKAĞ Accreditation Mark by Organizations Accredited by TÜRKAĞ" guide published by TÜRKAĞ should be consulted.
- ✓ ARTIMET informs its customers in writing about any inappropriate situations regarding logo usage and reserves the right to suspend the document, certificate (or related document) until the inappropriate situation is removed. It also requests the customer to initiate corrective action to eliminate the inappropriate situation. In the reviews made regarding the logo usage of the companies that are canceled, the customer is informed with a warning letter. It is expected that the logo usage will be stopped within the specified period and removed from all related marketing and advertising materials. Otherwise, the process will be processed legally.
- ✓ ARTIMET certificate and logo usage rights and rules are specified in the service agreement signed between ARTIMET and the organization. In case of any usage contrary to the rules specified here, ARTIMET will initiate the necessary procedures.

### 6. REFERENCE DOCUMENTS

- TS EN ISO/IEC 17020 General criteria for operating various types of inspection bodies
- R10.06 Conditions for the Use of the Türkak Accreditation Mark by Organizations Accredited by Türkak

### 7. REVISION TRACKING TABLE

| Revision Number | Revision Explanation                                                        | Revised Section/Item | Date       |
|-----------------|-----------------------------------------------------------------------------|----------------------|------------|
| 00              | FIRST PUBLICATION                                                           |                      | 03.01.2024 |
| 01              | Scope section added. All numbering updated. Titles of items 4 and 6 changed | All                  | 28.05.2024 |

| Prepared by                                                                                                                     | Quality System Approval                                                                                                         | Approved by                                                                                                                              |
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| Enver ÖZGÜN<br>Management Representative<br> | Enver ÖZGÜN<br>Management Representative<br> | General Manager<br><br>İMZA<br>BAHADIR BEKTAŞ ARICI |

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