

	African Certification and Testing 1 Klaasen Street, Merrivale Howick, Kwa Zulu Natal, 3291 Tel: 033 3303418 Quality procedure	No.	F70.21
		Revision No.	01
		Date	26-02-2018
Rules for use of Certification Mark & logo			

African Certification And Testing (Pty) Ltd (hereafter referred to as ACT) issues marks corresponding to the relevant standard for which approval has been given, by way of a current Certificate of Registration. The certification mark (ACT mark) used must correspond to the standard against which the company has been audited and achieved registration (i.e. ISO 9001 or ISO 14001).

NOTE: Any misuse of marks may result in withdrawal of certificates.
 Further information is contained in ACT's Rules of Registration.

Following the requirements of clause 8 Information requirements of ISO 17021:

Note that 8.1, 8.2, 8.4 and 8.5 are addressed in the ISO 9001 Certification Agreement (F67.21)

8.3 Reference to certification and use of marks

- 8.3.1 This document sets the policy of African Certification and Testing (Pty) Ltd (hereafter referred to as ACT) governing any mark it authorises clients to use assures amongst other things, traceability back to **ACT**. The policy has provision for instructions on ensuring that no ambiguity, in the mark or accompanying text, as to what has been certified and that **ACT** has granted the certificate. The policy also covers the prohibition of using the mark on a product or packaging seen by a consumer or in any other way that may be interpreted as denoting product conformity. The policy is available both on website and as hard copy; all certified companies receive a copy of the policy with their certificate.
- 8.3.2 The **ACT** mark is not permitted to be applied to any laboratory test, calibration or inspection reports. The same are verified during the audit and is conveyed to all Auditors concerned.
- 8.3.3 **ACT** has defined rules governing the use of any statement on product packaging or in accompanying information that the certified client has a certified management system. 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. It is ensured that the statement shall in no way imply that the product, process or service is certified by this means. The statement includes reference to:
- identification (e.g. brand or name) of the certified client;
 - the type of management system (e.g. quality, environment) and the applicable standard;
 - **ACT** name in the certificate.
- 8.3.4 **ACT** requires through this agreement (legally) and rules that the client organisation when certified shall:
- a.) Conform to the requirements of **ACT** when making reference to its certification status in communication media such as the internet, brochure or advertising or other documents (refer to section 8 under the additional information in this document)
 - b.) Does not make or permit any misleading statement regarding its certification

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- c.) Does not use or permit the use of a certification document or any part thereof in a misleading manner
- d.) Upon suspension or withdrawal of its certification, discontinues its use on all advertising matter that contains a reference to certification, as directed by **ACT**
- e.) Amend all advertising matter when then the scope of certification has been reduced
- f.) Does not allow reference to its management system certification to be used in such a way as to imply that the **ACT** certifies a product (including services) or process.
- g.) Does not imply that the certification applies to activities that are outside the scope of certification, and
- h.) Does not use its certification in such a manner that would bring the certification into disrepute and lose public trust.

Use of certification marks is checked during each surveillance or triennial visit.

8.3.5 **ACT** will take action and deal with incorrect references to certification status or misleading use of certification documents, marks or audit reports. The action may include requests for correction and corrective action, suspension, withdrawal of certification, publication of the transgression and if necessary legal action. Clients are notified of the actions that may be taken should the client transgress the rules of certification in the use of certification mark policy. Any reported transgression of the use of certification marks will be treated as a complaint (refer to section 9 under the additional information in this document)

Additional information pertaining to the rules for use of certification mark and logo:

To ensure that the correct markings are used the following rules shall be adhered to by all companies who receive certification through ACT:

1. When the ACT mark is printed on an unfolded portion of A4 size stationery, it shall be displayed in a size no larger than 30 mm high. On larger portions of unfolded stationery the size may be proportionately increased.
2. Electronic reproduction of the marks is permitted (including Internet web sites) provided that the requirements are met and
 - the organisation's certificate number is printed under the mark
 - the mark is reproduced so that infilling does not occur
 - degradation and/or distortion of the mark graphic is avoided
 - computer files of the marks shall be prepared from mark masters. Redrawn approximations may not be used.
3. Holders of certificates issued by ACT may use the appropriate mark in the manner prescribed, on stationery and publicity material or other items relevant to their certificate
4. Holders of certificates should not use its certification in such a manner that would bring the certification body and / or system into disrepute and loose public trust.

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5. The term 'publicity material' shall not include notices, labels, documents or written announcements affixed to or otherwise appearing on goods or products, unless the goods or products have been manufactured under an accredited product conformity scheme. This restriction shall also apply to primary (e.g. blister packs) packaging, promotional products and test certificates / certificate of analysis.
6. Upon suspension or withdrawal of its certification, the use of ACT mark or logo shall be discontinued from all advertising matter and stationery that contains a reference to certification. The use of logo on all stationer / advertising material shall be amended if the scope of certification is reduced.
7. Upon reduction in scope, advertising matter shall be amended.
8. For (a) to (h) refer to the ACT mark as illustrated below:



- a. The ACT mark shall only be displayed in this format
- b. Any enlargements or reductions in size shall retain the same proportions
- c. The ACT mark shall not be larger or more prominent than any other mark on the certified client's documentation
- d. The colour of the mark on certified product(s) shall be in accordance with the relevant management system standard
- e. When used on paper the ACT mark shall be in black
- f. All documents that make reference to the ACT mark, shall clearly identify activities, products and services as applicable to the client's management system standard referred to in the document, which do not fall within the scope of certification
- g. The ACT mark shall only refer to activities, products(s) and services relating to the client's management system that fall within the scope of certification as stated in F30.21: Schedule of Certification. The applicable management system standard number shall appear below the ACT mark. The use of the ACT mark is restricted to the relevant premises and use of the ACT mark at any premises other than the premises stated in F30.21: Schedule of Certification, shall not be accepted unless agreed to and verified by ACT.

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- h. The ACT mark shall not be used in such a way to imply that ACT accepts responsibility for the quality of the client's activities, product(s) or services related to the certified management system. On suspension or termination of certification all reference to ACT and the use of the ACT mark shall, without delay, be stopped on all product and documentation.
9. ACT will take appropriate actions to deal with the incorrect reference to ACT, or misleading use of licenses, certificate, marks or any other mechanism for indicating an activity, product or service related to the client's management system is certified by ACT, found in documentation or other publicity. These actions may include (a to f):
- i. Request for corrective actions
 - j. Withdrawal of certificates or reports issued by the client
 - k. Publication of transgression
 - l. Suspension of certification
 - m. Withdrawal of certification status, and if necessary
 - n. Legal action

Name of Client: _____

Client representative initials and surname: _____

Date ____/____/____ Signature: _____

Name of Managing Director: _____

Date ____/____/____ Signature: _____

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