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RULES FOR USE OF CERTIFICATION, CERTIFICATION MARK AND ACCREDITATION SYMBOL



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StandCert

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1 The goal

This document prescribes the conditions and rules for the use of certification, certification marks and accreditation symbols for certified organizations.

2 Application

All certified organizations certified by StandCert d.o.o. Belgrade are required to apply this document.

The application of this document is audited by StandCert d.o.o. Belgrade through surveillance audits and other surveillance activities.

3 Terms and definitions

For the purpose of this document, the following terms and definitions are used:

certified client / certified organization

organization whose management system has been certified

scope of certification

activities for which certification was awarded

certification mark

mark that a certification body issues to certified clients for their use, to show that they are certified

The certification mark is a registered symbol, owned by StandCert d.o.o. Belgrade, for the use of which StandCert entitles certified organizations to mark their certification status.

accreditation symbol

the accreditation symbol is a symbol issued by the accreditation body to Conformity Assessment Bodies to use to indicate that they are accredited

StandCert d.o.o. Belgrade, as an accredited certification body for management system certification, can give the organization it has certified the right to display the accreditation symbol or reference to accreditation exclusively in combination with the certification mark and only for accredited certified activities.

text reference to certification


textual reference to certification in the form of a statement defined in clause 5.2 of these Rules.

suspension

temporary suspension of management system certification for the entire assigned scope of certification or a part of it

withdrawal of certification

invalidation of certification

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4 Use of certification and certification mark

4.1 General

StandCert d.o.o. Belgrade (hereinafter referred to as StandCert), through the introduction of provisions in the Contract, ensures the correct use of certification, certification mark and accreditation symbol or reference to accreditation by the organization that holds the right to use the certification mark.

The document is delivered in electronic form, together with the appropriate certification mark, to the certified organizations together with the certificate for the management system, after the certification has been awarded..

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

4.2 Rules for using certification and certification mark


Based on the certification decision for the relevant management system, the certified organization acquires the right to use the management system certification mark (hereinafter: mark). The corresponding mark of StandCert is used by certified organizations for the scope for which the relevant management system is certified by the certification body StandCert.

Reference to certification or use of mark by certified organizations can be carried out exclusively according to the following rules:

- without any changes in the appearance of the mark
- with reduction or enlargement in the same scale, to dimensions that ensure the readability of the text contained in the mark in relation to the background
- only during the period of validity of certification
- only as the legal, first owner of the certification
- only with the name of the certified organization and/or the logo of the certified organization
- to refer being certified only for the scope of certification specified on the valid certificate
- not to use his certification in a way that threatens the reputation of StandCert
- to use the certification mark for promotional or advertising purposes only for the part of the organization that is included in the scope of management system certification
- to use the certification mark only in connection with the activity, service or product that are included in the scope of the management system certification.

Organizations certified by the certification body StandCert must not:

- place the certification mark on the products or their packaging, nor use it in any other way that can be interpreted as indicating the conformity of the product. Product packaging is anything that can be removed without disintegrating or damaging the product.
- place the certification mark on laboratory test, calibration or control reports or on certificates,
- use the certification mark for promotional or advertising purposes for any part of the organization that is not covered by the scope of the management system certification,
- use the certification mark in connection with any activity, service or product that is not included in the scope of the management system certification.

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

- use the certification mark on material used for correspondence, advertising and promotional purposes, in electronic and printed form, respecting the rules from this document
- publish information on their website that they have a certificate issued by StandCert
- put the certification mark on the official vehicle, provided that the name of the organization and/or logo is next to the mark
- use statements on product packaging or in accompanying information that they have a certified management system. Product packaging is anything that can be removed without disintegrating or damaging the product. Accompanying information is considered to be that which is separately available or easily separable. The type mark or identification plates are considered part of the product. The statement must not in any way imply that a product, process or service is certified in this way. The statement must contain a reference to: the identification of the certified client; type of management system and applicable standard; StandCert as the certification body that issued the certificate.

The exception to the above applies to organizations that have a certified Food Safety Management System. These organizations are not allowed to use any statement (to make a text) on the product packaging that refers to having a certified Food Safety Management System. This includes all product packaging, both primary (containing the product) and any outer or secondary packaging.

An example of a statement that contains all informations that must be stated:

„This product is produced in the organization *state the name of the organization* that implement management system *state which management system*, in accordance with the requirements *state internationally recognized mark of the standard* certified by the certification body StandCert d.o.o. Belgrade, certificate number: *state the certificate number*”.

The use of the certification mark in electronic form is permitted only if it is ensured that, when duplicating documents on which the certification mark is displayed, it is clearly and legibly visible and that the original design of the certification mark is not changed.

The certification mark is a registered symbol, owned by StandCert, for the use of which StandCert entitles certified organizations to indicate their certification status.

The certification mark can only be used with the certificate number and the reference to the standard to which the certificate refers, as shown in the example in the following image:

Image 1 – An example of certification mark



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When the certified organization has several locations or the certificates cover only a part of the management system that is limited to a sector (eg production plant, service, etc.) or a geographical location, which is a part within the organization, the mark can be used only for the area that is covered by scope of certification and for locations covered by certification. In documents that are common to all locations, the mark may be used provided that the locations to which the certification mark applies are listed below it. The impression that the entire organization is certified must not be created.

The use of the mark is limited to organizations that have a certified management system and may not be transferred to a third party successor or become subject to transfer, sale or any enforcement procedure.

4.3 Use of the accreditation symbol

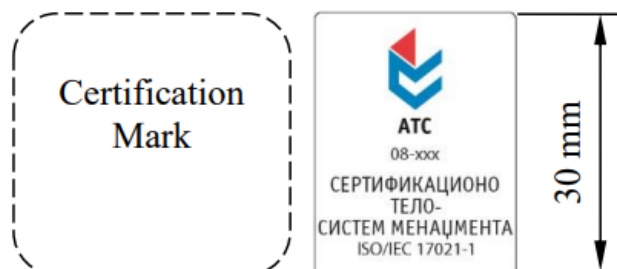
StandCert gives its certified organizations, at the request of the certified organization, the right to highlight the accreditation symbol or call for accreditation exclusively in combination with the certification mark and only for accredited certified activities..

The use of the accreditation symbol is done in such a way that:

- holder of the right to use certification mark does not display the accreditation symbol independently of the certification mark
- the accreditation symbol is not used in a way that could be misleading, i.e. on the basis of which it could be interpreted that the product/management system is certified or approved by the Accreditation Body of Serbia. The certification mark and accreditation symbol, organizations may not display on their product, i.e. its packaging and/or packaging.
- combination of the accreditation symbol and the certification mark can be printed in catalogs, prospectuses and other advertising and office materials, only if they refer to the management system certified under accreditation by the Accreditation Body of Serbia.

Version of the accreditation symbol used by the holders of the right to certification mark (certified organization), obtained from the accredited certification body StandCert are shown in Image 2.

Image 2 – Highlighting the accreditation symbol



It must not be displayed on a product

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5 Obligations in case of suspension or withdrawal of certification

A certified organization whose certification has been suspended, in part or in whole, must immediately stop referring to the certification or to the status of StandCert as an accredited certification body for management system certification, on any document, which refers to the activities for which the certification is suspended, as well as on the website.

Upon termination of certification, expiration or suspension/ withdrawal of certification, the certified organization must immediately cease making any claims that it is still certified or distribute any document containing the certification mark, accreditation symbol or combined marks, which include removal of them from the website.

If StandCert's certified organizations use the accreditation symbol in combination with the certification mark, in the event that StandCert's accreditation expires, they must immediately stop using the accreditation symbol or reference to accreditation on all promotional documents and media (including the website) that are related to activities that fall under expired or revoked accreditation.

After the expiration of the certification, by withdrawing the certification, the organization must immediately return the awarded certificate to StandCert and undertake in a written statement that it will take all measures not to further use the certification mark, accreditation symbol or combined marks or to no longer refer to the certification textually or to the status of StandCert as an accredited certification body.

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

6 Failure to comply with the rules and abuses

StandCert will exercise appropriate ownership control and take action against incorrect reference to certification status or ambiguous use of the mark or audit report. In case of violation of any of the aforementioned provisions, StandCert reserves the right to initiate requests for correction and corrective actions, suspension of certification, withdrawal of certification, publication of violations and, if necessary, legal measures.

In case of unauthorized use of the mark by any legal entity or person, StandCert will initiate a procedure to protect its rights in accordance with the relevant law, so we ask all clients to comply with the stated Rules.