	GHANA STANDARDS AUTHORITY MANAGEMENT SYSTEMS CERTIFICATION SCHEME	MANAGEMENT SYSTEM GUIDELINES
DOC: MSCS-G9.2-03	ISSUE: 07	28 JUNE 2019

GUIDELINES FOR THE USE OF STANDARD MARK

1. PURPOSE

To ensure that Standard mark is used in a right manner and its misuse is avoided

2. SCOPE

This guideline gives the details about the use of the standard mark for Management Systems Certification.

3. RESPONSIBILITY

HSC is responsible for proper use of standard mark by the GSA MSCS certificate holders

4. GUIDELINES

4.1. The GSA Standards Decree section 12&13 1973 provides for the use of Standard mark. A suitable standard mark has been developed for use by the client of Management Systems Certification. The clients upon grant of certificate may be authorised to the standard mark.

4.2. The Standard Mark for Management Systems Certification giving the preferred dimensions and sizes and colour scheme, is enclosed with letter of grant of certification to enable the certificate holders to prepare the designs of the standard mark for reproducing on publicity material (flag, stickers, fliers, business cards), brochures and letter heads.

4.3. With regard to the colour of the standard mark, there is no bar if standard mark is used in single colour. However, for multi-colour standard mark, GSA MSCS must approve colour scheme. The design of the Standard Mark shall conform to the diagram displayed in Annex A, Figures 1-5.


4.4. Standard mark should be used in such a manner that it clearly appears that Management Systems Certificate applies to the Management Systems only and does not relate to the product.

4.5. Letter heads, brochures, publicity material (flag, stickers, fliers, business cards) etc. with standard mark of Management Systems Certificate shall not be used while referring to products, which are not covered by the Certificate.

4.6. The certificate holders should get the design of the monogram approved by the GSA MSCS before bringing it to use. He/she will be permitted to commence use of standard mark only after approval.

4.7. Details about the use of Standard Mark are given below:-

APPROVED BY AA	ISSUED BY DCO	PAGE 1 OF 8
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	GHANA STANDARDS AUTHORITY MANAGEMENT SYSTEMS CERTIFICATION SCHEME	MANAGEMENT SYSTEM GUIDELINES
DOC: MSCS-G9.2-03	ISSUE: 07	28 JUNE 2019


- i) Only those firms holding a valid certificate under the GSA Management System Certification Scheme are authorized to use this Standard Mark.
- ii) The specimen of the standard mark for Management System Certification shall be provided by GSA MSCS.
- iii) Certificate holders can use the Standard Mark on their publicity materials (flag, stickers, fliers, business cards) brochures and letter heads etc. The Standard Mark shall not be used on the product.
- iv) It is allowed to declare on a product packaging or in accompanying information that the certified client has a certified management system. Such a statement shall in no way mean that the product, process or service is certified by this means. The statement shall include reference to:
 - a. identification (e.g. brand or name) of the certified client;
 - b. the type of management system (e.g. quality, environment, food safety, OH&S) and the applicable standard;
 - c. the certification body issuing the certificate.
- v) It should be used in such a manner that it clearly appears that Management Systems Certification applies to the Management Systems only and does not relate to the product. Products which are not covered by the Management System Certification shall not be referred in the letterheads, brochures, publicity material (flag, stickers, fliers, business cards) etc bearing the Standard Mark of Management Systems Certification.
- vi) The certificate holder shall use only the preferred sizes of the Standard Mark. However, when larger sizes other than those given in the preferred dimensions sheet are to be used, the enlarged sizes shall be in multiples of 10 of any of the preferred dimensions or any photographic reduction or enlargement. Every part of the Mark shall be enlarged or reduced by the same scale being used.
- vii) The tolerance of dimensions of enlargement or reduction of the original design of the Standard Mark shall fall within $\pm 0.92a$ (where “a” is the reduction or enlargement factor) when determined in accordance with statistically acceptable method. The reduction shall be done in such a way that, the legibility of the Standard Mark is not affected.

5 REFERENCES

Standards Decree, 1973 (NRCD 173)

Doc: MSCS-F9.2-16 Form for letter intimating the grant of certificate to the applicant

APPROVED BY AA	ISSUED BY DCO	PAGE 2 OF 8
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	GHANA STANDARDS AUTHORITY MANAGEMENT SYSTEMS CERTIFICATION SCHEME	MANAGEMENT SYSTEM GUIDELINES
DOC: MSCS-G9.2-03	ISSUE: 07	28 JUNE 2019

ANNEX A - Standard Mark Specifications

Table 1 – Requirements for inscriptions in the Standard Mark




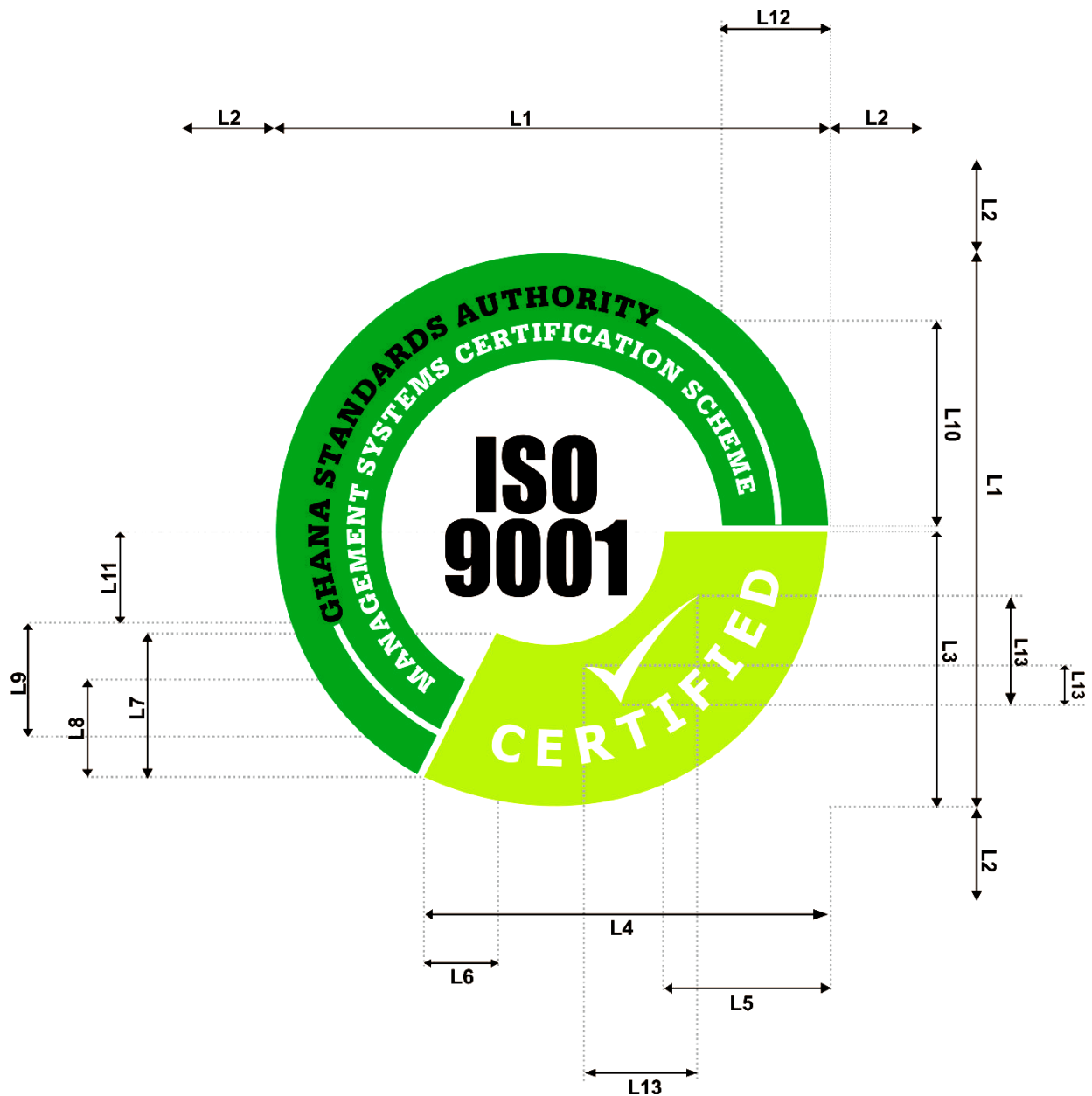
No	Inscription	Font Size	Font Type	Colour
1	Ghana Standards Authority	9.4pt	Serifa Blk Bt	Black
2	Management Systems Certification Scheme	8.25pt	Serifa Blk Bt	White
3	ISO 9001/ ISO 22000/ ISO 14001/ HACCP	30pt	Impact	Black
4	Certified	15.22pt	Tahoma	White
5	Arrow/Tick			White
6	Arc 1			Cyan (C) – 100% Magenta (M) – 0% Yellow (Y) – 100% Black (K) – 0%
7	Arc 2			Cyan (C) – 40% Magenta (M) – 0% Yellow (Y) – 100% Black (K) – 0%


Table 2 – Dimensions of the Standard Mark

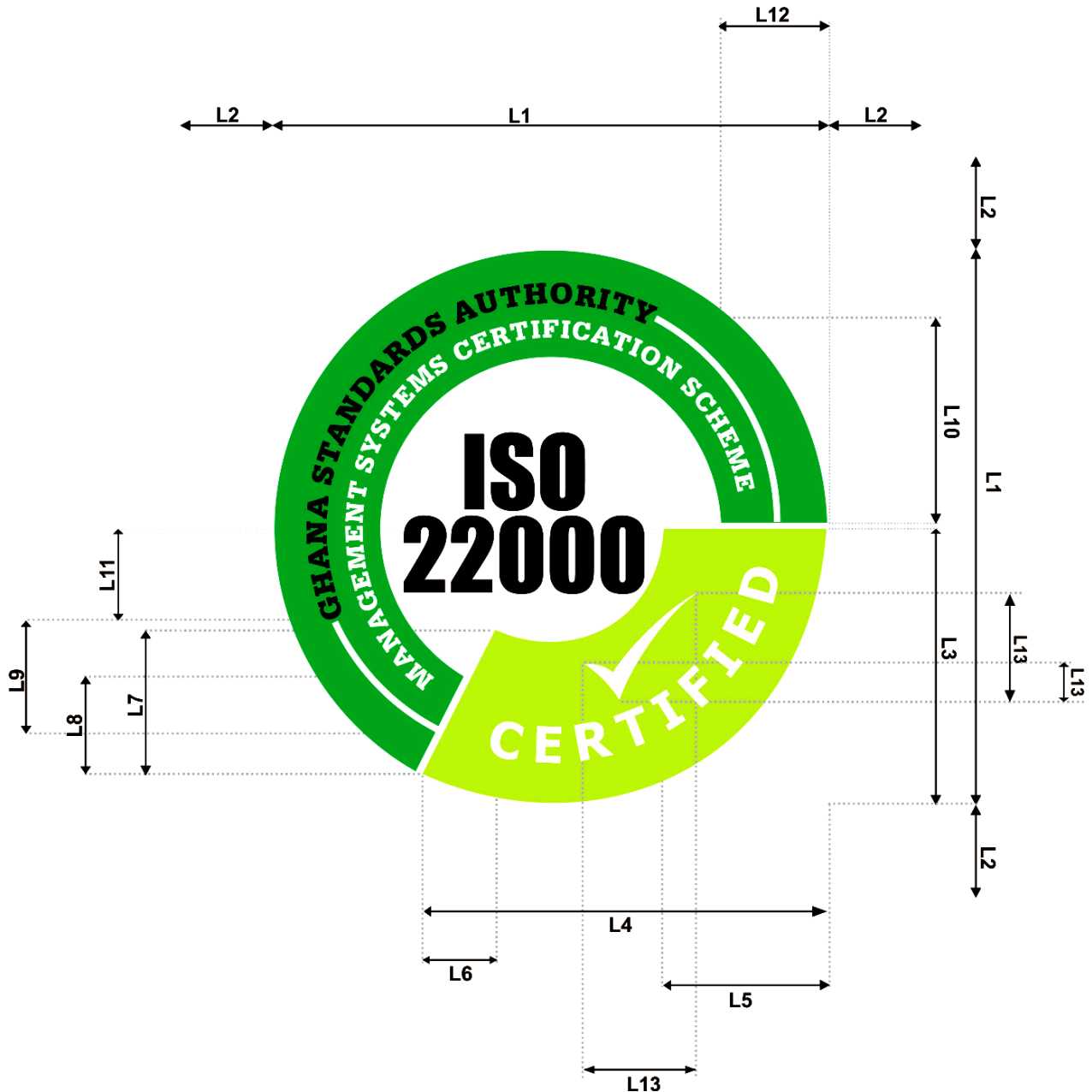
No	Notation	Dimensions (mm)
1	L1	60mm
2	L2	10mm
3	L3	30mm
4	L4	44mm
5	L5	17.73mm
6	L6	7.98mm
7	L7	15.52mm
8	L8	10.54mm
9	L9	205°
10	L10	62°
11	L11	10.85mm
12	L12	11.6mm
13	L13	12.25mm 11.76mm 4.2mm


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DOC: MSCS-G9.2-03	ISSUE: 07	28 JUNE 2019

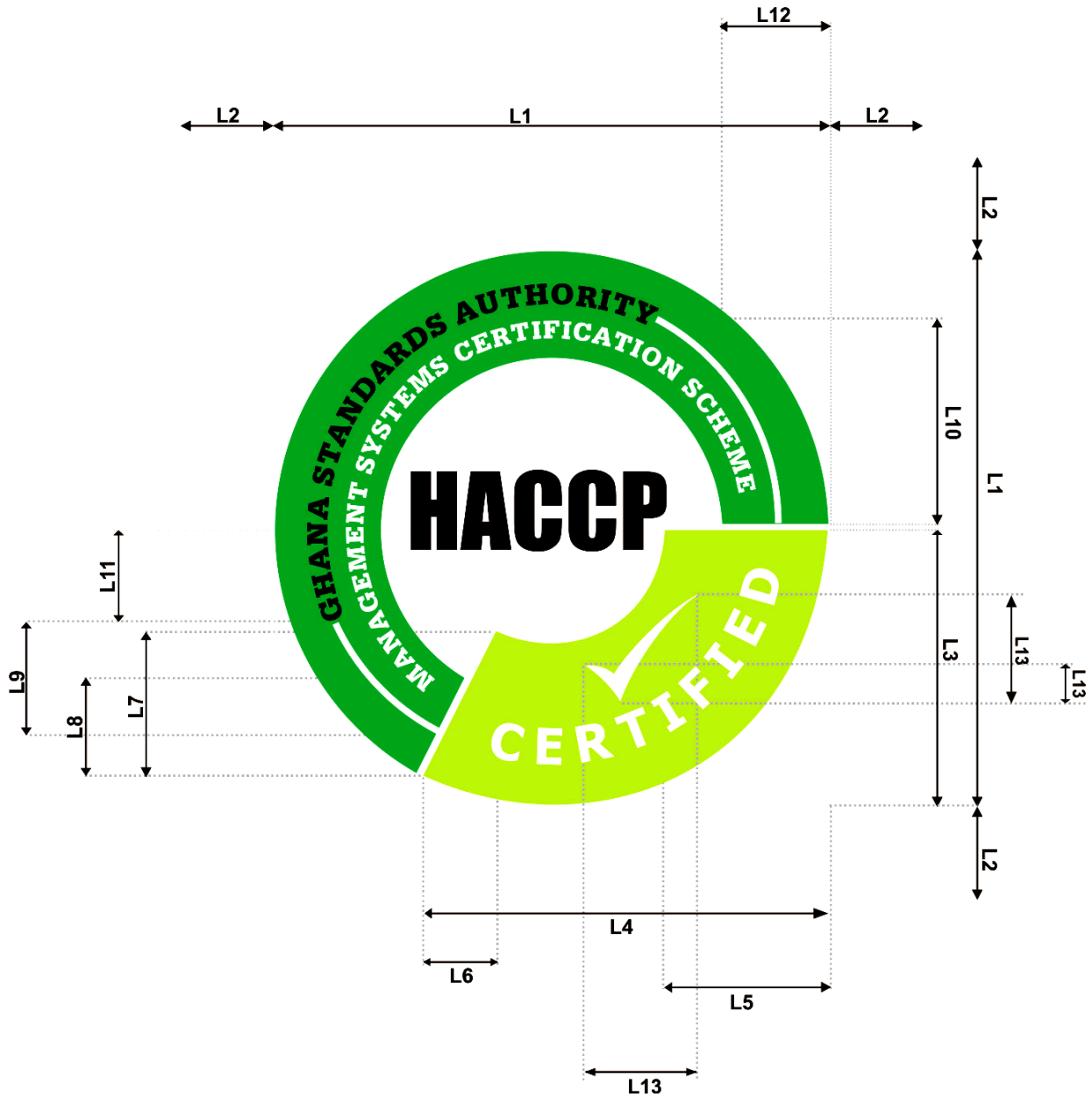
ANNEX B - Standard Mark Description




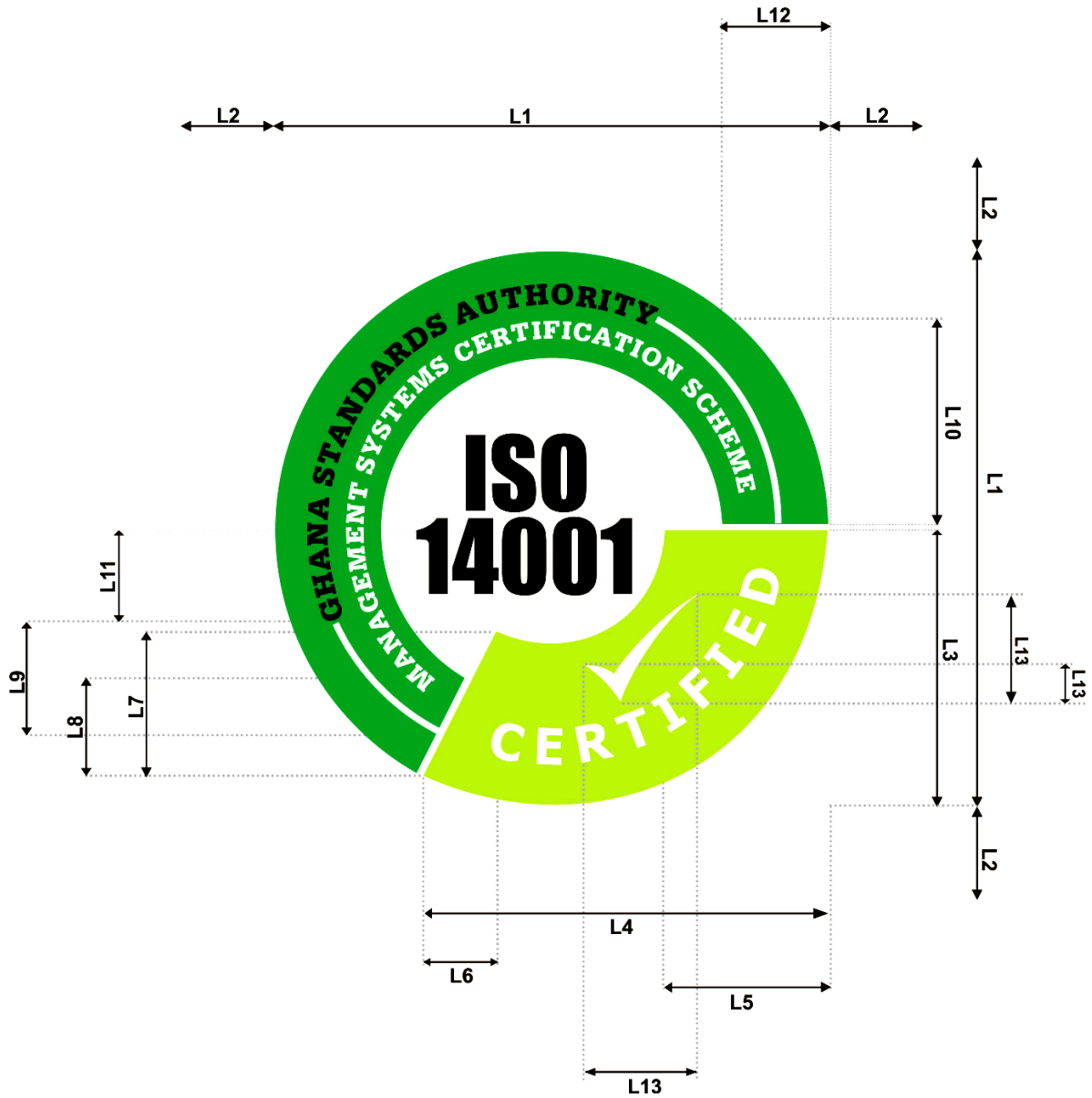
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