



**PROCEDURE FOR
THE CONTROL AND USE OF
THE IPC LOGO**

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Classification

This document is classified as an IPC Formal Procedure Document.

IPC Formal Procedures lay down the procedures to be followed in implementing the IPC programme, spelling out the procedures and processes which must be followed in order to satisfy the IPC Criteria and Rules. Members must conduct their operations in a way, which complies with all the requirements of the IPC Formal Procedures.

IPC Formal Procedures are published on the authority of the Board of Directors of IPC.

Authorisation

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Availability

Copies of this document in English may be accessed and downloaded by members from the IPC Website at <www.ipcaweb.org>.

Copyright

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TABLE OF CONTENTS

Topic	Page
Classification.....	2
Authorisation.....	2
Availability.....	2
Copyright.....	2
1 INTRODUCTION.....	4
2 SCOPE	5
3 REFERENCES.....	5
4 DEFINITIONS.....	5
5 LICENCE TO USE THE IPC LOGO	6
6 FORM OF THE IPC LOGO	6
7 CONDITIONS OF USE.....	7
7.1 General	7
7.2 Personnel Certification Bodies.....	8
7.3 Training Course Providers	9
7.4 IPC Graded Professionals.....	9
8 TERMINATION	9
9 MISUSE OF IPC LOGO.....	9
END OF PROCEDURE.....	10

PROCEDURE FOR THE CONTROL AND USE OF THE IPC LOGO

1 INTRODUCTION

- 1.1 Management system certification has become an important element in determining the capability of suppliers to meet customer requirements. In the international market, recognition of such certification is essential to the principle of free trade.
- 1.2 The value of such management system certifications is dependent upon the integrity of the certification bodies including the skills and competence of their auditors.
- 1.3 International recognition of the certification of management systems auditors (hereinafter referred to as auditors) can assist the process of international acceptance of management system certifications and facilitate international trade in goods and services.
- 1.4 The International Personnel Certification Association (IPC) has been formed by organizations which certify personnel from various industry sectors, in order to provide a mechanism for international recognition of these certifications and approvals.
- 1.5 The principal objective of IPC is to facilitate the recognition of the certification of personnel from various industry sectors. The IPC MLA is a mutual recognition agreement among organizations which certify personnel to an IPC approved Certification scheme.
- 1.6 The other main objective of IPC is to bring together Accredited Personnel Certification Bodies (PCBs) which adhere to the IPC principles and are regarded as members of IPC.
- 1.7 The IPC logo is a distinctive mark which, when displayed on any certificate, identifies IPC member Personnel Certification Bodies which have achieved the standard required for membership of an IPC MLA.
- 1.8 The IPC logo, when displayed on any certificate issued by IPC member Personnel Certification Bodies, thus provides industry with a clear and public demonstration that those professionals who have been awarded IPC certification have demonstrated the necessary competencies, as determined by the IPC Competence-based Specification and have been certified by a body meeting the IPC requirements in all respects.
- 1.9 The IPC logo, when displayed with the words “member of IPC”, denotes a Personnel Certification Body which subscribes to the ideals and principles and has achieved formal membership of IPC. IPC members are entitled to use the IPC logo, provided that the logo is always accompanied by their membership status (e.g. Full member, Associate member, Observer member, etc.)

- 1.10 This procedure also clarifies the rules regarding the circumstances where the logo may be used without the phrase "International Personnel Certification Association" in close proximity.
- 1.11 This procedure shall be used in conjunction with the IATCA to IPC transition arrangements.

2 SCOPE

- 2.1 This procedure specifies the rules governing the use of the IPC logo by IPC member Personnel Certification Bodies and individuals certificated by IPC MLA member Personnel Certification Bodies.

3 REFERENCES

- 3.1 ISO/ IEC Guide 2 - "General terms and their definitions concerning standardization and related activities".

4 DEFINITIONS

- 4.1 As a general rule, definitions of ISO/ IEC Guide 2 and ISO 9000:2000 are applicable. The following definitions either vary or supplement those definitions to cater for the IPC environment:
- a) **Certification body:** A body that conducts certification of personnel from various industry sectors is considered to be a certification body in the context of IPC documentation.
 - b) **Personnel certification:** The process by which a person's competencies, as examined in accordance with the relevant IPC competence-based specification, is recognised. The process may result in the professional certification of the person.

5 LICENCE TO USE THE IPC LOGO

- 5.1 The IPC Secretariat and members of the IPC Board of Directors have the right to use the IPC logo on name cards, stationery and literature used on IPC business or to promote the IPC programme.
- 5.2 Members of IPC may use the IPC logo on copies of the IPC Criteria which they publish in accordance with the IPC Documentation Control Procedures. Members may also use the IPC logo, subject to the applicable conditions as set out in this Procedure, on all stationery, documents and/ or promotional material which is used within the framework of a personnel certification scheme to denote their membership of IPC. In addition, members of an IPC MLA may use the IPC logo on certificates issued within the framework of an IPC certification scheme subject to the applicable conditions as set out in of this document.
- 5.3 Training course providers and training course approval bodies operating under IPC MLA for training are also entitled to use the IPC logo on any kind of documentation they use or publish when IPC logo is always accompanied by the logo of PCB member of IPC MLA which approved the training course provider.
- 5.4 Personnel who have been certified against an IPC competence-based specification by an IPC MLA member may use the logo in conjunction with the PCB logo, subject to the applicable conditions as set out in of this Procedure, on promotional material which is used to promote the individuals status as an IPC certified professional, as well as on individual name cards in conjunction with the PCB logo.

6 FORM OF THE IPC LOGO

- 6.1 The IPC logo is the graphics file approved by the Board of Directors and included in the Approved Documents section of the IPC Website as “Approved IPC Logo”. A copy is shown in Figure 1. The IPC logo may be reproduced in the colour combination shown in figure 1 or in any single colour or black and white as required by the document on which it is placed. The IPC Secretariat will normally use the logo in the colour combination shown in Figure 1. An electronic version may also be obtained from the Secretariat.
- 6.2 The full title of “International Personnel Certification Association” shall always appear in close association with the logo except as provided for in this procedure.
- 6.3 Under no circumstances, except as provided for in this procedure, is the IPC logo to be reproduced in a colour combination or arrangement at variance with that detailed in Figure 1 and in clauses 6.1. and 6.2.
- 6.4 The IPC logo may be uniformly enlarged or reduced but shall be sufficiently large for the wording to be clearly legible.



Figure 1 – IPC Logo Style and Colour

7 CONDITIONS OF USE

7.1 General

7.1.1 Notwithstanding the specific provisions of this Procedure, the IPC logo shall not be used in any manner which will bring disrepute to IPC or which may mislead or misrepresent the relationship between the user and IPC.

7.1.2 All Members of IPC may apply the IPC logo to copies of the IPC Specification and other IPC documents which they publish in accordance with the IPC Documentation Control Procedures. Where the IPC logo is applied to such documents the member concerned shall include on the same sheet of paper:

- a) a clear statement of their membership status (Full member, Associate member, Observer member)
- b) its own approval mark not disproportionately represented with reference to the actual IPC logo, and positioned in a manner that ensures the relationship between the IPC logo and the approval mark is obvious; and
- c) where the IPC logo is used more than once in the same document the phrase: "International Personnel Certification Association" need only appear once when the IPC logo is first used.

7.1.3 The IPC logo shall not be used by any Member body on any stationery, document and/ or publicity unless it relates in whole or in part to that body's certification of personnel, or to identify the status of a professional in the IPC programme.

7.1.4 The IPC logo may be used in isolation only on IPC business, and on correspondence and documents issued by IPC.

- 7.1.5 Personnel certification bodies and professionals do not have the right to use the IPC logo in isolation on any document.
- 7.1.6 Signatories of an IPC MLA may apply the IPC logo to personnel certificates they issue in accordance with an approved certification scheme. The IPC logo shall be used only in conjunction with the issuing body's mark or logo. The IPC logo shall not be the dominant mark.
- 7.1.7 Certified IPC professionals may apply the IPC logo to promotional documents that are solely related to the person's function and capability in conjunction with their certification. The IPC logo shall be used in conjunction with the person's name or company mark or logo and the certification body's mark or logo. The IPC logo shall not be the dominant mark.
- 7.1.8 Non MLA certification body signatories to the IPC MoU may not apply the IPC logo to personnel certificates by any circumstances.

7.2 Personnel Certification Bodies

- 7.2.1 Where an IPC member Personnel Certification Body uses the IPC logo on stationery, documents and/ or promotional material, it shall include on the same sheet of paper:
- a) A clear statement of their membership status (Full member, Associate member, Observer member)
 - b) its own certification mark not disproportionately represented with reference to the actual IPC logo, and positioned in a manner that ensures the relationship between the IPC logo and the certification mark is obvious; and
 - c) where the IPC logo is used more than once in the same document the phrase: "International Personnel Certification Association" need only appear once when the IPC logo is first used.
- 7.2.2 Where an IPC MLA member Personnel Certification Body uses the IPC logo on a card issued to an individual to denote IPC certification, the logo may be used, subject to Clause 7.2.1a) being applied, without the phrase "International Personnel Certification Association" in close proximity.
- 7.2.3 Where an IPC member Personnel Certification Body uses the IPC logo on a business card, the logo may be used, subject to Clause 7.2.1a) being applied, by substituting the phrase "International Personnel Certification Association" in close proximity, by a statement of their membership status.

7.3 Training Course Providers

- 7.3.1 Where an IPC training course provider uses the IPC logo in accordance with these Criteria on training certificates or other promotional material, shall:
- a) include IPC logo and the certification body's mark or logo not disproportionately represented with reference to the IPC logo, and in such a manner that ensures the relationship between the respective logos is obvious; and
 - b) where the IPC logo is used more than once in the same document the phrase: "International Personnel Certification Association" need only appear once when the IPC logo is first used.

7.4 IPC Graded Professionals

- 7.4.1 Where an IPC graded professional uses the IPC logo in accordance with these Criteria on promotional material, the individual shall:
- a) include his or her name or mark of the individual's organization and the certification body's mark or logo not disproportionately represented with reference to the IPC logo, and in such a manner that ensures the relationship between the respective logos is obvious; and
 - b) where the IPC logo is used more than once in the same document the phrase: "International Personnel Certification Association" need only appear once when the IPC logo is first used.

8 TERMINATION

- 8.1 If the certification body, or training provider or individual concerned ceases to hold IPC recognition, approval or certification, the body, provider or person concerned shall immediately cease the use and distribution of any material bearing the IPC logo.
- 8.2 If a certification body ceases to be a member of an IPC MLA, it shall immediately cease the use and distribution of any certificates, bearing the IPC logo.

9 MISUSE OF IPC LOGO

- 9.1 All IPC members shall have documented procedures for the use of the IPC logo, and for the procedures it is to follow in case of misuse, including false claims as to IPC certification. Those procedures shall require that the rules in this procedure be followed.

- 9.2 If a person or organization incorrectly claims IPC certification, the relevant IPC member shall require that person or organization to withdraw such claims and to destroy all documents which carry the IPC logo without proper authority.
- 9.3 If a member of IPC misuses the IPC logo it shall be dealt with in accordance with the IPC disciplinary procedures.

END OF PROCEDURE