

Document Code	Guide for Certification Mark				
ACTS-IMS/02/20					
	Rev#:	00	Issue Date:	01-10-2024	

WHERE LOGO CAN BE USED

	MARKETING MATERIAL	SOCIAL MEDIA / INTERNET	ORGANIZATION STATIONERY	PRODUCTS OR CERTIFICATES
EXAMPLE	Brochures, advertisements, Annual Reports, Vehicles, Newspaper, Press Release etc.	On your website, on social media websites (on your Facebook page, twitter etc.), email marketing, email signatures etc.	Letterheads, business cards, compliment slips, invoices, Envelops, Books, Notes presentation folders etc.	PHYSICAL PRODUCTS, PRODUCT PACKAGING, PRODUCT CERTIFICATES, CERTIFICATES OF ANALYSIS,
	Yes	YES	YES	NO
	YES	YES	YES	NO

* Above mentioned ACTS logo (ISO 9001:2015) is for example only, clients will be using the ACTS logo with certification schemes against which they are certified.

* Logos will be provided by ACTS coordination department via official email to client

Upon suspension or withdrawal of certification, certified client shall immediately discontinue use of all advertising matter that contains a reference to certification, as directed by ACTS and amend all advertising matter where the scope of certification is reduced.

ACTS verifies the use of its marks by its certificate holders during surveillance / recertification and other audits, where applicable. Suspension / withdrawal can be resulted from misuse or non-compliance to this document while using marks.

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EXAMPLES

VEHICLES:




WEBSITE:



BUSINESS CARD:



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BUSINESS LETTERHEADS:

DARQ SIDE PRODUCTIONS CO.

Dear Ms. Augustin,

A letterhead refers to the heading at the top of a sheet of letter paper. It usually consists of a name and an address, or a logo. This often appears in letters created by companies and individuals for communicating messages, whether it's within the team, business partners, or with clients.

Letterheads are important branding tools as well, as they are sent out to a wide audience. They can set the tone for messages while showcasing your company's expertise and professionalism. This makes it important for you to create a letterhead that captures your brand's identity while presenting important details. It helps to create a template that you can use for different occasions, from inter-office memos to customer correspondences.

Kind regards,

MS. JOHNSON
HR HEAD

✓ Can be used

125 Anywhere St., Any City 012345
123-456-7890
Website: [www.reallygreatsite.com](#)
Email: [hello@reallygreatsite.com](#)



ACTS
ISO 9001:2015
CERTIFIED

PRODUCTS:


Can not be used





✗ Can not be used

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TEST REPORT

Equipment Test Report

Form No. _____

Equipment Testing Date	Equipment Test Conducted By		

Equipment Name

Serial Number	Model Number	Purchase Date	Installation Date

Location / Area - Equipment Installed

Calibration Records				
Sr. No.	Calibrated by	Status	Cal. Date	Due Date


Equipment Testing Method

Standards Used

Test Results

Testing Inspector Signature: _____

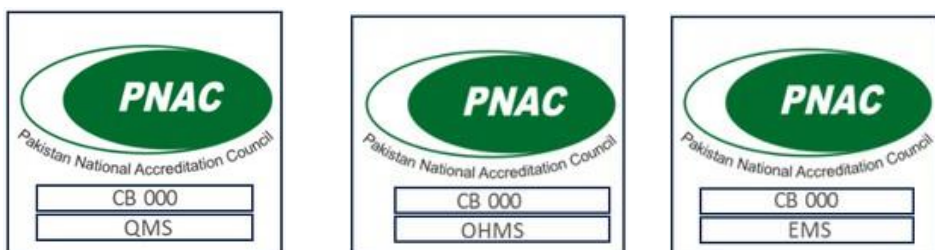
Maintenance Head Signature: _____


 **Can not be used**

ACTS MARK ACTS issue its marks in one color only, dark and light blue logo shall be used items as mentioned above.

ACCREDITATION MARK

ACTS issues the accreditation mark to its certified clients with specific number underneath the PNAC Logo, which shall be used as given to client by ACTS. These number represents that which certification ACTS has awarded with PNAC accreditation. Below are the examples only



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USE OF ACTS & ACCREDITATION MARK

The ACTS Mark and PNAC Accreditation Mark shall always be placed together and certified customers are not allowed to use PNAC logo separately. They shall have to be next to each other in the same size at clear spaces, and logos are given equal weight, one should not be seen to be bigger or more prominent then the other as in the following figure:



✓ Can be used



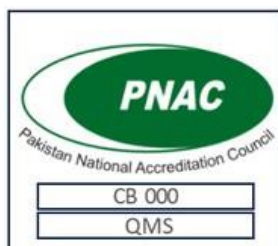
✗ Can not be used


SIZE OF ACTS MARK & ACCREDITATION MARK

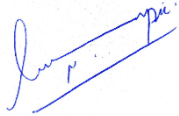
The Mark(s) shall be displayed only in the appropriate form as demonstrated in figure above. The client is entitled to enlarge, if necessary, provided that the original proportion between the height and width of the Mark(s) will not be affected and the Mark(s) is legible.

While for web the logo shall not be posted with changed ratio and both, ACTS mark and Accreditation Mark, shall not be used less than 100 pixels.

ACTS Mark for Multiple Standard Certifications:



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Prepared and Reviewed by:
GM Certification (MR)



Approved by:
CEO