	<b>GHANA STANDARDS AUTHORITY MANAGEMENT SYSTEMS CERTIFICATION SCHEME</b>	<b>MANAGEMENT SYSTEM GUIDELINES</b>
<b>DOC: MSCS-G9.2-03</b>	<b>ISSUE: 09</b>	<b>14<sup>TH</sup> MARCH 2024</b>

## **GUIDELINES FOR THE USE OF STANDARD MARK**

### **1. PURPOSE**

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

### **2. SCOPE**

This guideline details the use of the standard marks for Management Systems Certification.

### **3. RESPONSIBILITY**

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

### **4. GUIDELINES**

**4.1.** The Ghana Standards Authority Act, 2022 (Act 1078), sections 34 and 65, provide for the use of the Standard mark and offences and penalties relating to the use of the Standard mark. A suitable standard mark has been developed for use by the client of Management Systems Certification. Upon grant of certificate, the clients may be authorised to the standard mark.

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


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

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

**4.5.** Letterheads, brochures, publicity material (flag, stickers, flyers, business cards), etc., with the 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 monogram design approved by the GSA MSCS before bringing it to use. He/she will be permitted to commence the use of the standard mark only after approval.

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

- i) Only those firms holding a valid certificate under the GSA Management System Certification Scheme are authorized to use this Standard Mark.
- ii) GSA MSCS shall provide the specimen of the standard mark for Management System Certification.
- iii) Certificate holders can use the Standard Mark on their publicity materials (flags, stickers, flyers, business cards), brochures, letterheads, etc. The Standard Mark shall not be used on the product.
- iv) The use of the standard marks on the product packaging or accompanying information by the client should also indicate that the certified client has a certified management system, or the client is certified to the specific management system. Product packaging is considered as that which can be removed without the product disintegrating or being damaged. Accompanying information is considered as separately available or easily detachable. Such a statement shall not 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 the Management System Certification does not cover shall not be referred to in the letterheads, brochures, publicity material (flag, stickers, flyers, 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 preferred dimensions or 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 a statistically acceptable method. The reduction shall be made in such a way that the legibility of the Standard Mark is not affected.
- viii) GSA MSCS does not permit its certification marks to be applied by certified clients to laboratory test, calibration or inspection reports or certificates.

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## 5 REFERENCES

Ghana Standards Authority Act, 2022 (Act 1078)

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

## 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%



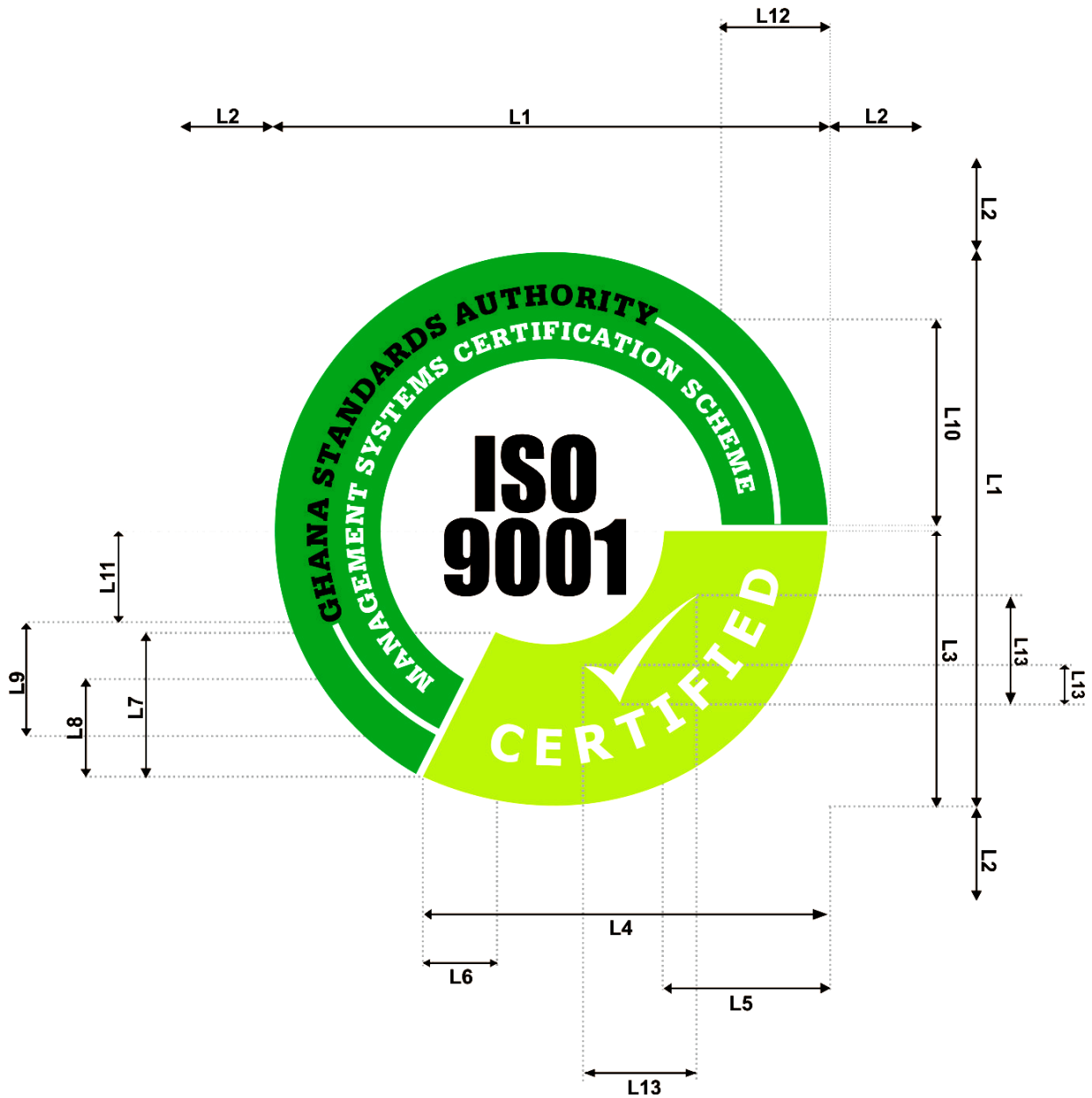
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Table 2 – Dimensions of the Standard Mark

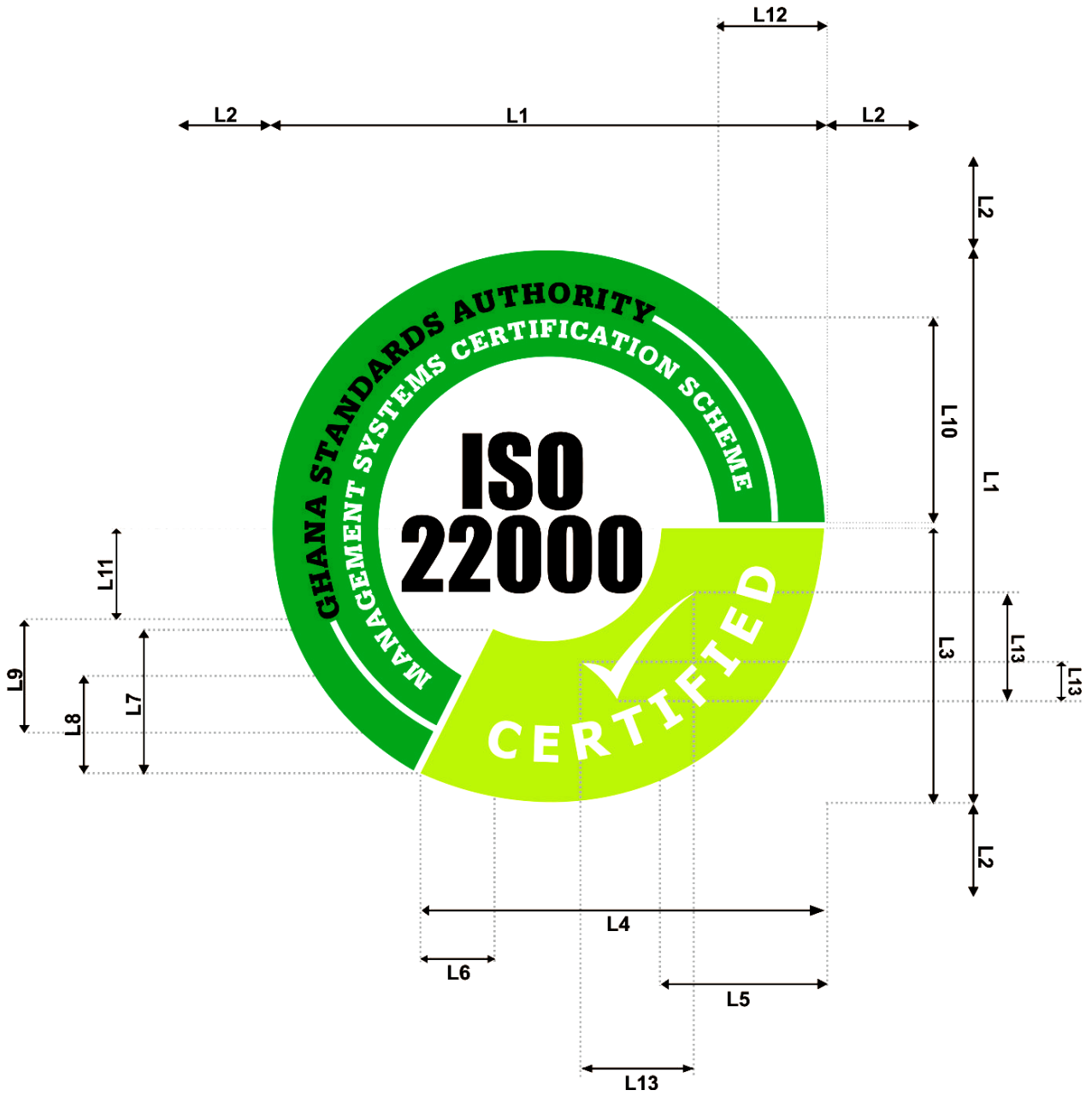
No	Notation	Dimensions (mm)
1	L1	60mm
2	L2	10mm
3	L3	30mm
4	L4	44mm
5	L5	17.73mm
6	L6	7.98mm
7	L7	15.52mm
8	L8	10.54mm
9	L9	205°
10	L10	62°
11	L11	10.85mm
12	L12	11.6mm
13	L13	12.25mm
		11.76mm
		4.2mm


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ANNEX B - Standard Mark Description




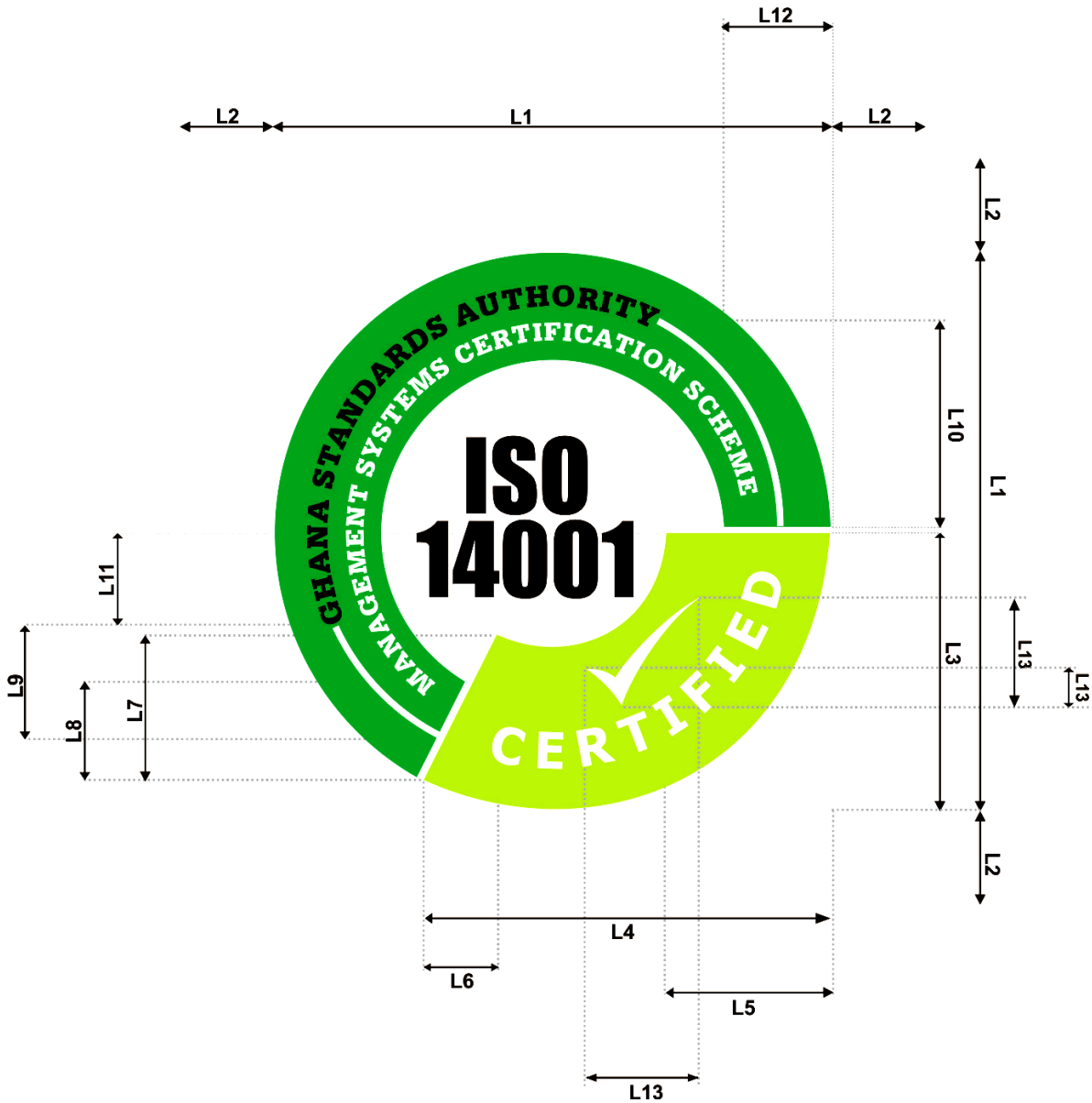
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