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**1. FEE STRUCTURE**

**1.1. GENERAL**

All fees inside and outside Turkey are the same and the currency is USD.

**1.2. APPLICATION & CERTIFICATION FEES**

Application & Certification fees represent the first stage of the application process. These fees vary depending on the type of certificate (SABER or GMARK) and scheme type (Type 1a or Type 3). Payments are requested within 3 working days of invoicing.

The amounts of the application & certification fees are as follows:

**1.2.1.** **Fees for SABER**

|  |  |  |
| --- | --- | --- |
| **Type/Application & Certification Fees** | **Type 1a for SABER** | **Type 3 for SABER** |
| **Application & Certification Fees** | 350 USD | 350 USD |

**1.2.2**. **Fees for GMARK**

|  |  |
| --- | --- |
| **Type/Application & Certification Fees** | **Type 1a for GMARK** |
| **Application & Certification Fees** | 600 USD |

It is important to make sure that the fees are up to date and to determine these fees correctly in order to complete the necessary steps in the application process.

**1.3. DOCUMENTS REVIEW**

The fee schedule for document review is as follows:

**1.3.1.** **Fees for SABER**

|  |  |  |
| --- | --- | --- |
| **Type/Documents Fees** | **Type 1a for SABER** | **Type 3 for SABER** |
| **Documents Fees** | 350 USD | 350 USD |

**\*\***Shipment approval is free of charge.

**1.3.2**. **Fees for GMARK**

|  |  |
| --- | --- |
| **Type/Documents Fees** | **Type 1a for GMARK** |
| **Documents Fees** | 600 USD |

**1.4. FACTORY AUDIT FEES**

If the product is in Type 3 group, factory audit is mandatory. Factory audit fee is as follows:

|  |  |
| --- | --- |
| **Type/Factory Audit Fees** | **Type 3 for SABER** |
| **Factory Audit Fees** | 500 USD |

**1.5. TRAVEL AND SUBSISTENCE EXPENSES**

Travel and subsistence costs for the entire evaluation team, including: (air tickets, internal transportation, hotel accommodation and all ancillary expenses), will be the responsibility of the applicant.

Travel days will be considered as man/day.

**1.6. QUOTATIONS**

EZHAR may provide quotations in advance and shall not exceed them unless there is an agreed increase in the work to be carried out.

**NOTES**

EZHAR fees are reviewed annually and are subject to change. Fees will be invoiced at the rate in effect at the time the chargeable work is performed.

**2. USAGE OF BRAND/LOGO**

**2.1. PURPOSE AND SCOPE**

The purpose of this procedure, within the framework of legal regulations, other relevant legislation and auxiliary documents, is to determine the principles regarding the use of documents (certificates), logos / trademarks of EZHAR and persons / organizations certified by EZHAR.

This procedure covers the document (certificate), logo/brand used in all conformity assessment activities performed by EZHAR.

**2.2. DEFINITIONS**

**Logo:** It is the name given to symbols or shapes that represent a brand, institution, organization, company, formation, community or idea and contain graphical elements.

**Accreditation Mark:** It is the symbol used by organizations accredited by any accreditation body to show their accreditation status (the certification status of the persons / organizations it certifies in the field in which it is accredited and/or that the product / service it certifies complies with the requirements of the accredited institution).

**EZHAR Mark (Certification):** It is the EZHAR brand created by writing the relevant certification area and, where necessary, the relevant standard number together with the EZHAR logo to indicate the certification status of the persons / organizations certified by EZHAR.

**QR code (QR):** A unique way of marking a product or service by allowing letters and symbols to be stored alongside numeric characters in a rectangular or square shape.

**Unified Mark:** It is a trademark in which the International Accreditation Forum (IAF) Multilateral Agreement (MLA) or International Laboratory Accreditation Cooperation (ILAC) Mutual Recognition Arrangement (MRA) marks are used together with the Accreditation Mark.

**Document Mark:** It is a symbol consisting of the EZHAR logo and the accreditation mark and number of the accreditation body for accredited areas. For product certification, it consists of the EZHAR logo and the accreditation mark and number of the accreditation body.

**Document:** A document containing the results of conformity assessment activities by EZHAR. For some areas the term certificate is used synonymously with document.

**IAS:** International Accreditation Service

**2.3. RESPONSIBILITIES**

All persons/organizations and EZHAR employees whose eligibility is evaluated by EZHAR and given the right to use the document (certificate), logo, trademark and EZHAR employees are responsible for continuing their activities in accordance with this procedure.

**2.4. METHOD**

**2.4.1 OBLIGATIONS OF THE CERTIFIED PERSON / ORGANIZATION**

**2.4.1.1 USE OF EZHAR DOCUMENT, LOGO, TRADEMARK AND DOCUMENT MARKS BY CERTIFIED PERSON / ORGANIZATION GENERAL RULES**

**2.4.1.1.1.** The right to use the EZHAR logo on EZHAR documents belongs only to EZHAR, and the Person / Organization Certified by EZHAR has the right to use the EZHAR document (certificate), certification and accreditation mark in accordance with the scope of conformity assessment activities.

**2.4.1.1.2.** **Persons/organizations granted the right to use the trademark (certification) mark by EZHAR;**

The original colour and size of the EZHAR trademark (certification), accreditation mark is shared with the certified person/organization entitled to use it. The colour and format of the EZHAR trademark (certification), accreditation mark may not be changed under any circumstances and may be enlarged or reduced, provided that the original format is preserved, remains legible and the document mark is not smaller than 25 mm.

The EZHAR logo is available in white on a navy blue background or grey on a navy blue background. The EZHAR brand (certification) may be used in black and white, except for the original colours of the accreditation brand.

* The EZHAR document mark may be used by organizations whose conformity has been evaluated and found successful by EZHAR and whose management system or product certificate has been issued.
* In the event that they have more than one certificate issued by EZHAR, the trademark mark must be used in such a way that there is no confusion of meaning.
* In the event of termination of the document/contract specified in the EZHAR General Terms and Conditions, EZHAR must cease use of the EZHAR trademark and certification mark and no reference to the relevant trademark and certification mark may be made in advertising materials.
* EZHAR must cease use of the EZHAR trademark and certification mark in the event of suspension of the document/contract specified in the General Terms and Conditions.
* They cannot use the EZHAR document, trademark and document mark in departments, subsidiaries or affiliates that are not covered by the document.
* They cannot transfer the right to use the document, trademark and document mark to third parties.
* EZHAR may use the EZHAR trademark mark on stationery, advertising promotion and similar materials, but the EZHAR trademark mark cannot be used on promotional materials and documents related to activities not covered by certification.
* The EZHAR trademark may be used on the interior walls and doors of the building of the certified organization or on promotional stands at fairs.
* The EZHAR trademark must not be more prominent than the logo of the certified organization.
* No part of the document may be used, reproduced or published separately.
* The brand mark is transmitted electronically to persons/organizations certified by EZHAR upon request.
* The EZHAR brand mark may not be used to imply product, process or service certification and approval.
* The EZHAR brand mark cannot be used on laboratory tests, calibration, test and surveillance reports and other documents related to the product.
* If the certified organization has more than one branch and some of the branches are certified by EZHAR, the EZHAR trademark and document mark can only be used by the certified branches.
* It is forbidden to translate and reproduce the document, logo issued by EZHAR into a different language without the permission of EZHAR.



**2.4.1.2. ADDITIONAL RULES FOR THE USE OF THE NOTIFIED BODY IDENTIFICATION REGISTRATION NUMBER BY THE CERTIFIED PERSON/ORGANIZATION**

* The Notified Body identification registration number may not be used in declarations and labels for products that are not within the scope of certification in a deceptive manner to the consumer.
* In case the validity period of the certificate expires, is suspended or cancelled; the use of the Notified Body identification registration number must be stopped.
* The right to use the Notified Body identification registration number cannot be transferred to third parties and cannot be used by third parties. Otherwise, EZHAR has the right to initiate legal proceedings and immediately notify the accreditation body of the details of the matter.
* Any damage caused by incorrect use of the Notified Body identification registration number is the responsibility of the organization.

**2.4.2 EZHAR OBLIGATIONS**

* The right to use the logo on EZHAR documents belongs exclusively to EZHAR, and EZHAR shares the original colours and sizes of the EZHAR document (certificate), certification and accreditation mark, document marks with the persons/organizations it certifies. The certification and accreditation mark is transmitted electronically to the organization certified by EZHAR.
* In the event that the certified person/organization does not use the certificate, certification and accreditation mark in accordance with this procedure, EZHAR shall immediately prevent the misuse and take the necessary measures to rectify the situation. In the event that the certified person/organization uses the certification, certification and accreditation mark without authorization, its certificate shall be suspended. The relevant accreditation body and the Ministry shall be informed. In this case, the organization must immediately prevent unauthorized, improper use and take the necessary measures to remedy the situation. In case of continued non-compliance, EZHAR will revoke the certificate.
* EZHAR reserves the right to immediately cancel the use, suspend the certificate and initiate legal proceedings in the event of misleading or unauthorized use of the certification and accreditation mark and to immediately notify the accreditation body and, where applicable, the relevant ministry of the details of the matter.
* EZHAR is obliged to use the full trade name of EZHAR, the addresses where EZHAR is accredited/authorized in the relevant scope, the identifying logo/brand, as well as the authorization number given by the relevant institution or authority / the trademark allowed for the use of EZHAR in the certificate.

**2.4.3. EGAC Logo & EGAC Accreditation Symbol/Brand**

* The EGAC logo is only used by EGAC. SZUTEST may use the "EGAC Accreditation Symbol" and/or add the EGAC accreditations may make a descriptive reference, but does not use the "EGAC logo" in such references. The GAC name has accredited status by EZHAR where it is used in reference to conformity assessment activities within the scope of accreditation, it is always accompanied by the word "accredited".
* The use of the EGAC logo by EZHAR at promotional events, seminars, congresses, webinars, conferences, brochures, articles, papers or magazines related to conformity assessment activities within the scope of accreditation, or where EGAC participates or is a party, is subject to prior authorization by EGAC. Such permission must be formally requested from EGAC where the method and manner of presentation of the EGAC logo can be agreed.
* EZHAR does not use the EGAC Accreditation Symbol/Brand and does not imply that accreditation is available in documentation used in areas outside the scope of EGAC Accreditation, other facilities not covered by accreditation or services not covered by EGAC accreditation.
* The EGAC Accreditation Symbol to be used on certificates for conformity assessment activities performed by EZHAR under EGAC Accreditation is defined below.



* The size of the EGAC Accreditation Symbol is adjusted so as not to affect legibility and to ensure that the content associated with the symbol is clearly legible. The symbol colour should not fade to a level where the colour affinity changes significantly.