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1. OBJECTIVE AND SCOPE

The objective of this Guideline is to specify the principles for the use and traceability of HAK Halal Accreditation Mark to be provided to Halal Conformity Assessment Bodies (HCAB) accredited by Halal Accreditation Agency (HAK) and the official HAK Logo.

Policies to be implemented by HAK in order to protect the Mark provided to HCABs and the responsibilities of the HCABs within this scope are also specified in this document.

2. TERMS AND DEFINITIONS

HAK Halal Accreditation Mark: The mark/symbol whose form and terms of use is defined by HAK and used by HCABs to indicate the halal accreditation status

Halal Conformity Assessment Body (HCAB): Body that performs conformity assessment activities according to the national and internationally accepted technical criteria

Reducing Scope: Cancellation of part of the scope of halal accreditation

Scope of Halal Accreditation: Specific conformity assessment activities for which halal accreditation has been granted

Suspending Halal Accreditation: Putting temporary restrictions in place for all or part of the scope of halal accreditation.

The Official HAK Logo: The symbol used by HAK to identify itself or to promote its own official programs.

Client Firm: A firm certified by the HCAB

Withdrawing Accreditation: Cancellation of the halal accreditation for the full scope

3. USE OF THE OFFICIAL HAK LOGO

3.1. Halal Accreditation Agency is the sole party entitled to use the official HAK logo (Figure-1). The official HAK logo shall not be used by any national and/or international organization under any circumstances.

3.2. The official HAK logo may be used upon HAK's written permission and defined clauses in printed and visual materials prepared for national or international events or projects supported by HAK.


4. FORMAT AND USE OF HAK HALAL ACCREDITATION MARK

4.1. HAK Halal Accreditation Mark shall be used in the format, size and the color specified in this document (Figure-2).

4.2. Info of the relevant standard and the accreditation number of the HCAB is placed in the center below the official HAK Logo in HAK Halal Accreditation Mark (Figure-2).

4.3. Samples of the HAK Halal Accreditation Mark are prepared in appropriate formats by HAK and provided to the accredited body electronically.

4.4. When HAK Halal Accreditation Mark is printed on a consumable material no larger than A4 size, its height shall not be larger than 40 mm with a fixed aspect ratio (Figure-3).

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4.5. When HAK Halal Accreditation Mark is printed on a consumable material larger than A4 size, HAK Halal Accreditation Mark with the appropriate size received from HAK may be used.

4.6. HAK Halal Accreditation Mark shall not be used in a size smaller than 20 mm height under no circumstances (Figure-3).

4.7. HAK Halal Accreditation Mark may be used in an embossing form.

4.8. In cases when the background of the document where HAK Halal Accreditation Mark will be used is colored, HAK Halal Accreditation Mark shall be framed with a white background (Figure-4).

4.9. HCAB may prepare HAK Halal Accreditation Mark reproductions identical to format, size details and the colors specified in this document.

4.10. Reproductions of HAK Halal Accreditation Mark on electronic media can only be accepted as long as they comply with the following conditions in addition to the all other conditions laid down in this Guide.

- There shall be no alterations on the official HAK Logo.
- There shall be no changes on the format of HAK Halal Accreditation Mark.
- In cases when the background of the document where HAK Halal Accreditation Mark will be used is colored, HAK Halal Accreditation Mark shall be framed with a white background

5. GENERAL PROVISIONS FOR THE USE OF HAK HALAL ACCREDITATION MARK

5.1. HCAB accredited by HAK may use HAK Halal Accreditation Mark in the reports and documents issued as a result of activities such as conformity assessment etc. in compliance with the conditions specified in this guide


5.2. HCAB may use HAK Halal Accreditation Mark in its all types of printed and visual documents, promotional and advertising materials in compliance with the conditions specified in this guide.

5.3. HCAB shall not use HAK Halal Accreditation Mark in such a way to provide misleading information about accreditation status and/or constituting non-competence.

5.4. HCAB shall explicitly state the accredited branches, scopes and activities in its reports and documents referring HAK Halal Accreditation Mark.

5.5. HAK Halal Accreditation Mark:

- Shall be used only for the accredited scope together with the logo of the accredited body (Figure-4).
- Shall not be more dominant and/or at more forefront than the logo of the accredited body.
- Shall not be placed on any material/product subject to testing and inspection.

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- **Shall not be used in such a way as to imply that any product, services or personnel is certified as halal by HAK.**
- Shall not be used in such a way as to imply that HAK accepts the responsibility or stands as the guarantor for testing, calibration and inspection activities and their results.

5.6. In cases where the HCAB is accredited by another accreditation body for the same scope, HAK Halal Accreditation Mark may be used in the reports, documents, stationery equipment, promotional and advertising materials along with the accreditation mark of the other accreditation body. In such a case, HAK Halal Accreditation Mark shall be at the same visibility with and proportional to the marks of other accreditation bodies (Figure-5).

5.7. As a rule, HAK Halal Accreditation Mark shall not be used as a visual on final products subject to conformity assessment activities within the scope of the accreditation provided by HAK. However, the accredited HCAB, may make a written reference as “*Accredited by Halal Accreditation Agency* (Figure-6)” without compromising the integrity of its own halal conformity assessment mark which will be placed on products of the client firms.

5.8. The accredited HCAB shall have documented procedures and policies to ensure its certified client firms, subcontractors or any other related party involved in conformity assessment activity comply with the requirements laid down in this Guide and to prevent any unauthorized use of the HAK Halal Accreditation Mark. The HCAB is obliged to submit the procedure and policies to HAK upon request.

5.9. HAK may take reasonable measures (such as requesting corrective action, suspending/withdrawing accreditation, disclosing the inappropriate works and transactions to public) in case the HCAB does not comply with the requirements for the use of HAK Halal Accreditation Mark specified in this Guide.


5.10. Upon suspending or withdrawing the accreditation, HCAB shall immediately cease to issue documents, reports etc. referring HAK Halal Accreditation Mark and terminate all advertising and promotional activities referring to the relevant accreditation.

5.11. In case the HCAB has more than one branch and some of these branches are accredited, HAK Halal Accreditation Mark shall only be used by the accredited ones. If a common form is used in all branches, the accredited branches shall clearly be stated in the relevant form (Figure-7).

5.12. In case of a change takes place in procedures and principles for the terms of use of HAK Halal Accreditation Mark, the HCAB will be informed by HAK.

6. USE OF HAK HALAL ACCREDITATION MARK IN ALL PRINTED AND VISUAL DOCUMENTS AND IN ADVERTISING AND PROMOTIONAL MATERIALS

6.1. HAK Halal Accreditation Mark may also be used on printed and visual materials. However, HAK Halal Accreditation Mark shall be placed on the printed document along with the logo or the name of the accredited body and shall not be more dominant/forefront than the logo or the name of the accredited body (Figure-8).

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6.2. HAK Halal Accreditation Mark shall be used on advertising and promotional materials to be associated with the mark of the accredited HCAB or the mark of the conformity assessment scheme of the HCAB.

6.3. HCAB shall take all necessary measures to prevent the use of HAK Halal Accreditation Mark on social media, written documents (brochure etc.) and on mass media such as other advertising and promotional materials in a misleading manner.

6.4. Except for the advertising materials, HAK Halal Accreditation Mark shall not be used on vehicles, exterior of buildings and flags that are in possession of the HCAB. However, HAK Halal Accreditation Mark may be used at interiors of buildings and exhibition stands as specified in this Guide (Figure-9).

6.5. HAK Halal Accreditation Mark used in letterhead stationery shall comply with the format that specified in this document and delivered to HCAB.

6.6. In case of the letterhead stationery with HAK Halal Accreditation Mark are used in the proposals made for an activity not within the scope of accreditation, accredited activities shall be clearly specified. In such a case, an expression such as "This proposal involves services not included in the accreditation scope" or suchlike shall be visibly used in relevant letterhead stationery.

6.7. HAK Halal Accreditation Mark shall not be used on business cards printed for the accredited body. There shall not be any references on the business cards to the accreditation of the organization. Signatures/business cards used in electronic mail are also considered in this scope.

7. OTHER PROVISIONS


7.1. Where accredited HCAB uses letterhead stationery with HAK Halal Accreditation Mark in its reports or certificates which contain no accredited results; a warning shall be included stating that the relevant results in the attached report/certificate are not included in the accreditation scope. The warning shall be visible.

7.2. When a common report/certificate is issued regarding the activities included in the accreditation scope and those not included in the scope, HCAB shall ensure that the client firm can distinguish the activities included and not included in the accreditation scope. In such a case, the HCAB shall legibly use the expression "*The parts noted as "Accredited by HAK" are associated with the scope detailed in the HAK Halal Accreditation Certificate No. (accreditation number) "*".

7.3. In case the HCAB prefers to make a written reference to the halal accreditation in its reports and documents instead of using visual HAK Halal Accreditation Mark, they shall use the following format:

"[Name of the HCAB] operating as [name of the field of activity] is accredited by HAK against to [accreditation number] and [name and date of the standard] standard."

7.4. HCAB is obliged to fill in the areas specified above according to its halal accreditation certificate.

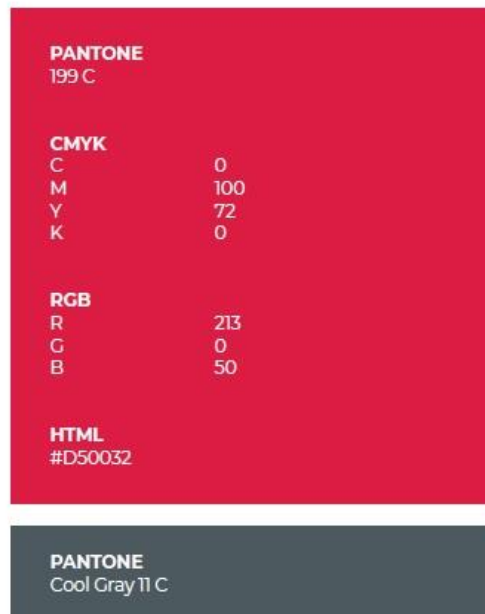
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7.5. Rules for using HAK Halal Accreditation Mark also applies to the written references to accreditation.

7.6. In case the use of HAK Halal Accreditation Mark is not allowed, written references to halal accreditation are forbidden too.

ANNEX

Figure-1: Details of The Official HAK Logo




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Figure -2: Details of HAK Halal Accreditation Mark



Google Montserrat Font Family

OIC/SMIIC 2:2019	12pt, Bold
ACCREDITED	15pt, ExtraBold
2019-XXX	15pt, Semibold

Figure-3: Use of HAK Halal Accreditation Mark in Minimum and Maximum Sizes




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Figure -4: Use of HAK Halal Accreditation Mark with the Logo of Accredited Body



Figure -5: Use of HAK Halal Accreditation Mark with the Mark of Another Accreditation Body




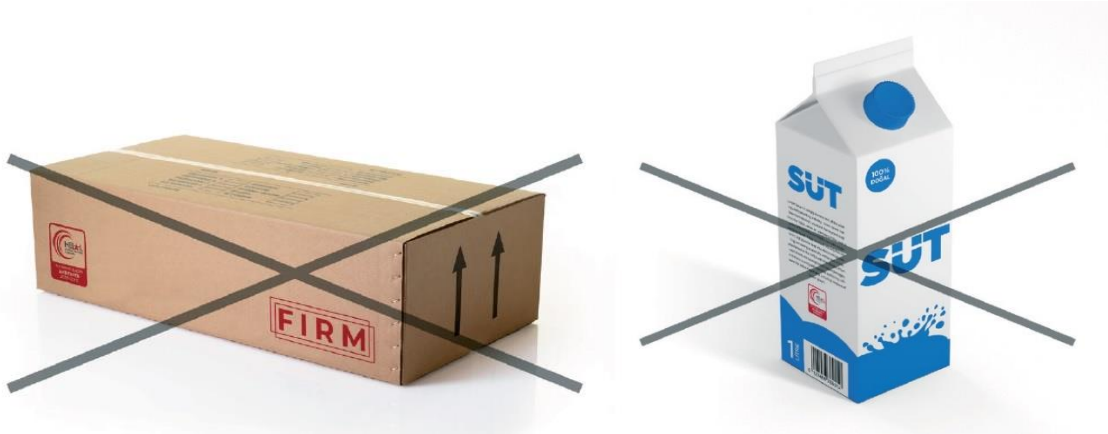
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Figure -6: Samples on Use of HAK Halal Accreditation Mark

Exampels of Forbidden Use:



Example of Permitted Use:



Figure-7: Use of HAK Halal Accreditation Mark Only for Accredited Branches




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Figure -8: Use of HAK Halal Accreditation Mark on Printed and Visual Promotional Materials




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Figure-9: Use of HAK Halal Accreditation Mark on Exhibition Stands and Vehicles

