 مركز نظام الأعمال للتدريب business system training center	Document No. BSTC-CRT-WI-10.3	Original Issue: 12.12.2022	Rev.00	Rev. Date:
	Guide for Certification Mark			

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, Certificates of Testing
	Yes	YES	YES	NO
	YES	YES	YES	NO

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

* Logos will be provided by Business System Training Center 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 Business System Training Center and amend all advertising matter where the scope of certification is reduced.

Business System Training Center 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.

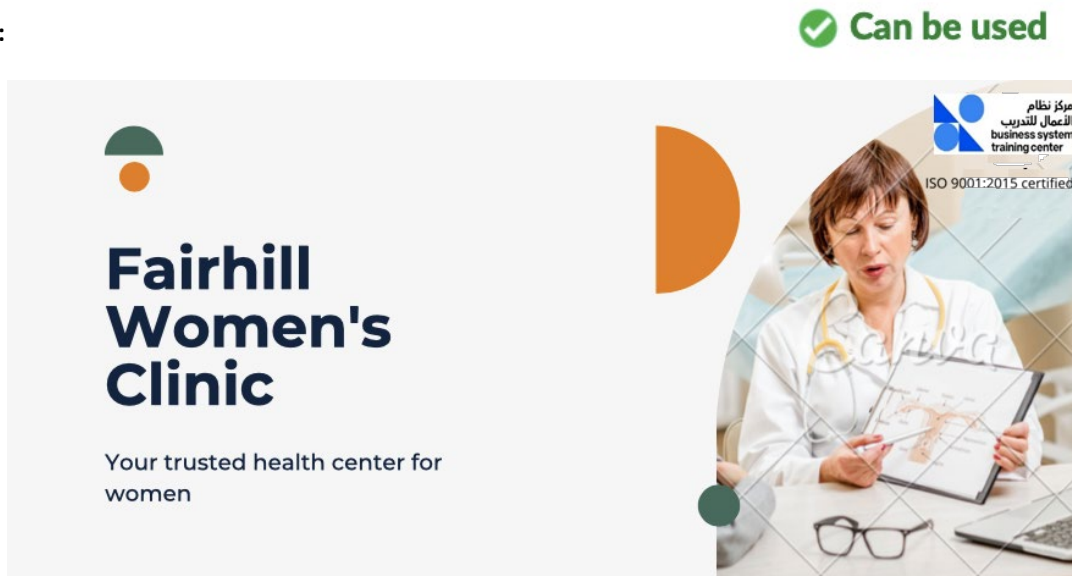
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EXAMPLES

VEHICLES:



WEBSITE:



BUSINESS CARD:



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 ST 12545
 125-456-7890
 Website: www.reallygreatsite.com
 Email: hello@reallygreatsite.com


 ISO 9001:2015 certified

PRODUCTS:

Can not be used





 **Can not be used**

TEST REPORT

Equipment Test Report

Format No.:

Equipment Testing Date	Equipment Test Conducted By

Equipment Name

--

Serial Number	Model Number	Purchase Date	Installation Date

Location / Area - Equipment Installed

--

Calibration Records

Cr. No.	Calibrated by	Status	Cal. Date	Due Date

Equipment Testing Method

Standards Are used


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Test Results

--

Testing Inspector Signature: _____

Maintenance Head Signature: _____



Can not be used


Business System Training Center MARK

Business System Training Center issue its marks in two colors only, Black color logo for light background and white color logo shall be used on dark background

ACCREDITATION MARK

Business System Training Center issues the accreditation mark to its certified clients with specific number underneath the ASCB Logo, which shall be used as given to client by Business System Training Center. These number represents that which certification Business System Training Center has awarded with ASCB accreditation.



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USE OF Business System Training Center & ACCREDITATION MARK

The Business System Training Center Mark and ASCB Accreditation Mark shall always be placed together and certified customers are not allowed to use ASCB 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 than the other as in the following figure:



SIZE OF Business System Training Center 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, Business System Training Center mark and Accreditation Mark, shall not be used less than 100 pixels.

Business System Training Center Mark for Multiple standard Certifications:



Prepared by: Certification Manager	Reviewed by: Managing Director	Approved by: CEO
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