	<u>RULES FOR THE USE OF CERTIFICATION, CERTIFICATION MARK AND ACCREDITATION</u>	SC-UP-21
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This document sets out the conditions and rules for the use of certification, certification mark and accreditation symbol for certified organizations.

This document shall be used by all organizations certified by StandCert d.o.o.

StandCert by the clauses in the mutual agreement with client organization, ensures proper use of the certification, the certification mark and the accreditation symbol or the reference to accreditation by the organization that has the right to use the certification mark.

This document shall be submitted electronically, together with the appropriate certification mark and with the appropriate accreditation symbol, to certified organizations together with the Management System Certificate, after the serification granting.

In the event that StandCert loses the status of an accredited certification body for management systems for a particular type of certification, it will notify all of its certified clients for that type of certification, about changes regarding the reference to StandCert 's status as an accredited body.

1. USE OF CERTIFICATION AND CERTIFICATION MARK

Based on the decision on the certification for the relevant management system, the certified organization obtains the right to use the certification mark of the management system (in further text: Mark). Organizations certified by "StandCert" d.o.o. Belgrade (hereinafter: StandCert) shall use appropriate Mark for the scope for which the relevant management system is certified by the certification body StandCert.


Referring to the Certificate of Conformity of the Management System or the use of the Mark can be made exclusively by obeying the following rules:

- without any changes in the appearance of the Mark,
- by decreasing or enlarging in the same proportion, to the dimensions that ensure the legibility of the text contained in the Mark in relation to the background,
- only in the period of validity of certification,
- only as legal, the first owner of the certification,
- referring to be certified only for the extent indicated in the certification decision
- certification shall not be used in a manner that jeopardizes the reputation of the certification body,
- in case of temporary withdrawal of the certification, it shall not use any advertising materials containing any reference to the certification, and to return all issued copies of valid certificates.

Organizations certified by the certification body StandCert must not:

- place a certification mark on products or on their packaging,
- place a certification mark on the laboratory's testing reports, the calibration reports, as well as the control reports or certificates,
- use the certification mark for promotional or advertising purposes for any part of an organization that is not covered by the scope of certification of the management system,
- use the certification mark in connection with any activity, service or product that is not covered by the scope of certification of the management system.

Organizations certified by the certification body StandCert have an opportunity to:

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- use the certification mark on the material used for correspondence, advertising and for promotional purposes, in electronic and printed form, where the use of the Certification mark in electronic media is permitted provided that a connection to the website of the certification body "StandCert" d.o.o. <http://standcert.rs> is obtained.
- place a certification mark on an official vehicle, provided the name of the organization and / or logo is next to the Mark.
- demonstrate that their product is produced in a certified management system. In this case, the Mark can be used on the transport package (not on the packaging of products nor on the packaging material), exclusively with the accompanying statement:

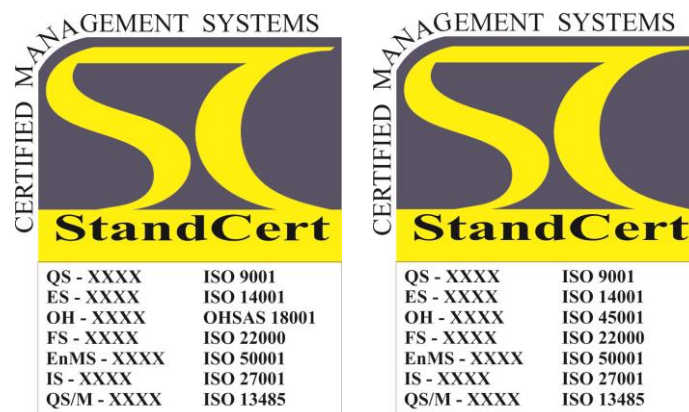
"This product has been manufactured in an organization that applies the xx management system, in accordance with the requirements of the RECOGNIZED INTERNATIONAL STANDARD which is certified by the certification body StandCert d.o.o. Belgrade, number of certificate: XXX".

The use of the certification mark in electronic form is permitted only if it is ensured that when duplicating documents bearing the certification mark is clearly seen and that the original design of the certification mark is not changed.

The certification mark, as a registered symbol, is the ownership of StandCert, for which the StandCert entitles certified organizations to use it to mark their certification status.


The certification mark can be used only with the certificate number and with reference to the standard to which the certificate relates, as shown in the example in the figure that follows:

Figure 1 - Certification Mark



When a certified organization has multiple branches (separate organizational units in different locations) or certificates cover only a part of a limited-sector management system (eg a production facility, a service, etc.) or a geographical location that is part of the organization, the Mark can only be used for the scope covered by the scope of certification. In documents that are common to all business units, a Mark can be used provided that the business units to which the certification mark relates are listed beneath it. It should not create the impression that the entire organization is certified.

The use of the Mark is limited to organizations that have a certified management system and can not be transferred to a third party of the successor or become subject to transfer, sale or any compulsion procedure without the approval of "StandCert" d.o.o. Belgrade.

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2. OBLIGATIONS IN CASE OF SUSPENSION OR WITHDRAWAL OF CERTIFICATION

A certified organization that has partially or complete suspended certification, must immediately cease referring to certification or StandCert status as an accredited certification body for management systems on any document relating to activities for which the certification has been suspended, as well as on the website.

After the expiration of the validity of certification, by expiration or suspension / withdrawal of the certification, the certified organization must immediately cease to claim that it is still certified, or to distribute any document containing the certification mark, the accreditation symbol or the combination marks, which implies also removal of them from the web site.

If StandCert's certified organizations use the accreditation symbol in combination with the certification mark, in the event of the expiration of StandCert accreditation, they must immediately cease using the accreditation symbol or refer to accreditation on all documents and promotional media (including the website) related to the activities that fall under accreditation that has expired or under abolished accreditation,

Upon the expiration of the validity of certification by withdrawal of the certification, the organization must immediately return the assigned Certificate to StandCert and is obliged to make a written statement that it will take all measures not to use any more a certification mark, an accreditation symbol, or a combination mark, or that textually no longer claim for certification or StandCert's status as an accredited certification body.

In the event that StandCert loses the status of an accredited certification body for management systems for a particular type of certification, it will notify all of its certified clients for that type of certification, regarding changes related to claims of StanCert's status as an accredited body.

3. USE OF ACCREDITATION SYMBOL

StandCert grants to its certified organizations the right to display accreditation symbols or to refer to accreditation exclusively in combination with a certification mark, and only for accredited certificated activities.

The accreditation symbol shall be used in the following way:

- The holder of the right to use the certification mark shall not use the accreditation symbol separately from the certification mark
- The accreditation symbol shall not be used in a way that could mislead it, or on the basis of which it could be interpreted that the product / management system is certified or approved by the ATS. The certification mark and the symbol of accreditation, the organization must not post on their product, or on its packaging and / or on packaging material.
- The combination of the accreditation symbol and the certification mark can be printed in catalogs, on the prospects and on the other advertising and office materials only if they relate to the management system that is certified under the accreditation by the ATS.

Versions of the accreditation symbols used by holders of the right to a certification mark (certified organization), obtained from the accredited Certification Body StandCert are shown in Figure 2.


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Figure 2 – Displayed accreditation symbol



It must not be displayed on a product

4. NON-OBSERVANCE OF RULES AND MISUSE

StandCert will perform appropriate control and undertake actions against incorrect reference to the status of certification or ambiguous use of the Mark or audit reports. In the event of violation of any of the above provisions, StandCert reserves the right to initiate request for correction and corrective actions, suspension of certification, withdrawal of certification, disclosure of offenses and, if necessary, legal measures.

In case of unauthorized use of the Mark by any legal or individual person, StandCert will initiate a procedure for the protection of its rights in accordance with the applicable law, so we ask all clients to abide by these rules.



Approved by: Director
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