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1. Scope

- The contents of this document apply to clients who are certified for its management system standard, organization level quantification and reporting of greenhouse gas emissions and removals and Product certification standard under TÜV SÜD South Asia
- This document puts forward the guidelines and general conditions using TÜV SÜD Certification Mark, Certificates and Statement upon successful certification by certified client. The guidelines should help certificate holders, to understand the rules of using the TÜV SÜD mark, certificates and certification statement correctly when producing printed material.
- TÜV SÜD South Asia exercises proper ownership and shall take action to deal with incorrect references to certification status or misleading use of certification documents, marks, statement or audit reports.

2. Rules and guidance using Certificates and Certification Marks

2.1 The Activity:

This procedure is submitted to customer for correct use of Certificate and Certification Statement and Mark after successful completion of the audit, along with certificate.

Status of certificate can be found at website line under “Resources” tab -> “Certificate Finder” -> “NABCB Accreditation”

<https://www.tuvsud.com/en-in/resource/certificate-finder/nabcb-and-saas-accreditation>

The mark may be downloaded from the site

<https://www.tuvsud.com/en-in/resource-centre/certification-mark-download-center> (except for ISO 14064)

OR by requesting TUV SUD certification body for certification marks through email communication along with details of certification.

This procedure also addresses the actions by the TÜV SÜD South Asia - Certification Body in cases of suspension / reduction in the scope / termination.

2.2 Acceptance use of Mark / Certificate -

a) Acceptable use of Mark:

The mark may appear on printed material such as company brochures, information pamphlets, company letterhead and others. The certificate holder may use the TÜV SÜD certification mark and their company identifier in conjunction with one another in as long as they are clearly distinct. The certificate and the mark are effective from the day of certification granted and remain valid until the specified date of expiry.

For product certification scheme under ISO 17065, refer scheme specific requirements.

e.g. For Functional safety process certification scheme refer TSSA_MS_400 scheme document.

b) Acceptable use of Certificate/ Statements:

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The clients shall display the certificate only in the certified locations. The copy of the certificate / statement may be printed on marketing material. The copy of certificate when used to display on company website, company shall ensure to have clear statement to indicate which location/site is certified. The certificate shall be used in its complete form. In case where certified company is part of Group Company where part of it is certified; it shall be stated clearly on website.

Any misleading statement is not acceptable, and it shall be considered as deviation from the rules of certification body documented here.

2.3 Unacceptable use of Mark / Certificate / Statement-

a) Unacceptable use of Mark:

The certificate holder *SHALL* not use the mark on products, product packaging*, or product labeling. It also cannot be used in any way that could be misinterpreted as a TÜV SÜD product certification.

The certificate holder *SHALL* not use the mark on Certificates of Compliance or Calibration Reports, Inspection Certificates.

The table below provides guidance on the use of certification marks for indicating when a product has been made under a certified management system.

Parameter	On product packaging or in accompanying information* ¹	On vehicles or permanent structures such as buildings for advertisement	In pamphlets, stationery, literature, etc. for advertisement, envelopes, letter heads * ³	Business / Visiting cards and e-mail signature * ⁴	Company Websites
Use of mark only	Not allowed	Not allowed	Allowed	Not allowed	Allowed* ⁵
Use of mark with statement * ²	Allowed#	Allowed#	Allowed	Not allowed	Allowed* ⁵
Use of statement only * ²	Allowed#	Allowed#	Allowed	Allowed#	Allowed* ⁵

1. Product packaging is considered as that which can be removed without the product disintegrating or being damaged. Accompanying information is considered as separately available or easily detachable. Type labels or identification plates are considered as part of the product.
2. This shall be a clear statement, and it shall not imply that the product, process or service is certified. The statement shall include reference to:
 - Name of certified client
 - Type of management system
 - TÜV SÜD

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Examples of permitted statements:

- “Our quality management system is certified according to ISO 9001 by TUV SUD”
- “Our energy management is certified according to ISO 50001 by TUV SUD”
- “Our organization is certified according to ISO 9001 by TUV SUD”
- “Quality management system certified by TÜV SÜD according to ISO 9001”
- “Functional safety process certification by TUV SUD according to ISO 26262”

Examples of non-permitted statements:

- “Our quality is certified according to ISO 9001”
- “Excellent performance based on certification according to ISO 9001”
- “Top consulting based on our certification according to ISO 9001”

3. The certification mark and/or statement is not allowed to use on Laboratory Test / Analysis Reports, Certificates of Compliance, Calibration Reports, and Inspection Reports, etc. (hence letter head with certification mark can not be used to print such reports, certificates!)
 4. Use of certification mark on personalized items of communication such as business cards or email signatures is not permitted.
 5. Certification mark on company website SHALL be allowed subject to below conditions:
 - a. TUV SUD certification mark shall not be bigger size than the organization logo, it should be appropriate either less or same as organization logo.
 - b. Only organizations site's certified by TUV SUD shall incorporate certification mark on their website. (e.g. if only one or two sites (or business lines) of Group company are certified, certification mark shall not be published on Group website / or common website of organizations business units.)
 - c. Organization may use certificate copy displayed on their website subject to its validity and tracking as appropriate.
- # Use of statement is not applicable in case of food certifications (ISO 22000 and FSSC 22000 or any other food certification scheme), ref. section 2.8

b) Unacceptable use of Certificate:

The below mentioned points are unacceptable if,

- a) The certificate is put as a part of the brochure or pamphlet or any marketing literature with misleading statement regarding certification.
- b) The certificate is used in the manner which will imply that TÜV SÜD certifies a product (including service) or process,
- c) The marketing documents, collaterals or literature is used which implies that the activities which are not a part of the scope are also certified. (All relevant advertising material shall be amended if the scope of certification is reduced).
- d) Certificate in such a manner that would bring the certification body and/or certification system into disrepute and lose public trust.
- e) This does not conform to the requirements of the certification body when making reference to the certification status in communication media.

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The clients under suspension or withdrawal shall discontinue the use of advertising matter that contains a reference to certification. This includes Use of Certificate and Mark.

2.4 Users

The only authorized users of the Statement, Mark & Certificate are organization that has a valid TÜV SÜD South Asia certificate. Other organizations cannot use certificate, certification mark and statement, including affiliates, parent companies, subsidiaries, third party organizations and others.

2.5 Form

The certificate holder can only use the mark in the form indicated unless otherwise authorized in writing. The mark must be used in the specified colors. The mark must be printed on a clear contrasting background. The mark must be printed in such size that all the features of the mark are clearly distinguishable. Ref. section 3 for details.

2.6 Loss of validity & interruption of the Certificate

After the expiry / interruption / withdrawn / revoke of certificate, it is unauthorized to use of mark, statement and certificate. If appropriate corrective actions are not taken TÜV SÜD may consider the option of legal action.

2.7 Misuse of the Certification Mark, Statement and Certificate:

On receipt of intimation for misusing certificate / marks / statement from any interested party and / or identified internally; following actions shall be undertaken:

1. The head of certification shall issue an intimation letter to the client asking to correct the use of Mark / Certificate / Statement.
2. It is responsibility of client to take all necessary actions and stop on immediate basis the incorrect use of Mark / Certificate / Statement. The client shall respond to such letter is within 3 weeks and produce the evidences of corrections and actions taken.
3. When incorrect use is observed during on site audit, it shall be classified as non-conformance.
4. In case, no action has been taken by the respective client, Certification Unit could proceed for actions against client as necessary

Actions includes any of the below as necessary –

- ✓ The certificate shall be suspended in case of no action from client.
- ✓ The process of suspension and withdrawal shall then be followed in case of non- compliance.
- ✓ The compliance received in time shall be verified by the branch manager and shall be sent for approval to the head of certification to revoke suspension.

2.8 Use of the FSSC logo by Certified Organizations

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- i. FSSC 22000 certified organizations may use the FSSC 22000 logo, but only in conjunction with the Mark of its Certification Body.
- ii. The FSSC logo may be used on the organization's printed matter, literature, website and promotional material subject to the design specifications below.
- iii. The FSSC 22000 logo is not allowed to use either on a product, its labeling or its packaging (Primary, Secondary or any other form), certificates of analysis or Certificates of conformance (CoA or CoC's) or in any other misleading manner, to suggest that the Certification Body has certified or approved any product, process or service of a certified organization, where exclusions to the scope of certification apply
- iv. Mentioning possession of a FSSC 22000 certificate or making any reference such as "Produced in a FSSC 22000 certified company" on a product label, packaging, etc. is **not** allowed.
- v. The certification body will audit the use of the FSSC 22000 logo by certified organizations during every initial, surveillance and re-certification audit. Any non-conformance associated with the use of the logo will require remedial action to correct the use of the logo as well as corrective action for future use.

2.8.1 Design (FSSC logo)

- I. The FSSC 22000 logo must be reproduced in the specified colors and in a size that makes all features of the logo clearly distinguishable. Color specifications: Green: PMS 348 U: CMYK = 82/25/76/7, RGB = 33/132/85, #218455 Grey: 60% black: CMYK = 0/0/0/60, RGB = 135/136/138, #87888a
- II. Use of the logo in black and white is permitted when all other text and images are in black and white.
- III. When used by the licensed Certification Body or by the certified organization, the size of the FSSC 22000 logo must not differ from the size of the certification bodies' mark and they must always appear together.

3. Use of Accreditation (NABCB) Symbol by Certification body & Use of TUV SUD Certification Mark by Certified client

3.1 Reproduction of NABCB Symbol

The symbol of the Board and any MLA mark is only used in conjunction with TÜV SÜD South Asia certification mark, as shown in the appendix 'B', on certificates, stationery, corporate presentation and literature associated with own accredited certification activities and scopes subject to the conditions specified below. The symbols shall not be printed on visiting cards by CB.

3.2 Uses of NABCB symbol by Certified Organizations

The use of this (NABCB) symbol by the clients at present is NOT allowed by TÜV SÜD South Asia.

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3.2.1 Content, Size and Reproduction of NABCB symbol

- a) The symbol is reproduced in the proportions and the colors indicated in the appendix 'A'. The size of the symbol is not normally reduced below the size 15x12mm. In the event of reproduction in smaller size owing to limitation of space, the symbol is legible with no infilling of space and letters. The symbol is reproduced only based on the master supplied by NABCB.
- b) The NABCB symbol is never used In Isolation of the TÜV SÜD South Asia Certification Mark.
- c) The Certification Body reproduces the symbol with correct reference of the accreditation number with standard on the TÜV SÜD mark as shown in the appendix 'B'.
- d) The symbol is only printed in the color combination or in the grey-black combination as specified in the appendix.
- e) The IAF MLA mark shall not be used by any certified organizations in any form.

3.2.2 Use of accreditation symbol by Certification body (not to be used by certified client)

The accreditation symbols are used only for the locations that are under the scope of accreditation; No statement is made regarding the accreditation, which NABCB may consider misleading or unauthorized. Specifically,

- i) The symbol along with the reference to the standard is used to refer the accredited status of the TÜV SÜD South Asia and in conjunction with TÜV SÜD Mark to refer to the accredited certificates issued to the certified organization.
- ii) The accreditation body's symbol shall not be used on the packaging of a product, labels, publicity material, and written announcements etc. {refer similar details in section A under 4.a) Unacceptable use of Mark}.
- iii) The symbol shall not be displayed on vehicles except in publicity material like part of a large advertisement.
- iv) The symbol shall not be displayed on buildings and flags.

3.2.3 Content, Size and Reproduction of TUV SUD Certification mark by certified clients

a) The TUV SUD certification mark shall be reproduced in the proportions and the colors indicated below. The size of the certification mark is not normally reduced below the size 15x15mm. In the event of reproduction in smaller size owing to limitation of space, the certification mark is legible with no infilling of space and letters. The certification mark is reproduced only based on the master supplied by TUV SUD.

b) The certification mark is only printed in the color combination (in compliance with Corporate Blue PANTONE 293 and Silver PANTONE 877 and black) or in the black & white combination as provided by TUV SUD in original file (can be downloaded from website).

C) The IAF MLA mark shall not be used by any certified organizations in any form.

3.2.4 Contravention of the conditions

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In case the symbol is being used by a certified client contrary to the conditions specified, then TÜV SÜD South Asia shall take reasonable action and advise the concerned clients for corrective action. In situations of repeated contraventions, TÜV SÜD South Asia may withdraw the certification.

It is noted that the NABCB may withdraw the accreditation of TÜV SÜD South Asia in case of repeated contraventions if the symbol has been used contrary to the conditions specified.

3.2.5 Action on Suspension and Termination

Upon suspension or withdrawal of the accreditation by the Board, TÜV SÜD South Asia shall immediately cease to use its stationery, certificates and other publicity material that has accreditation symbol on it. The use shall be restarted only after the suspension is revoked / the accreditation is renewed by the Board.

3.2.6 Use of Certifications Marks by certified clients

Below marks can be used by certified clients as per relevant certifications of client.

ISO 9001	
ISO 14001	
ISO 22000	
FSSC 22000	
ISO/IEC 27001	

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ISO/IEC 27701	
ISO/IEC 20000	
ISO 50001	
ISO 15378	
ISO 13485	
ISO 9001 + ISO 14001	
ISO 45001	

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ISO 9001 + ISO 45001	
ISO 14001 + ISO 45001	
ISO 9001 + ISO 14001 + ISO 45001	
ISO 21001	
ISO 26262 Functional Safety Process Certification Scheme	
IEC 61508 Functional Safety Process Certification Scheme	
IEC 61508 and IEC61511 Functional Safety Process Certification Scheme	
BCMS (Business Continuity Management System) - ISO 22301	

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ISO 14064-1	
AQMS (Aerospace Quality Management System) – AS 9100	
AQMS & QMS (Aerospace Quality Management System) – AS 9100 combined with ISO 9001	
AIMS (Artificial Intelligence Management System) – ISO/IEC 42001	