

The Chartered Institution of Building Services Engineers

**PRACTICE NOTE NO. 1 (REVISION 2)**  
**USE OF CIBSE DESIGNATIONS AND SYMBOLS**

First Issued 24 April 1980

This Revision Approved by Council – 21 April 1988

Editorial Amendment – April 1995

General

1. This Note explains the conditions for use of the Institution's Coat of Arms, the Logo, designatory letters and the description "Chartered Building Services Engineers".
2. Article 12 states: A corporate member may, so long as he/she shall remain a corporate member, describe him/herself and be known as a chartered building services engineer. A non-corporate member shall not so describe him/herself, and other than an Associate of Licentiate, shall not be entitled to use any abbreviated distinctive title after his/her name indicating connection with the Institution. Companions, Graduates, Students and Affiliates of the Institution may describe themselves without abbreviation as such class of member respectively, with the addition of the words "of The Chartered Institution of Building Services Engineers".
3. Article 15 states: The following classes of members shall be entitled to practice and describe themselves as members of the Institution in such classes respectively and to use after their names the abbreviated titles following, namely:

Honorary Fellow:	Hon FCIBSE
Fellows	FCIBSE
Members	MCIBSE
Associates	ACIBSE
Licentiates	LCIBSE

Provided that an Associate or Licentiate may use the appropriate designatory letter only if (a) he/she is registered with the Chartered or Statutory body which is responsible for the time being for maintaining a register of engineers in the United Kingdom and (b) such use is invariably preceded by the designation accorded by that body which is appropriate to the class of such registration; and provided also that no person who has been a member of the Institution may so practice or describe him/herself or so use abbreviation if he/she has been suspended from membership or has ceased to be a member of the Institution.

4. Bylaw 17 states: Any member acting jointly with or practising in partnership with any person not a member of the Institution or under the title of a firm shall not after the joint names or after the title of the firm use any abbreviation descriptive of membership of the Institution or the name of Chartered Building Services Engineers.

Use of Coat of Arms

5. The Institution's Crest and Coat of Arms may only be used on articles and documents issued by or on behalf of the Institution's Council. No member may use the Crest or Coat of Arms.

### Use of Logo

6. The use of the Hawk Logo is restricted to:
  - I Publications of the Institution, and articles and documents issued by staff or elected members on behalf of the Institution. (This includes elected members of Regional Committees).
  - II Use by members on site sign boards in accordance with Style Guidance for CIBSE Site Sign Boards (see Addendum).
  - III Use in the form of a rubber stamp issued by the Institution to corporate members for the purpose of certifying drawings and calculations.

### Use of Designatory Letters

7. Members are encouraged to make use of their designatory letters and title Chartered Building Services Engineer whenever appropriate. However, members are asked to note that the designatory letters and title are not transferable and should avoid circumstances in which non members or corporate bodies appear to share the title.

A V Ramsay  
19/4/95

## The Chartered Institution of Building Services Engineers

### STYLE GUIDANCE FOR USE OF CIBSE SITE SIGN BOARDS

#### Addendum to Practice Note No. 1

##### General

1. This note should be read in accordance with practice Note No. 1. It specifies both the conditions of use and provides detailed style guidance for the CIBSE Logo on site sign boards.
2. Site Sign Boards carrying the Institution Logo may only be used when a corporate member of the Institution has been personally responsible for building services engineering design associated with the site or building at which they are displayed.
3. Site Boards shall be either 1.2 metres by 0.3 metres or 2.4 metres by 0.6 metres.
4. On the first quarter the Institution Logo shall appear in white upon a blue (Pantone 308) background. Artwork is available from CIBSE Headquarters to recognised Site Board Markers. On the fourth quarter words descriptive of the firm or individual should appear in the Plantin font, title case, white on blue, presented as a block of text ranged left, with the block being centred within the quarter of the board. Where allowed by Practice Note No. 1, the words Chartered Building Services Engineer or Engineers may be allowed. Alternatively, words descriptive of the activity are permitted such as Building Services Engineer, Building Services Consultants, Mechanical and Electrical Services, provided that the word Chartered is not included.
5. The centre panel shall be white and carry a name and address in black. The name of the Member/Practice should appear in the Frutiger font, centred within the panel. The address and phone number should appear in normal case, Plantin font, using a smaller font size, ranged right within the panel and ranged vertically so that the last address line is at the bottom of the sign. Where the name of the firm is not that of the corporate member concerned, the name of the corporate member may also be carried. Affixes to this name should be confined to honours, degrees and the designatory letters of the Institution. All affixes should be without full stops and of the same size as the name.
6. It is permissible to include titles such as borough, city or county engineer as well as the name of the individual. This should form the second line under his/her name and be in the same size lettering as the name. The Institution has legal liability for the use of the Logo and holds the legal copyright. Members shall use their discretion in the use of boards and are asked to act as guardians for the proper use of the Logo by others. Permission to use the Logo may be withdrawn by Council.



## LAYOUT

<p>(Logo here)</p>	<p>John C Smith CEng MCIBSE Fred Bloggs and Partners  25 The Road London SW12 9BS</p>	<p>Consulting Building Services Engineers</p>
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## **SIGN BOARD MANUFACTURERS**

THE LETTERING CENTRE  
UNIT 11  
2 DOCKLEY ROAD  
LONDON SE16 3SF

TEL: 020 7407 2316

STOCKSIGNS LIMITED  
43 ORMSIDE WAY  
HOLMETHORPE INDUSTRIAL ESTATE  
REDHILL  
SURREY RH1 2LG

TEL: 01737 764 764

ABACUS SIGNS  
FAIRWAYS  
WENVOE CASTLE  
WENVOE  
SOUTH GLAMORGAN CF5 6BE

TEL: 01222 59321

SIGNET SIGNS LIMITED  
45 WEST TOWN ROAD  
BACKWELL  
BRISTOL BS19 3HG

TEL: 01275 463601

GA SHANKLANT LIMITED  
GOSPEL OAK WORKS  
OAK VILLAGE  
LONDON NW5 1YA