





TQMS Certifications Pvt. Ltd.
B-25, Sector-1, Noida-201301, Uttar Pradesh

SOP for Use of Accreditation and Certification Marks

Revision History

Version (x.y)	Date of Revision	Description of Change	Reason for Change	Affected Sections
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Approval History

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v.1.0	Kshitij Bhardwaj / 02-Feb.-2023	Anurag Singh / 02-Feb.-2023	Rabindra K Singh / 02-Feb-2023
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SOP for Use of Accreditation and Certification Marks

What is Accreditation mark (accreditation labeling)?

Accreditation mark means...

A logo or symbol registered by accreditation body. All certificates issued by the certification body that accredited by an accreditation body shall bear the accreditation mark. The accreditation mark presents that the certificate is accredited certification and which accreditation was accredited the certification body.

Normally, a certificate bears 2 logos (marks). One is logo (mark) of certification body, and the other is a logo (mark) of accreditation body that accredited the certification body. The provision in international standard (ISO/IEC 17021, 22003 and IAF Guidance) referring to, all certificates issued by the certification body which are within its scope of accreditation, shall bear the accreditation mark. This is to demonstrate that the certificate is "accredited" by that accreditation body, therefore reliability is given.

Expression of accreditation mark shall be approved?

Accredited body issues certificate bearing accreditation & certification body mark. Then, the accredited certification body issues certificate within accredited scope attaching accreditation mark. Basically, use of mark provided by Accredited Body shall be observed in use on other material than certificate and acceptance of expression of accreditation mark shall be given by relevant body.

If the certification body desires to use certification mark on documents and invoices, etc. other than certificate, it shall be agreed by ACCREDITED BODY before use.

Which certificate can bear the certification mark?

- A certification body may use the accreditation mark only for the certificate within its scope of certification activity.
- When a certification body certifies the scope of accredited part, accreditation mark shall be included in the certificate.
- For the certification scope which is not accredited, however, certificate without accreditation mark could be issued under the accreditation procedure. In this case, reliability for the certificate without accreditation mark shall be ensured by the certification body who issued, and individual or company that desires to obtain the unaccredited certificate shall be aware it.
- A certificate without accreditation mark of accreditation body presents that it is not

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accredited certificate, therefore legal or institutional benefits is limited and disadvantage due to the lack of reliability can be taken in import, export, international tender, etc by buyer or relevant body.

Limitation of use of certification mark (certification labeling)

When it is found that an uncertified organization uses false certification mark on the certificate, etc., it shall be reported to accredited body immediately. Besides this certification mark is certification body registers its logo used on the certificate to the authorities concerned.

Certification mark shall not be used on the laboratory criteria/test, calibration and inspection report.

Use of Accreditation Mark

A certification body shall establish and control the procedure covering use of accreditation and certification mark.

Conditions of Use – Specific condition of use of mark is as bellows:

1. The accreditation mark may be enlarged or reduced but shall be more than 10mm at least.
2. The accreditation mark shall be reproduced as detailed above or in black and white may be used if necessary.
3. The accreditation mark shall not be used in isolation and shall be used within the designated scope and valid period. If accreditation scope is reduced or withdrawn it shall immediately cease use of accreditation mark for the reduced or withdrawn scope.
4. A certification body shall use accreditation mark on certificate of QMS.
5. The accreditation mark shall be used along with certification mark and the accreditation mark shall be arranged on the right or lower of as bellows;

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▣ Horizontal arrangement



Accreditation
Body Mark

▣ Vertical arrangement



Accreditation
Body Mark

6. The accreditation symbol may be used on 「package of product」 or 「Package of unit packaging」 but shall not use on the product or unit packaging and as per AB guideline. Detail is as following.

▣ Use of Certification mark is permitted on:

- Advertising or promotional materials: Printed or manufactured matters such as tablets, business cards or materials of certification letters, brochures, documents, invoices, certificates and other advertising material that is not classified as product of certification body under the industrial classification.

▣ Use of Certification mark is **not** permitted on:

- **product or unit packaging:** the minimum unit item for product distribution, unit packaging for the product such as cigarette case, canned goods, beverage cans, etc.
- Samples or other statement of product conformity
- Flag, building or vehicles.

Advertising – Provision of Advertising of certification is as follows;

1. A certified client may advertise the certification using certification mark, name of certification name, certification standard and number, etc on the documents, invoices and advertising.
2. A certified clients shall not use certification mark, name of certification body, certification

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standard or number on their product or misleading way that implies the certification body certifies a product.

3. If necessary, certification body mark may use on the documents such as procedure, instruction, provision, material or certificate, etc.

4. A certification body shall inform the certified clients that advertising activity for certification is possible from the date of certification issued.

5. Certification body shall make the certified clients observe the audit guidance of certification expression and advertising according to Fair Labeling and Advertising Act and its implementing ordinances.

6. Misuse of accreditation mark may be ground for withdrawal of certification, therefore when it is found that the certified clients misuse the certification mark for advertising, catalogue, etc., appropriate action shall be taken.

7. When an uncertified organization uses false certification mark, legal action could be taken under the Fair Labeling and Advertising Act and its implementing ordinances, and it shall be reported to Accreditation body.

8. In Case If Found the incorrect references to certification status or misleading use of certification documents, marks or audit reports by Client then Such action will be taken such as requests for correction and corrective action, suspension, withdrawal of certification, publication of the transgression and, if necessary, legal action. (HOD-Certification) will be responsible for this type of action.