

 <b>EAGLE</b> Certification Group <small>SERVICE • INTEGRITY • VALUE</small>	<b>Title:</b> Control of Logos	Page 1 of 2
	<b>Document No:</b> 11	Version 13
<b>Owner Role:</b>		Effective Date: 08/08/2022
<i>EAGLE Certification Group includes EAGLE Registrations Inc. and EAGLE Food Registrations Inc.</i>		

## 1.0 PURPOSE

A. The purpose of this document is to establish the requirements and procedures:

- 1) For the customer's registration contract
- 2) To grant registration and issue registration certificates
- 3) To control the registration logo and any accreditation marks
- 4) To suspend or withdraw registration certificates

## 2.0 SCOPE

Control and Usage of Logos for both EAGLE Registrations Inc. and EAGLE Food Registrations Inc.

## 3.0 CONTENT / CONTEXT

### A. REGISTRATION CONTRACT AGREEMENT

- 1) The registration contract shall stipulate that a customer shall cease to display or otherwise use the registration certificate and EAGLE's logo and EAGLE Food's logo immediately for the following:
  - a) For a lapse of registration, suspension, or cancellation
  - b) For a change to customer's Quality System that has not been accepted by EAGLE and could reasonably be expected to affect the customer's registration status
  - c) For failure to carry out a change to the system rules issued by EAGLE
  - d) For any other reason that could reasonably be expected to adversely affect the customer's Quality System
  - e) See Forms F9, F9-Food (for use of SQF Quality Shield), and F9-IATF for more guidelines
- 2) Each customer shall agree to, and sign, EAGLE's current Registration Contract Agreement (as may be modified by agreement between the customer and the President, or his (designee) before registration will be granted. The Registration Contract Agreement shall include clear agreement as to:
  - a) The proper use of the registration certificate
  - b) The proper use and content of the registration logo
  - c) The proper use and content of the accreditation mark
  - d) The proper use of the SQF logo (FSMS)
  - e) The obligation of the customer to continuously satisfy the registration requirements
  - f) The obligation of the customer to deal with and record any complaints
  - g) The obligation of the customer to report complaints to EAGLE
  - h) The responsibility of EAGLE and the customer in regard to dealing with complaints about the customer
  - i) The authority of EAGLE to carry out surveillances to verify continuous compliance to the registration requirements and contract
  - j) The action EAGLE may take if the customer violates the registration contract and/or requirements
  - k) The existence of time limits on registration and the contract cancellation provisions
  - l) The obligation of the customer to pay EAGLE's fees as a result of the services provided by EAGLE

### B. CONTROL OF REGISTRATION AND ACCREDITATION LOGOS

- 1) Registration certificates and logos and accreditation marks are controlled, as agreed to by the customer in the Registration Contract Agreement. Also, the EAGLE logo is registered and protected under the trademark laws of the United States of America.
- 2) Customers or others incorrectly referencing the registration system or misusing the registration certificate or logos as may be found in advertisements, catalogs, etc. shall be informed in writing by the President, CTO, Director of Certification and Technical Services, CM, or designee.

 <b>EAGLE</b> Certification Group <small>SERVICE • INTEGRITY • VALUE</small>	<b>Title:</b> Control of Logos	Page 2 of 2
	<b>Document No:</b> 11	Version 13
<b>Owner Role:</b>		Effective Date: 08/08/2022
<i>EAGLE Certification Group includes EAGLE Registrations Inc. and EAGLE Food Registrations Inc.</i>		

- a) Continued misuse may result in more serious actions that could include specific corrective action, publication of the transgression, and, potentially, legal action.
  - b) The registration logo shall not be used in any way to indicate product approval.
- 3) Proper usage of logos for SQF can be found in Document 29 – SQF Certification Program, Form 9-Food and Appendix 3: SQF Quality Shield and Logo Rules of use in the SQF Code, Edition 7.

#### **4.0 RESPONSIBILITIES**

The President, CTO, Director of Certification and Technical Services, and CMs are all involved in the issue, control, and withdrawal of certificates, and managing logos.

#### **5.0 RECORDS AND REFERENCES**

- Document 3 - Registration System
- Document 29 - SQF Certification Program
- Form 9 for all applicable standards