

Certass Ltd Logo Use Policy

This policy sets out the terms by which acceptable use of the Certass Ltd and Thermal Rating Register (TRR) name, abbreviation and logo are governed.

- **General Use Policy** sets out the criteria for modifications, the consequence of misusing the name, abbreviation and logo for Certass Ltd and TRR, documents which hold the name, abbreviation and logos must be approved by the company before public consumption, no testimonials or endorsements can be used within adverts or press releases without written consent and all uses of the logo will be to the benefit of Certass Ltd, subject to section 1.
- **Member Use Policy** sets out the criteria for indicating that they are members of Certass Ltd, they cannot voice opinions or offer advice without approval. Documents which hold the name, abbreviation and logos must be approved by the company before public consumption within one month of joining a Certass Ltd and/or TRR scheme. The use of the name, abbreviation and logos will be revoked if the member terminates its membership. The use of the name, abbreviation and logos will be revoked if the Certass Ltd terminates the member's membership, subject to section 2.
- **Non Member Use Policy** sets out the criteria for the use of the name, abbreviation and logos without written approval for a limited-use agreement. Certass Ltd will provide the Certass Ltd and TRR logo to outside partners for promotional or collaborative materials during the agreed time, subject to section 3.

Certass Ltd, and its trading name Thermal Ratings Register (TRR), name, abbreviation and logos are the sole and exclusive property of the company, Certass Ltd. Members in good standing may use the Certass Ltd and TRR name, abbreviation and logos to exhibit their affiliation with Certass Ltd only if such use complies with the terms and conditions listed below.

1 General Use Policy

- 1.1 No modifications may be made to the name, abbreviation and logos without Certass Ltd approval; however, logo size can be adjusted as needed.
- 1.2 The name, abbreviation and logos of Certass Ltd and its trading name Thermal Rating Register (TRR) may not be used in any manner that, in the sole discretion of the Managing Director: discredits Certass Ltd or tarnishes its reputation and goodwill; is false or misleading; violates the rights of others; violates any law, regulation, or other public policy; or mischaracterises the relationship between Certass Ltd and the user. Any expense or liability resulting from a use determined by the Managing Director to be in violation of this General Use Policy shall be the responsibility of the party responsible for the use.
- 1.3 Certass Ltd reserves the right to inspect and give final approval to the reproduction and the manner in which the name, abbreviation and logos is reproduced or displayed on printed materials, in electronic documents and on Web sites before public consumption.
- 1.4 Advertisements, press releases or displays containing any Certass Ltd and TRR name, abbreviation or logos in any form shall not include expressed or implied testimonials or endorsements of a business or individuals, or their products or services, without the written consent of Certass Ltd.
- 1.5 All uses of the name, abbreviation and logos must be to the positive benefit of Certass Ltd and its trading name Thermal Rating Register (TRR).
- 1.6 The name, abbreviation and logos of Certass Ltd and its trading name Thermal Rating Register (TRR) cannot be used to show that you are an accredited contractor without being a member of the Certass Ltd and/or the Thermal Rating Register.

2 Member Use Policy

- 2.1 Certass Ltd and TRR members may accurately indicate their membership and activities within Certass Ltd and the TRR for the purpose of documenting their professional activities, provided such information does not violate the General Use Policy set forth.
- 2.2 Certass Ltd and TRR members may not voice opinions or offer advice on behalf of Certass Ltd and TRR without express approval of the Managing Director.
- 2.3 Certass Ltd must receive, within one month of signing the Certass Glazing Application Form, TRR Fabricator Application Form and/or TRR Installer Application Form, any document that uses the name, abbreviation and logos of Certass Ltd and/or TRR, s be it printed materials, in electronic documents or on Web sites before public consumption. All members must abide by the final decision of Certass Ltd with respect to approval of the use of the name, abbreviation or logos in institution or company literature. In the first instance any appeals must be made according to the Certass Ltd complaints and appeal procedure, copies of which are available on request.
- 2.4 If a Certass Ltd and/or TRR member terminates its membership, all rights to using the name, abbreviation and logos are revoked.
- 2.5 If Certass Ltd and/or TRR terminates the contractor's membership, all rights to use the name, abbreviation and logos are revoked.

3 Non Member Use Policy

- 3.1 Non Members may not use the Certass Ltd or TRR name, abbreviation and logos without submitting materials for review and receiving written approval for limited-use agreement. Contact the Operations Manager on 08450 948 025 for more information.
- 3.2 Certass Ltd may provide the Certass Ltd and TRR name, abbreviation and logos to event vendors, sponsors or partnering associations for use in promotional or collaborative materials during the terms of the agreement or event.

If you are a member of Certass Ltd and/or TRR and you believe the Certass Ltd and TRR name, abbreviation and/or logos is not in compliance with this policy, please bring this to the attention of the Operations Manager by contacting them on 08450 948 025.



Certass Ltd
37 Carrick Street
Ayr
KA7 1NS

Ace Windows NE Ltd
Unit 1 Dunston Workshop
Railway Street
Gateshead
NE11 9EB

18/03/2015

Dear Ace Windows NE Ltd

Re: Certass certification glazing Competent Person Scheme membership

Our auditor has completed your company's vetting and inspected the site installation you registered with us. This has also been reviewed by our Certification Team.

The installation registered was successfully passed by our auditor as compliant to Building Regulations and our certification team has also confirmed that you meet the certification scheme requirements. Therefore, we are pleased to confirm that your full application approval for Certass Certification Competent Person Scheme membership has been successful and enclose for your information our logo policy use for your perusal.

Your membership details are as follows:

Company Name: Ace Windows NE Ltd

Membership Number: AC14-4368

Please ensure you regularly view the members area of the website for updated technical guidance and scheme rules. If you require any further details please call to discuss.

Should you have any queries regarding registering your future installations, please do not hesitate to contact our offices on **08450 948025**

Yours faithfully

Certass Certification Team

Competent Person Registration Certificate



Certass Limited certify that

Ace Windows NE Ltd
Unit 1 Dunston Workshop
Railway Street
Gateshead
NE11 9EB

meets the requirements of the Department of Communities and Local Government license terms to self-certify installations under regulation 4 & 7 of the Building Regulations effective in England and Wales and is registered with the Certass certification scheme

Scope of Certification

Self-Certification of replacement window, door, rooflights & roof windows in existing Non-Domestic properties

Date of Issue: 18/03/2015

Valid for: 12 Months from Date of Issue

Further clarification regarding the scope and validity of this certificate may be obtained by contacting Certass Limited.

Signed on behalf of Certass Limited

Certification Managing Director

For verification of this certificate please visit www.certass.co.uk. This certificate remains the property of Certass Limited and must be returned on request