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Purpose

This procedure defines the use of the **ControlCase Infosec Pvt. Ltd.** (hereinafter **CCIPL**) Certificate; CCIPL Mark of Accredited Registration and Advertising Logo to ensure compliance with CCIPL and applicable accreditation body's requirements.

This procedure establishes the rules and requirements for the use of Certification Mark/Logo issued by CCIPL to its clients. Consistent with applicable laws and corporate policies, CCIPL. must ensure that the Mark is used properly and correctly.

Scope

This procedure applies to all Marks of Accredited Registration, Advertising Logos and Certificates issued by CCIPL.

Advertising Logo

The Certification Mark is owned and controlled by CCIPL. All certificated companies may use the appropriate Logo's issued by the CCIPL.

1. CCIPL Mark of Accredited Registration

- 1.1 Where audited activities are within CCIPL scope of accredited operations, certified companies may use the CCIPL Mark of Accredited Registration on stationery and literature. The control, use, withdrawal and cancellation of this registration mark are governed by the regulations published by the Accreditation Body governing the use of the accreditation mark given in Appendix 1.
- 1.2 Where certified company uses the CCIPL Mark of Accredited Registration, the CCIPL Mark of Accredited Registration shall be on the same sheet of paper as the company's own name or logo. The CCIPL Mark of Accredited Registration shall not take prominence over the company's own name or logo, and may not be less than 20 mm, unless specifically agreed in writing.
- 1.3 The CCIPL Mark of Accredited Registration shall not be used on any document unless the document relates in whole or in part to activities within the scope of registration. This shall not prevent inclusion of the logo on stationery or marketing literature.

2. Regulations

- 2.1 Where certification is issued within the scope of CCIPL accreditation, certified companies are sent Regulations Governing Use of the Certificate, CCIPL Mark of Accredited Registration and Logo (Appendix 1).
- 2.2 Where certification is outside the scope of CCIPL accreditation; CCIPL will not issue the accredited certificate. CCIPL certificate will not contain accredited registration mark.

3. Suspension or Withdrawal of Registration

- 3.1 CCIPL reserves the right to suspend or withdraw registration upon evidence of a breach of the Certification Rules or misuse of the CCIPL Mark of Accredited Registration or Advertising Logo.
- 3.2 CCIPL may prescribe corrective actions to remedy the breach within a realistic time limit for implementation in accordance with CCIPL Rules of Certification.
- 3.3 Certificated companies have the right of appeal as indicated in the Certification services.

4. Termination of Registration

- 4.1 Both CCIPL and certified companies have an individual right to terminate the contract for registration as per any specific contract terms, the Certification Rules and any other agreement pertaining to each client.
- 4.2 Upon termination of registration howsoever determined, the company shall forthwith:
 - 4.2.1 Cease use and distribution of any stationery or literature bearing the CCIPL Mark of Accredited Registration.
 - 4.2.2 Cease use or application of the CCIPL Mark of Accredited Registration and Advertising Logo.
 - 4.2.3 Return to CCIPL appropriate Certificate(s) of Registration or confirm in writing the withdrawal and subsequent destruction of the documents.

5. Appendix 1 - Regulations Governing Use of the Certificate, Mark of Accredited Registration and Logo

5.1 General Conditions

- a. Registration is subject to the Certification Rules and Scheme Addendum where applicable.
- b. CCIPL reserve the right to carry out such verification as deemed necessary to confirm continuing satisfactory performance.
- c. Registration does not discharge or lessen companies' responsibilities, statutory or otherwise.
- d. Registered Companies may only use applicable certification granted to them for the Information Security Management System (ISMS), i.e. ISO/IEC 27001:2013 standard.
- e. Each Certified Organization accepts and assumes sole responsibility for understanding and satisfying all applicable organizational and legal requirements related to the use and/or display of the Certification Mark. Among other requirements, each Certified Organization is responsible for ensuring that the use of any Certification Mark in professional and business-related materials (e.g., stationery, signs, business cards, advertisements) is consistent with this Policy, and is not in conflict with applicable laws.
- f. The Mark must not be used by the Certified Organization on a product or product packaging seen by the consumer or in any other way that may be interpreted as denoting product conformity.
- g. The Mark must not be applied to laboratory test, calibration or inspection reports.
- h. The Certified Organization is committed to immediately discontinue its certified status and use of Certification Mark and all advertising matters that contain reference to the same upon notice of withdrawal of certification from ControlCase on following grounds
 1. Expiration of certification
 2. Revocation of certification on violation of written guidelines

5.2 Certificate of Registration

- a. Upon registration, a Certificate is issued detailing with ISO/IEC 27001:2013 standard or other normative documents against which the certification is granted, company's scope of registration, accreditation body and accreditation number, the company name and the registration address, period of validation and registration number.
- b. Any subsidiary companies, site addresses or product/ activities not included in the Certificate of Registration or appendix are not incorporated and must be treated as such.
- c. The Certificate remains at all times the property of CCIPL its display or use being subject to continued and effective registration.

- d. The Mark is personal to the certified organization and may not be transferred or assigned to any other individual, organization, business, or entity.

5.3 Publicity

- a. The CCIPL Mark of Accredited Registration is restricted to stationery and publicity material, which relates to the Company's scope of registration. This can include brochures, product cards. Accredited Mark cannot be used on the name card of registered company.
- b. The use of the CCIPL advertising logo is restricted to company stationery, literature and advertisements. CCIPL logo cannot be used on the name card of registered company.
- c. The registered Company may use the certificate number (e.g. 1501030) in association with the appropriate CCIPL Mark of Accredited Registration or Advertising Logo.
- d. In some situations, clients may not wish their certificate to display the accredited registration mark. In this case the certificate should then contain the following information: "This certificate is an accredited certificate, issued under the accredited scope, granted to CCIPL by NABCB".

5.4 Rules for the use of The Mark of Accredited Registration

- a. The appropriate CCIPL Mark of Accredited Registration shall not be used on products, packaging, documentation or certificates, which could imply product conformance. The accreditation mark may not be used on vehicles or flown from flags.
- b. The CCIPL Mark of Accredited Registration may be uniformly enlarged or reduced, but shall not be greater than the height of the members own letterhead or logo, and not less than 20 mm.
- c. The CCIPL Mark of Accredited Registration when used will be displayed on the same sheet of paper as the company's own name or logo. The appropriate CCIPL Mark of Accredited Registration shall not take prominence over the Company's own name or logo.
- d. The mark of accreditation must not be applied to laboratory test reports, certificates of conformance, or calibration reports as reports maybe deemed to be products in this context.
- e. The appropriate CCIPL Mark of Accredited Registration shall be reproduced in a single colour which may be orange, black, dark blue or gold, or in the case of pre-printed letterhead paper the predominant colour of the letterhead.
- f. The appropriate CCIPL Mark of Accredited Registration shall not be used on any document unless the document relates in whole or in part to activities within the scope of registration.
- g. The registered company shall identify the scope of registration to which the Certificate applies when using the CCIPL Mark of Accredited Registration or Advertising Logo in any context where the scope of registration is open to doubt

- h. If different system applies for different accreditation body's CCIPL certification, related accredited CCIPL should be clearly referred.
- i. As described by IAF guidance issue 2

5.5 Suspension of Registration

- a. In case a registered company is suspended for all or part of the certified activities, the company shall not publish results under certification concerning the suspended activities. The use of the CCIPL mark of accredited registration on letters, other than quotations, proposals, P.O., brochures or web site, is permitted during the time of suspension, for no longer than 6 months from the day of suspension.
- b. CCIPL reserves the right to suspend or withdraw registration upon evidence of a breach of the Certification Rules or misuse of the appropriate CCIPL Mark of Accredited Registration or Logo.
- c. CCIPL may prescribe corrective actions to remedy the breach within a realistic time limit for implementation, normally one month.

5.6 Policy violation and related actions

Following receipt of information that an inappropriate or unauthorized use of the mark may have occurred, CCIPL, in consultation with legal counsel, will determine if appropriate response actions will be taken. CCIPL may take any of the following actions, or other appropriate measures. A Certified Organization is required to cooperate fully in the review and resolution of such matters.

- a. A copy of the alleged inappropriate or unauthorized mark or designation use will be obtained and reviewed to determine whether a violation of the policy has occurred;
- b. Upon determination of a policy violation, written correspondence will be issued by an authorized CCIPL representative to the Certified Organization(s) involved, explaining, among other items: the nature of the objectionable or unauthorized use; the relevant CCIPL policy and law; and, the requirement that the Certified Organization cease and desist from the objectionable or unauthorized use immediately and in the future;
- c. Upon determination of a policy violation, written correspondence will be sent by an authorized CCIPL representative to the Certified Organization(s) involved, requesting that the Certified Organization accept and sign an agreement to, among other items: cease the existing objectionable or unauthorized use; abide by all terms of the ControlCase policy in the future; and, provide corrected copies of all offending materials; and,
- d. Where a Certified Organization using the Mark in an objectionable or unauthorized manner fails to respond to, or refuses to comply with, ControlCase (I) requirements to cease and desist from such use, the Board may initiate appropriate legal actions and/or disciplinary proceedings, as set forth in the policy.

5.7 Use of NABCB accreditation mark

The use of logo by the certified organizations will be under the control and supervision of the CCIPL. CCIPL will take reasonable actions to ensure that the use of the logo by the certified organizations is within the conditions specified below.

- a) The logo shall be reproduced in the proportions and the colours indicated in the appendix 'A'. The size of the logo shall not normally be reduced below the size 15x12mm. In the event of reproduction in smaller size owing to limitation of space, the logo shall be legible with no infilling of space and letters. The logo shall be reproduced based on the master supplied to each of the accredited certification body. Redrawn masters should never be used.
- b) The logo shall not be reproduced by a certified organization in isolation of the CCIPL's certification mark.
- c) CCIPL shall reproduce the logo with correct reference of the standard on the logo.
- d) The logo shall only be printed in the colour combination or in the grey-black combination as specified in the appendix.

Appendix 'A'



Font: Arial True type (bold) Colour: Circle - Cyan 80% Magenta 30% Triangle and Outline - Black 100%. Black & White: Circle - Black 40% Triangle and Outline Black 100%

5.8 Use of logo

The CCIPL can only use the accreditation symbols for premises of the certification body that are specifically included in the accreditation, The CCIPL shall not make any statement regarding its accreditation that NABCB may consider misleading or unauthorized. Specifically, i) The logo along with the reference to the standard shall be used to refer the accredited status of the Accredited Certification Body and in conjunction with mark of the certification body to refer to the accredited certificates issued to the certified organization.

- ii) The logo shall not be used in any way that it misleads the reader about the accredited status of the certification body or the certified body.
- iii) Neither the CCIPL nor the NABCB logo shall be used on the packaging of a product, labels, publicity material, written announcements etc. that in any way suggests that the certification body or the accreditation body have certified or approved any product, process or service of the certified body or in any other misleading manner.
- iv) The logo shall not be displayed on vehicles except in publicity material like part of a large advertisement.
- v) The logo shall not be displayed on buildings and flags
- vi) All quotations and contracts by the accredited certification body having the logo shall clearly indicate the portion of activities that are not accredited by the Board.
- vii) The logo shall not be used on the visiting cards
- viii) The accredited body upon suspension or withdrawal of its accreditation (however determined), shall discontinue use of all advertising matter that contains any reference to an accredited status. ix) The accredited body shall not allow the fact of its accreditation to be used to imply that a product, process, system or person is approved by the accreditation body.

5.9 Contravention of the conditions

1. In case the logo is being used by a certified body contrary to the conditions specified, then the concerned certification body shall take reasonable action and advise the concerned organization for corrective action. In situations of repeated contraventions, the certification body may withdraw the certification. In case if the accredited certification body does not take suitable action against the wrong use of the logo, the accreditation body may suspend/withdraw the accreditation.
2. In case the logo is being used contrary to the conditions by the accredited certification body, then the accreditation body shall take reasonable action and advise the concerned body for corrective action. In situations of repeated contraventions by the accredited certification body, the board may withdraw the accreditation of the defaulting body.

5.10 Action on Suspension and Termination

1. Upon suspension of the accreditation by the Board, the accredited certification body shall immediately cease to use its stationery, certificates and other publicity material that has accreditation logo on it. The use can be restarted only after the suspension is revoked by the Board.

2. Upon termination of the accreditation on account of non-renewal/withdrawal of the accreditation the accredited certification body shall immediately cease to use its stationery, certificates and other publicity material that has accreditation logo on it.