

# REGULATIONS GOVERNING THE USE OF CERTIFICATES AND CERTIFICATION MARKS

## 1. FOREWORD

The CQY-Certiquality trademark is a trademark registered in Italy and Europe in accordance with the current legislation on certification marks.

Any organisation holding a valid certificate issued by CERTIQUALITY shall be entitled to publicise its certification through the reproduction of the certificate itself or through the use of the certification mark.

Such certified organisations shall also be entitled to use the other certification marks which CERTIQUALITY holds under licence as an Accredited Body, as a member of any certification body Federation or pursuant to any special agreement (see paragraphs 2.2, 2.3 and 2.4 below).

Usage of any kind of mark must comply with the general requirements of the latest edition of the ISO 17000 standard, the rules of accreditation bodies to which CERTIQUALITY is accredited and the provisions of the present Regulations.

PLEASE NOTE: Information on artwork requirements (colour codes, logo proportions and respective sizes) and examples of use are given in the certification mark user manual, which is an integral part of the present document and which is available in the reserved area of CERTIQUALITY's website.

Access, which shall be reserved to certified organisations, is gained using the passes granted by CERTIQUALITY at the time of the certification

awarding and allows the download of the marks in their various formats.

## 2. USING CERTIFICATES AND CERTIFICATION MARKS

Any organisation certified by CERTIQUALITY shall be authorised to use the relevant certification mark that shall include specific reference to the standard/s against which it has been certified.

Mark enlargements and reductions not involving any changes in the pattern shall be allowed.

No further authorisation shall be necessary if the CERTIQUALITY mark conforms to the specifications set out in the present Regulations and in the user manual.

Any change shall be subject to prior approval by CERTIQUALITY.

Should such organisation have more than one management system certified by CERTIQUALITY, either individual marks may be used for each scheme or a single certification mark may be used collectively.

The CERTIQUALITY certification mark must always be used in conjunction with such organisation's distinguishing mark and shall not exceed the visibility and size of such organisation's particulars (business name, address).

Certificates and certification marks shall be used in such a way as not to convey any messages that may create any confusion or may lead to any misinterpretation.

Reproduction of any CERTIQUALITY certificate is authorised, however such reproduction must be rendered in full without any alteration in the

structure or content of the relevant certificate. Such certificate may be enlarged or reduced, but must remain fully legible.

The mere indication that a product or organisation be certified in the absence of any further information shall be deemed to be improper use as the limits of the certification issued cannot be ascertained from such indication.

## **2.1 USING CERTIFICATES AND CERTIQUALITY'S CERTIFICATION MARK FOR MANAGEMENT SYSTEMS**

Care shall be taken in the use of certificates and certification marks in order to prevent any confusion between the certification of management systems and product certification (see paragraph 2.5 below).

The use of management system certification marks is therefore prohibited on:

- products;
- primary and secondary packaging\*;
- product documentation; technical sheets;
- test reports; calibration certificates;
- analysis reports.

\* Note: it is considered as packaging everything that can be removed without using or damaging the product.

In the above-mentioned situations, it shall be possible to simply indicate a statement referring to the possession of a management system certification; this statement shall necessarily include the following elements: identification of the certified organisation, type of management system (i.e.: quality, environment) and applicable standard, identification of CERTIQUALITY as Certification Body.

Certificates and management system certification marks may be used on advertisements, letterheads, websites, etc., provided that it shall be

clear that such markings do not indicate any certification which would guarantee any specific features of one or more products.

The use of the certification mark is permitted on capital goods and vehicles used to carry out the processes falling within the certified management system (e.g. commercial vehicles, buildings, work overalls and similar items) with the exclusion of the items that are the subjects of a specific certification, especially if it is binding or regulated (machinery, equipment, personal protective equipment, etc.).

The certified organisation shall be free to associate any certificate number with the CERTIQUALITY mark.

Should any management system certification not include all of the sites or branches of any relevant organisation, the actual site for which the certificate has been issued shall be specified by explicitly making the following statement beneath the logo: "limited to the ... site" / "limited to the ... sites". Similarly, should the subject of any certification not include all of the activities carried out by such organisation, the publication where the relevant logo appears shall clearly state the scope of such certification (e.g.: "Limited to the following activities..." or "For the activities of...").

## **2.2 USING THE ACCREDIA ACCREDITATION MARK**

The accreditation mark of ACCREDIA, the Italian Accreditation Body for Certification Bodies, may be used exclusively by organisations which hold a certificate bearing the ACCREDIA mark.

The ACCREDIA accreditation mark may be used exclusively in conjunction with the CERTIQUALITY certification mark and in compliance with the rules laid down for the relevant type of certification (see paragraph 2.1 for management systems and paragraph 2.5 for product certification). The

ACCREDIA accreditation mark shall not exceed the visibility and size of the CERTIQUALITY certification mark and both symbols shall be placed adjacently. Alternatively, the statement (in one or both languages): "Organismo accreditato da Accredia - Certification body accredited by ACCREDIA" may be affixed in the immediate vicinity of the CERTIQUALITY certification mark.

The ACCREDIA accreditation mark shall not be used in such a way as to suggest that ACCREDIA had certified the relevant organisation or product.

The Accredia mark shall not be put on personnel's business cards.

For usage on capital goods and vehicles, the matching of the Certiquality Mark and the Accredia Mark shall be completed with the addition of a statement such as Organization with certified management system (for example quality, environment), by CERTIQUALITY and the reference to the applicable standard.

### **2.3 USING THE IQNet CERTIFICATION AND CERTIFICATION MARK**

The organisations that hold a certificate bearing the certification mark of IQnet – International Certification Network – can use such mark. The IQNet certification is granted on the basis of a multilateral IQNet agreement signed for the mutual recognition of certificates.

CERTIQUALITY, as member of the Federazione Certificazione Italiana Sistemi Qualità (Italian federation of quality systems certification - CISQ), has the authority to release IQNet certificates being issued, amended or revoked in parallel with the issue, amendment or revocation of a corresponding CERTIQUALITY certificate.

Primary responsibility for the issue of the corresponding IQNet certificate resides in CERTIQUALITY.

The IQNet certification only applies to management systems. The IQNet certification mark may only be used in combination with the

CERTIQUALITY certification mark and in compliance with the rules governing its use.

The IQNet certificate is revoked by CERTIQUALITY within 30 days of the termination of CERTIQUALITY's IQNet membership.

### **2.4 USING CERTIFICATES AND CERTIFICATION MARKS IN REFERENCE TO THE AUTOMOTIVE SCHEME FOR IATF 16949**

Any organisation certified against the IATF 16949 standard may publicise its achievement of such certification via the reproduction of the relevant certificate or via the use of the CERTIQUALITY CISQ Automotive certification mark, downloadable in the reserved logo area, to be used in compliance with the provisions set out in paragraph 2.1 of the present regulations.

### **2.5 SPECIFIC PROVISIONS FOR THE USE OF CERTIFICATES AND CERTIFICATION MARKS BY ORGANISATIONS HOLDING PRODUCT CONFORMITY CERTIFICATES**

Care shall be taken in the use of certificates and certification marks in order to prevent any confusion between product certification and the certification of management systems.

Any organisation having certified one of its products shall be authorised to use the relevant certification marks on such product and/or its primary packaging.

Such certification mark must always state the relevant reference standard and the certificate number.

Certificates and product certification marks may be used on advertisements, letterheads, websites, etc., provided that it shall be clear that such markings refer to product conformity certification and that traceability of the product to the relevant certificate number and to the reference document (Standard, Technical Specification, etc.) shall be ensured.

Should only components of a product have been certified, steps shall be taken to ensure that no end-consumer be led to erroneously believe that such conformity markings refer to the product as a whole.

Reproduction of any certificate and the indication that the relevant product conformity certification has been achieved, making reference to CERTIQUALITY, the certificate number and the reference document (Standard, Technical Specification, etc.) may be freely carried-out subject to compliance with the principles stated hereinabove. If the size of the product and packaging do not allow to abide by the minimum dimensional restrictions quoted in the Manual of use, a tag/label reproducing the CERTIQUALITY certification mark may be applied on the product/packaging, also in combination with the Accredia logo.

The CERTIQUALITY certification mark may also be used with other marks which CERTIQUALITY is authorised to licence.

The accreditation mark of ACCREDIA, the Italian Accreditation Body for Certification Bodies, may be used in conjunction with the CERTIQUALITY certification mark on advertisements, letterheads, websites, etc., exclusively by organisations holding a certificate issued by CERTIQUALITY which bears the ACCREDIA mark.

In the event of dual certification concerning both management systems and product conformity, the respective CERTIQUALITY certification marks may be used, indicating the respective reference standards. The CERTIQUALITY certification mark shall not be less visible than other marks. Enlargements and reductions not involving any changes in the pattern shall be allowed. Any other combination not defined in the present regulations shall be subject to prior approval by CERTIQUALITY.

**2.5.1** As regards certain product certification schemes, such as for example the BRC,

GlobalG.A.P. and IFS schemes, marks are the property of the owner of the Standard, who regulates the use directly. Briefly, the main rules applicable to the use of BRC, GlobalG.A.P. and IFS logos include the following:

- no reference to the relevant certification shall be visible to the end-consumer;
- any certified organisation may use the logos, as provided by the standard owner itself, in its business to business communications.

The rules and limitations applicable to such marks use are always described in the relevant CERTIQUALITY regulations.

### 3. CONTROL OF THE PROPER USE OF CERTIFICATES AND CERTIFICATION MARKS

CERTIQUALITY constantly monitors compliance by the organisation with the present regulations during surveillance audits.

Use of certificates or certification marks in such a way as to potentially mislead the information recipients (technical, commercial, advertising information) shall be deemed to be improper.

Specifically, the use of CERTIQUALITY certificates and certification marks shall be deemed to be improper where such certificates or marks:

- shall not yet have been granted;
- shall have been waived, revoked or suspended;
- shall have been used or publicised outside the relevant scope of application;
- shall have been voided by the organisation;
- shall have been disseminated in such a way as to be likely to be misinterpreted, such as being mistaken for the certificate or certification mark of an uncertified management system or product.

Failure to observe any provision of the present Regulations may lead to the suspension or revocation of the relevant certificate, as provided

for in the relevant regulations governing certification.

CERTIQUALITY reserves the right to request the removal of any material containing incorrect information and to pursue every possible legal action in order to protect its own interests.

In the event of waiver or revocation of any certificate, the organisation agrees to suspend the use of all relevant certificates and certification marks issued or authorized by CERTIQUALITY and shall destroy the remaining documentary forms containing, in any form whatsoever, any relevant logo or reference to the relevant certification.

**PLEASE NOTE:** By the signature and acceptance of the contract with CERTIQUALITY (offer) by the Legal Representative or other authorized signatory of the organisation, such organisation thereby declares to have read and to have accepted the provisions of the present Regulations, which shall become an integral part of the offer.