

RULES OF PROCEDURE GOVERNING THE USE OF THE CERTIFICATION SYMBOL

PROCEDURE 2.1.1

REQUIREMENTS OF USE OF THE HDAA CERTIFICATION SYMBOL

INTRODUCTION

1. A distinctive Certification Symbol shall be awarded by the Governing Board of Health and Disability Auditing Australia Pty Ltd (HDAA) to certified organisations.
2. The HDAA Symbol provides industry with a clear and public demonstration that those services awarded a certificate have been provided by an accredited conformity assessment body (HDAA).

APPLICATION

1. This document outlines the conditions covering the use of the HDAA Certification Symbol.

DEFINITIONS

1. As a general rule, definitions of ISO/IEC 17000 apply. The following definitions either vary or supplement those definitions:
2. Governing Board: The body which conducts and administers the conformity assessment system (Health and Disability Auditing Australia Pty Ltd (HDAA)).
3. Certification Criteria: Includes the relevant Standards, and approved and procedures applicable to the program under which certification is sought.

CONDITIONS OF USE

WHO CAN USE THE CERTIFICATION SYMBOL

1. The Governing Board has the right to use the certification symbol on all its certificates, stationery and literature or otherwise as it sees fit.
2. An organisations certified or accredited by HDAA may use the Certification Symbol on all stationery, documents and/or publicity material which is used within the scope of its Certification or Accreditation and subject to the applicable conditions of this document, or otherwise specified by HDAA.

FORM OF THE CERTIFICATION SYMBOL

Figure 1



1. The Certification Symbol can only be used by a HDAA Certified Client if it is reproduced as detailed in Figure 1.

2. The Certification Symbol shall not be used in such a way as to suggest that the Governing Board has certified or approved the activities of an entity related to the certified or accredited organisation, or in any other misleading manner.
3. The Certification Symbol may be reproduced on white a background as detailed in Figure 1 or, if in a single colour, to conform with existing media.
4. Under no circumstances is the Certification Symbol to be reproduced in a colour combination at variance with that detailed in Figure 1.
5. Legibility is to be ensured by placing the Certificate Symbol in a position that is uncluttered and with sufficient clear space to ensure the prominence of graphic features and text.
6. The Certification Symbol may be uniformly enlarged or reduced but shall be sufficiently large for the wording to be clearly legible.
7. When the Certification Symbol is used on paper, it may be embossed or stamped.
8. Where a Certified Service uses the Certification Symbol on stationery, documents, websites and/or promotional material, it shall be included on the same sheet of paper or web page as its own mark and not disproportionately represented with reference to the actual Certification Symbol.
9. To obtain electronic copies of the HDAA Certification Symbol, refer to www.hdaau.com.au/ourorganistaion and down load the Certification Symbol.

FURTHER INFORMATION

Further information or queries regarding the use of the HDAA Certification Symbol must be directed to the HDAA Operations Manager by email at www.hdaau.com.au/contact_us or telephone 1800 601 696.