

Rules Governing use of Certificate and Logo

Revision History

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Purpose

This procedure defines the use of ControlCase Certificate; Mark of Accredited Registration and Advertising Logo to ensure compliance with ControlCase and applicable accreditation body's requirements.

This procedure establishes the rules and requirements for the use of Certification Mark/Logo issued by ControlCase to its clients. Consistent with applicable laws and corporate policies, ControlCase . 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 ControlCase .

Advertising Logo

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

ControlCase Mark of Accredited Registration

This mark shall not be used on a product or product packaging seen by the consumer or in any other way that may be interpreted as denoting product conformity.

ControlCase shall not permit its marks to be applied to laboratory test, calibration or inspection reports, as such reports are deemed to be products in this context.

ControlCase shall require that the client organization

- a. conforms to the requirements of the ControlCase when making reference to its certification status in communication media such as the internet, brochures or advertising, or other documents,
- b. does not make or permit any misleading statement regarding its certification,
- 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 of all advertising matter that
- e. contains a reference to certification, as directed by the ControlCase (see 9.6.3 and 9.6.6),
- f. amends all advertising matter when the scope of certification has been reduced,
- g. does not allow reference to its management system certification to be used in such a way as to imply that the ControlCase certifies a product (including service) or process,

- h. does not imply that the certification applies to activities that are outside the scope of certification, and
- i. does not use its certification in such a manner that would bring the ControlCase and/or certification system into disrepute and lose public trust.

ControlCase shall exercise proper control of ownership and shall take action to deal with incorrect references to certification status or misleading use of certification documents, marks or audit reports.

The ControlCase shall exercise proper control over ownership, use and display of its ISMS certification marks. If the ControlCase confers the right to use a mark to indicate certification of an ISMS, the ControlCase should ensure that the client organization uses the specified mark only as authorized in writing by the ControlCase. The ControlCase shall not entitle the client organization to use this mark on a product, or in a way that may be interpreted as denoting product conformity.

On each page of a document on which the accreditation mark is used, also the mark, logo or name of the accredited body shall be used

The accreditation mark shall not be used in combination with the mark, logo and/or name of any other conformity assessment body.

The accreditation mark should be used on all digital documents created by the ControlCase (for example, on web sites and other digital media).

When referring to accreditation without the use of an accreditation mark, the

ControlCase should minimum quote the registration number of the accreditation concerned.

ControlCase will lend its assistance to the RvA, NABCB or ANAB to verify the use of the accreditation mark at any time.

ControlCase Infosec which is part of the ControlCase group is only accredited by RvA and NABCB only this part of the group can use the accreditation mark.

ControlCase Assessments which is part of the ControlCase group is only accredited by ANAB only this part of the group can use the accreditation mark.

ControlCase can authorize certified clients to use the accreditation mark concerned in combination with the certification mark on letters and on other documents relating to activities for which certified clients have been certified under RvA, ANAB or NABCB accreditation only, as applicable.

If the certified client uses the accreditation mark it shall be used immediately next to, above

or below the ControlCase certification mark and shall not in any case be shown more prominently than the certification mark. In no way the suggestion shall be created that the certified client has been accredited by the RvA, NABCB or ANAB.

Where audited activities are within ControlCase scope of accredited operations, certified companies may use ControlCase 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.

Where certified company uses ControlCase Mark of Accredited Registration, ControlCase Mark of Accredited Registration shall be on the same sheet of paper as the company's own name or logo. ControlCase Mark of Accredited Registration shall not take prominence over the company's own name or logo.

ControlCase 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.

ControlCase Mark of Accredited Registration shall not be used on any product packaging or accompanying information nor in any other way that may be interpreted as denoting product conformity.

Regulations

Where certification is issued within the scope of ControlCase accreditation, certified companies are sent Regulations Governing Use of the Certificate, ControlCase Mark of Accredited Registration and Logo (Appendix 1).

Where certification is outside the scope of ControlCase accreditation; ControlCase will not issue the accredited certificate. ControlCase certificate will not contain accredited registration mark.

Suspension or Withdrawal of Registration

ControlCase reserves the right to suspend or withdraw registration upon evidence of a breach of the Certification Rules or misuse of ControlCase Mark of Accredited Registration or Advertising Logo.

ControlCase may prescribe corrective actions to remedy the breach within a realistic time limit for implementation in accordance with ControlCase Rules of Certification.

Certificated companies have the right of appeal as indicated in the Certification services.



Termination of Registration

Both ControlCase 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.

Upon termination of registration howsoever determined, the company shall forthwith: Cease use and distribution of any stationery or literature bearing ControlCase Mark of Accredited Registration.

Cease use or application of ControlCase Mark of Accredited Registration and Advertising Logo.

Return to ControlCase appropriate Certificate(s) of Registration or confirm in writing the withdrawal and subsequent destruction of the documents.

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

ControlCase and certified clients must follow all applicable accreditation body guidance on the use of the logo. This information is provided with each certificate to the client.

RVA – RvA-VR003-UK - Regulation for the use of Accreditation marks and logo's

ANAB – PR 1018 - POLICY ON USE OF ANAB ACCREDITATION SYMBOLS AND CLAIMS OF ACCREDITATION STATUS

NABCB - BCB 202 - Conditions for Use of NABCB Accreditation Symbol