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1. PURPOSE

The purpose of this instruction is presented by UDEM; 93/42 / EEC Medical Device Regulation, 2017/745 / EU Medical Device Regulation, 2014/33 / EU Elevator Regulation, 2006/42 / EU Machinery Safety Regulation, 305/2011 / EU Construction Materials Regulation and TS EN ISO / IEC 17065 standard; UDEM logo, accreditation mark, CE mark conditions together with the documents issued after the product certification activity; TÜRKAK R10. 06 Guideline on the Conditions for the Use of the Accreditation Mark by Accredited Bodies, CE Marking Regulation published in the Official Gazette dated 27/5/2021 and numbered 31493, TS EN ISO/IEC 17030 Conformity Assessment-3. Party General Conditions for Conformity Assessment standard and the relevant legislation / standard in accordance with the requirements of the relevant legislation / standard in which the certification is made. In addition, within the scope of this instruction, the activities to be applied in case of improper use of logos, marks and documents are also defined.

2. SCOPE

This instruction covers the documents, CE marking, UDEM logo and accreditation marks issued according to the Regulation, Communiqué and standards specified in "Article 1 Purpose".

3. RESPONSIBILITY

All organisations/persons and UDEM employees whose product conformity is assessed by UDEM and who are granted the right to certificate, accreditation mark, UDEM logo, CE mark and ~~G mark~~ are responsible for carrying out their activities in accordance with this instruction.

4. DEFINITONS

UDEM Logo: It is the symbol used by UDEM to promote its own name.
Accreditation Mark: It is the symbol used by organisations accredited by TÜRKAK to show their accreditation status. Accreditation Mark is created by adding the accreditation area, the number of the standard subject to accreditation and the accreditation number of UDEM under the TÜRKAK logo.
Certificate: Document showing that the management system has been certified, certificate.
CE Marking: It is the mark indicating that the product complies with all the relevant rules of the technical legislation stipulating the "CE" marking.
QR Code: It is a two-dimensional barcode obtained from the ONTEK system of the Ministry of Industry and Technology of the Republic of Turkey within the scope of product certification of the 2014/33/EU Elevator Regulation and used for document verification purposes.
Improper use: Any use that violates the regulations contained in this instruction means imitation, counterfeiting and damage to the TURKAK accreditation mark, UDEM logo and CE/G marks.

5. PRACTICE

5.1 General Rules

- UDEM reserves the right to suspend and/or withdraw the certificate of organisations that do not fulfil the conditions specified in this instruction.

- UDEM reserves the right to change the conditions in this instruction without prior notification.

- UDEM reserves the right to initiate legal proceedings in case third parties use the UDEM logo, TÜRKAK accreditation mark, CE and G mark without authorisation.

- All organisations receiving certification services from UDEM are obliged to follow and apply this procedure and the current version of the guide "R10.06 Conditions for the Use of TURKAK Accreditation Mark by Accredited Bodies" published on TURKAK website.

- When UDEM wants to know where the customer organisation uses the UDEM logo, TÜRKAK accreditation mark, CE and G marks, the customer organisations must show the places of use to UDEM.

- The customer organisation receiving certification service from UDEM must obtain UDEM's approval regarding the relevant material before using any material (stationery, etc.) on which UDEM logo and TÜRKAK accreditation mark will be used.

- The customer organisation should not use its certificate in a way that may damage UDEM's reputation or lose public trust.

- TURKAK Accreditation Mark shall not be used in a way that may imply that TURKAK approves or recommends any product or service.

- The customer organisation cannot be used in a way that implies that UDEM takes responsibility for the certified products.

- It is forbidden to translate and reproduce the document issued by UDEM into a different language without the permission of UDEM.

5.2 Use of Certificate

Unless otherwise agreed by UDEM, the certified body shall maintain the confidentiality of all documents and records made available by UDEM, except the document, regulations and any annexes thereto.

Upon suspension, withdrawal or cancellation of the certificate, the certified body shall immediately cease to use or make any reference to it and shall not thereafter use any copy or imitation of it.

Organisations certified by UDEM are obliged to comply with the provisions of this instruction as long as the validity of the certificate continues after the signing of the certification agreement. In addition, if the certified organisations have documents other than the product certificate (such as system certificate), they should avoid any use that may cause confusion in the use of these documents.

The document is the property of the organisation named in the document and cannot be transferred to any other institution or legal entity (customers, suppliers, etc.).

5.3 Use of UDEM Logo

HEX #db2c1d
RGB (219,44,29)
CMYK (0,80,87,14)

Colour and shape changes cannot be made on the UDEM Logo.

The certified body shall immediately cease to use or make any reference to the UDEM logo upon suspension, withdrawal or cancellation of the certificate.

The certified organisation cannot use the logo in its fields of activity and advertisements other than the products covered by the certification.

Information on logo usage areas is given in *Table-1 UDEM Logo and TURKAK Accreditation mark Terms of Use.*

5.4 Use of Accreditation Mark

The Accreditation Mark is created by adding the accreditation area, the number of the standard subject to accreditation and the accreditation number of the accredited body under the TURKAK logo.
The conditions of use, format, size, areas of use and restriction information of the trademark and logo used by TÜRKAK to promote its own name or accreditation programmes are defined in the guidance document "R10.06 Conditions for the Use of TÜRKAK Accreditation Mark by Accredited Bodies".
Information on logo usage areas is given in *Table-1 UDEM Logo and TURKAK Accreditation Mark Terms of Use.*

5.4.1 Use of UDEM Logo and TÜRKAK Accreditation Mark Together

The use of the UDEM logo together with the TÜRKAK accreditation mark is as follows;

TÜRKAK Accreditation mark must be used in relation to the mark of UDEM or the certification programme. When UDEM logo and TÜRKAK accreditation mark are used together, UDEM logo or name should not be more dominant than TÜRKAK accreditation mark. UDEM logo can be used alone but TURKAK accreditation mark is used together with UDEM logo.

Table-1

USAGE AREA	TÜRKAK Accreditation Mark	UDEM Logo	Use of UDEM Logo and TÜRKAK Accreditation Mark Together	CE Mark
on the product	×	✓	×	✓***
On the certificate	×	✓	✓	×
Advertisement (Ex: Large-scale advertisements, posters, TV commercials, videos, brochures, website, stationery)	✓	✓*	✓	
Promotional Products (Calendar / Agenda / Christmas card / Business card / E-mail signatures)	×	×	×	
Buildings and Flags	×	×	×	
Vehicle	×	×	×	
On the inner (primary) packaging	×	×	×	✓***
On the outer (secondary) packaging (parcel etc.)	✓**	✓**	✓**	✓***
Window Labels	×	×	×	
Laboratory Tests, Calibration and Inspection Reports	×	×	×	

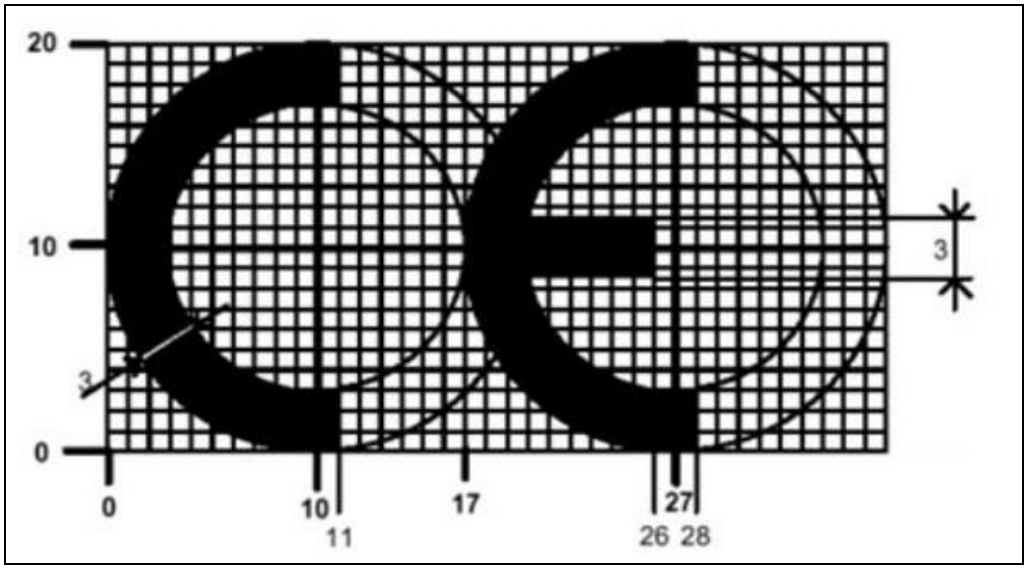
**It is used together with the trade name and logo of the customer organisation.*
*** It can be used provided that the trade name of the certified customer organisation, the trade name of UDEM and the standard statement based on the certification are included.*
**** In cases where this is not possible due to the structure of the product or its permanence cannot be guaranteed, it is attached to the packaging.*

TÜRKAK Accreditation Mark for product certification can only be used together with the UDEM logo for products manufactured within the scope of accredited product certification studies.

5.5 Use CE Mark

- It consists of the letters "CE" in accordance with the shape specified in Figure-1 and the design of the sign cannot be changed except by reducing and enlarging it in accordance with the proportions in the drawing.

Figure-1



- The vertical dimensions of the CE marking must be the same and the height must not be less than 5 mm. The requirements of the 93/68/EEC CE Marking Regulation prepared by the EU must be fully met.

- The CE marking shall be attached to the product, label, packaging where this is not possible due to the structure of the product or where its permanence cannot be guaranteed, and to the accompanying documents stipulated by the relevant technical regulation in a visible, legible and indelible manner. Within the scope of the 2017/745/EU Medical Device Regulation, the CE marking is attached to the device or its packaging that maintains its sterility in a visible, legible and indelible manner. In cases where this attachment is not possible or cannot be guaranteed due to the structure of the device, the CE marking shall be affixed to the packaging. The CE marking shall also appear on each instruction for use and on each sales pack.

- The "CE" marking is attached before the product is placed on the market and only by the manufacturer or its authorised representative. In the conformity assessment process of the products covered by the 2017/745/EU Medical Device Regulation, the CE marking is affixed to the products by the manufacturer. However, it is kept under control by the authorised representative, importer and distributor that the device is CE marked and that the EU declaration of conformity has been issued.

- The UDEM notified body identification number (2292) can only be used for products that have been certified by successfully completing the notified body conformity assessment process within the scope of the relevant regulation. Except for these cases, UDEM notified body identification number cannot be used in a way to mislead third parties. UDEM Notified body Identification number 2292, when used together with the CE marking, shall be placed just below the CE Marking in Arial Black font, font size 12, as shown below, in the centre.

The design of the mark cannot be changed except for its reduction and enlargement in accordance with the specified ratios.

CE
2292

- In conformity assessment activities carried out under the Medical Device Regulation 2017/745/EU, the CE marking is followed by the UDEM notified body identification number. The identification number is also shown on each promotional material indicating that a device fulfils the requirements for CE marking. The CE marking is affixed before the device is placed on the market.

- In the event of expiry, withdrawal or suspension of the certificate issued by UDEM, any brochure, catalogue, card or other material using the UDEM notified body number or using the UDEM mark must be destroyed. There must not be any information on the product and related material that would suggest compliance with the relevant regulation.

- In addition to the "CE" marking, the product may also bear pictograms or other signs describing a particular risk or use.

- The product may not be labelled with other signs or descriptions that may mislead third parties about the meaning and shape of the "CE" marking. Any other marking may only be placed on the product in a way that does not impair the visibility, readability and meaning of the "CE" marking.

- The "CE" marking may only be used on products for which technical regulations stipulate that it must be placed, and may not be used on other products of the customer organisation.

5.7 Inappropriate Use

- UDEM determines and initiates the necessary sanctions in case customer organisations use logos and certificates in violation of this instruction. This process may be wide ranging from requesting corrective action from the customer organisation to resorting to legal remedies. Information about all kinds of activities is notified to the customer organisation in writing.

- If the customer organisation uses the logo, mark and documents inappropriately and without permission, its certificate is suspended. The accreditation body and the relevant Ministry are informed about the suspension decision. In this case, the customer organisation shall immediately prevent inappropriate and unauthorised use and take the necessary

measures to correct the situation. If the non-conformity continues without taking action to correct the non-conformity, UDEM withdraws the certificate.

- UDEM is obliged to initiate the necessary corrective preventive actions, suspend or withdraw the document, publicise the violation and initiate other legal proceedings in case of non-compliant use by the parties. This also applies in cases of misuse by a party not under contract.

- In case of withdrawal of accreditation, the customer organisation shall immediately stop the distribution of all kinds of documents, reports, promotions, advertising materials etc. containing TURKAK Accreditation mark.

- When it is detected that the CE marking is used inappropriately, the customer organisation is warned. In addition, the competent authority is immediately informed about the misuse. During the notification, the name of the customer organisation, the product, the relevant regulation and the details of the misuse are specified. Any damage that may occur due to improper use of UDEM's notified body identification number is the responsibility of the customer organisation.

- UDEM evaluates all complaints regarding improper use and informs the relevant parties within the scope of the process.
- UDEM has the right to conduct periodic observation of customer organisations, request for corrective action, suspension and withdrawal of the certificate, publication of the violation and, if necessary, other legal proceedings to prevent improper use.

6.