**Provisions on the use of certification/accreditation marks (plates) and the management of certification certificates**

The management system certification certificate issued by Shandong Chuangan Testing and Certification Group Co.. LTD. (hereinafter referred to as CATC) is used to prove that the management system of the certified organization meets the standards determined by the certificate. and obtains certification registration in the determined product scope. regional scope. activity scope and business scope.

I. Description of the use of certification certificates and certification marks

The use of certification certificates and certification marks must comply with Article 25 of the Regulations of the People's Republic of China on Certification and Accreditation. Those who have obtained certification certificates shall use certification certificates and certification marks within the scope of certification. and shall not use product or service certification certificates. certification marks. and related text or symbols to mislead the public into thinking that their management system has been certified. They shall also not use management system certification certificates. certification marks. and related text or symbols to mislead the public into thinking that their products and services have been certified The regulations.

1. Concept Explanation

Certification Certificate

The management system certification certificate is issued by a qualified certification body authorized by the accreditation body to an organization that has passed the management system certification. as a proof document that the organization's management system has been certified and registered.

International Mutual Recognition Mark

The international mutual recognition mark refers to the mark of the mutual recognition status of the International Accreditation Forum (IAF/MLA) group. and certified organizations are not allowed to use this mark except for certification certificates with the international mutual recognition mark.

CNAS accreditation mark

The CNAS accreditation mark consists of the CNAS logo. text indicating the basic accreditation system. and a registration number. Normally. the text and registration number are placed to the right of the CNAS logo. Chinese characters are in Song typeface. while English and numbers are in Arial font. CNAS The basic colors for the approved logo are blue and/or black.

IAS accreditation mark



The IAS accreditation mark consists of the IAS logo. text indicating the basic accreditation system. and a registration number. Usually. the text and registration number are placed below the IAS logo. Chinese characters are written in Arial font. The basic colors recognized by IAS for identification are green and/or black.

CATC organization emblem

The CATC organization emblem is a graphic representation of the CATC organization itself. and certified organizations are not allowed to use this emblem except for certification certificates with the CATC organization emblem.

The standard drawings of CATC certification marks. CNAS. and IAS accreditation marks can be directly copied from the certification certificate and can be enlarged or reduced to the same scale when used. The usage method must comply with the following "Certification Certificate and Logo Usage" and the rules of the accreditation party regarding the specifications and color codes for logo usage.

Certified organizations can continue to search on the official website of the Certification and Accreditation Administration of China (www.cnca. gov.cn) in addition to the website published on the certificate.

2. Use of certification certificates and logos

2.1 Use of CATC certification certificates and logos

2.1.1 Customers who have passed CATC certification have the right to use the certification certificate and CATC certification logo issued by CATC; The use of certification certificates and certification marks issued by CATC should be carried out in accordance with the requirements specified in the seventh item of the "CATC-P-17 Accreditation Mark. Certification Certificate and Mark Management Procedure" and the "CATC-GK-10 Certified Organization Notice" for the use of certification certificates and certification marks. The certification mark used by the customer can be traced back to CATC from the mark. The logo or accompanying text used should not create ambiguity between the certified client and the CATC granting certification. The logo should not be used on the product or product packaging. or in any other way that can be interpreted as indicating product conformity.

2.1.2 Certified customers can use the CATC certification certificate and certification logo and (or) statement of recognition status to promote the image and management system level. and can also use the CATC certification certificate and certification logo in advertising. the Internet. brochures. conferences. newspapers. magazines. promotional materials. television and other promotional occasions as evidence related to the certification of the certified customer's management system. but can not change the original intention of the certification certificate and certification logo and (or) statement of recognition status or generate potential misunderstanding;

2.1.3 Do not make or allow misleading statements about certification certificates and certification marks; Do not use or allow misleading use of certification documents or any part thereof;

If it cannot be used to explain the attributes of its products. it should not be mistaken that CATC has certified specific products or services for certified customers; Article 8.3.4f)

2.1.4 The CATC certification mark shall not be used for misleading advertising in areas unrelated to the products. processes. or services covered by the certification certificate;

2.1.5 Management system certification certificates and certification marks are not allowed to be transferred. sold. borrowed or used in any way.

2.1.6 Use of Management System Certification Mark

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Category | | On the product (or product packaging seen by consumers) | On large boxes used for transporting products. etc | In advertising brochures. etc |
| Certified use | Without declaration | not allow | not allow | allow |
| With declaration | not allow | allow | allow |

When using the CATC certification mark. the name and address of the certified customer. the type of management system. the certificate registration number and its authorized certification scope. as well as the certification body issuing the certificate and mark. should be indicated simultaneously.

Prevent incorrect use (including false statements about certification and misuse of logos). which may result in suspension or revocation of certification qualifications;

Whether declared or not. certification marks are not allowed to be used on products or product packaging; The certification mark can be used on advertising brochures;

Under the condition of clear declaration. such as: "The product is manufactured in a factory certified/registered under XX management system as compliant with GB/T19001 or GB/T24001". the certification mark can be used on the outer packaging of the transported product;

When using certification qualifications. it is not allowed to damage the reputation of CATC and/or the certification system and lose fair trust.

2.1.7 When there are significant changes in the management system or certification scope of certified clients. they should promptly apply for changes to CATC's marketing department. and should not continue to use the obtained certification certificate and modify all promotional materials. If the certification scope is reduced. modify all advertising materials.

2.1.8 Regardless of the reason. as long as the certified customer stops paying the relevant certification fees or the certification certificate is revoked. the use of the certification certificate and logo should be stopped.

2.1.9 shall not imply that certification applies to activities and places outside the scope of certification;

2.1.10 The certified organization shall properly control its ownership and take measures to address erroneous references to certification status or misleading use of certification documents. logos. or audit reports.

Note: Such measures may include requesting correction or taking corrective actions. suspending use. revoking use. announcing violations. and necessary legal measures. Clause 8.3.5

2.2 Use of CNAS and IAS certification certificates and accreditation marks

2.2.1 When the company's management system is recognized by CNAS and IAS. CATC shall not allow certified customers to use CNAS and IAS recognition marks and/or recognition status statements on products or product packaging; Its logo should not be allowed to be used by certified clients for laboratory testing. calibration. or inspection reports or certificates. Clause 8.3.2

2.2.2 When using CNAS or IAS accreditation marks or accreditation status statements. the company should not mislead relevant parties into believing that CNAS or IAS has approved specific management systems. products. processes. services. or personnel that have obtained certification.

2.3 Requirements for the Use of International Mutual Recognition and Accreditation Marks

2.3.1 The IAF-MLA/CNAS/IAS logo of CATC consists of the IAF-MLA international mutual recognition logo and the CNAS and IAS accreditation logos. After being recognized by CNAS and IAS. CATC can refer to the China National Accreditation Service for Conformity Assessment (CNAS) logo and the IAF-MLA logo and/or declare its accreditation status within the scope of accreditation for its quality management system and environmental management system. After being recognized by CNAS. CATC can refer to the China National Accreditation Service for Conformity Assessment (CNAS) logo and/or declare its accreditation status within the scope of accreditation for its occupational health and safety management system. After the quality management system. environmental management system. and occupational health and safety management system are recognized. reference the legend of the recognition mark:



2.3.2 In addition to the above requirements. it should also meet the various requirements of Article 2.1 of this document.

2.3.3 CATC does not allow any certified clients to use the IAF-MLA/CNAS/IAS joint logo or the IAF-MLA international mutual recognition logo.

2.3.4 The international mutual recognition and joint accreditation mark can be used for reports. certificates. public publications. documents. office supplies. promotional materials. website promotion. etc.. and can be used in printed and electronic graphic and textual forms.

2.3.5 When using the international mutual recognition and joint accreditation mark. it is not allowed to mention or imply that IAF. ILAC. CNAS. or IAS are responsible for their activities.

2.4 After the suspension. revocation or cancellation of the certification qualification of the certified organization. the use of certificates and logos in promotional materials and websites should be immediately stopped. Anyone who counterfeits or forges CATC certification certificates and logos. once verified. will be held legally responsible by CATC. The specific matters will be coordinated and resolved by the technical department.

3. Regulations on the use of certification/accreditation marks and certification certificates by certified organizations

3.1 The certified organization shall promote the registration scope (product. region. activity) defined in the certification certificate. and shall not make vague claims that the certified organization has passed the XX standard/guideline (standard number) certification.

3.2 Certified organizations may use CATC certification marks on advertisements and promotional materials.

3.3 Management System Certification: If the external packaging used for transportation clearly states that "the management system/product for production/service has been certified by CATC or CATC according to XX standards/guidelines (standard number)". the certification mark may appear on the transportation external packaging. However. certification marks cannot be used on products and labels as (or imply) a qualified identification of the product.

3.4 For organizations certified to ISO9001. details that do not apply should be stated.

3.5 In accordance with the provisions of the certification contract. the certified organization may use the CNAS accreditation mark in the certification fields and business scope recognized by CATC by China National Accreditation Service for Conformity Assessment (CNAS). That is. the organization with the CNAS accreditation mark certification can use the CNAS accreditation mark on its advertising. promotional materials and product transportation packaging. but not alone. should be used together with the CATC accreditation mark according to the requirements of Article 3.3. The CNAS accreditation mark may not be used on the products of the management system certified organization or on product packaging as seen by the consumer. or in any other manner that can be interpreted as indicating product conformity.

When the certified organization needs to use CNAS and IAS accreditation marks. the CNAS and IAS accreditation marks shall be used side by side with the CATC accreditation marks (including the certification registration number). as shown in the figure (taking QMS as an example) :

Certification Certificate Registration Number System Certification

Note: EMS and OHSMS certification and accreditation marks are marked with accreditation registration numbers recognized by CNAS and IAS for different certification fields.

3.6 Certified organizations shall not use the International Mutual Recognition Union logo.

**4. Management of certification certificates and identification (plates) usage**

4.1 The supervision and management of the use of certification certificates and identification (plates) are the responsibility of CATC's marketing department.

The validity period of the certification certificate is three years. The certified organization shall undergo the first supervision and audit within 12 months from the date of issuance. and thereafter shall undergo supervision and audit at intervals not exceeding 12 months. After each supervision and audit is qualified and the supervision and audit fees and pension are paid on time. CATC shall send the "Notice of Maintaining the Use of Certification Certificate" and the "Supervision Qualified" adhesive anti-counterfeiting label to the certified organization. The certified organization shall affix the label to the designated position on the certification certificate. and the certification certificate shall remain valid.

4.3 The certified organization shall use identification (signs) in accordance with regulations and report to CATC for filing.

4.4 If the certification certificate and identification (plate) are used improperly and not reported or corrected. and after investigation by CATC. it is found to be true. the certification certificate will be revoked. If publications infringe or violate the law and cause serious consequences. necessary legal measures will be taken.

4.5 When the certified organization's system (registered name. production and service location. product scope. regional scope. activity scope. business scope. product type) changes. it should promptly report the relevant situation to CATC and apply for a replacement of the certification certificate.

4.6 For those who cannot accept CATC's supervision beyond the prescribed time limit. their use of certification certificates and certification marks (signs) will be suspended.

4.7 For those who fail to pay the certification fee on time and fail to do so after being pointed out. their use of the certification certificate and certification logo (plate) will be suspended.

4.8 After revoking the certification registration. the certified organization shall cease to use the certification certificate and certification logo (plate). and return the certification certificate to the CATC office within the prescribed period. CATC will announce it on relevant media. If the certified organization fails to return the certification certificate without justifiable reasons. CATC reserves the right to pursue legal responsibility.

4.9 Upon receiving notice of suspension or revocation of the certification certificate. the certified organization shall immediately cease advertising and related promotional activities related to the certification content. If serious consequences are caused by illegal advertising. CATC will take necessary legal measures.

4.10 Upon receiving notification of reduced/changed certification scope. the certified organization shall use the reduced/changed certification certificate and modify its advertising and related promotional materials according to the reduced/changed certification scope.

**Ⅱ.Process for Correcting Misuse of Certification Certificates and Marks**

**1. Discovery of misuse of certification certificates and logos**

1.1 During routine on-site audits. auditors discovered the misuse of certification certificates and logos;

1.2 Non routine inspection reveals misuse of certificate markings;

1.3 Report and provide feedback when relevant parties discover misuse of certification certificates and logos.

**2. React immediately**

If the certified organization misuses the certification certificate and logo through the above three methods. the CATC Technology Department or Marketing Department shall immediately notify the certified organization by phone to stop using the misused certification certificate and logo. and notify the certified organization in writing within one working day to stop misusing the certification certificate and logo.

**3. Investigate and collect evidence on the scope. degree. and handling of the impact of misuse of certification certificates and logos**

3.1 The certified organization shall provide feedback to the CATC technical department on the scope and impact of the current misuse of certification certificates and logos. If the misuse of certification certificates and logos is isolated and has little impact. it will only be used once. In this situation. the certified organization should immediately correct and replace the use of the correct certificate and logo. and explain the situation to the publicity party.

3.2 If the certified organization misuses the certification certificate and logo. the scope is wide and the impact is significant. If the certified organization misuses the certificate and logo incorrectly on the product packaging. and the quantity is large. Enterprises are required to immediately stop using packaging boxes that misuse certification certificates and logos. For printed packaging boxes that have been misused. all those that can be used to correct the misuse of certification certificates and logos must be corrected. Packaging boxes that cannot be corrected are not allowed to continue to be used. For the misuse of packaging boxes shipped out. recall those that can be recalled. and for those that cannot be recalled. the certified organization is responsible for explaining the situation to relevant parties by phone and in writing. and making a statement of correction. If the misuse of certification certificates and logos misleads consumer costs and causes certain impact and losses to consumers. the certified organization shall eliminate the impact on consumers and provide economic compensation for the economic losses caused to consumers.

3.3 The certified organization shall report to CATC the number and extent of consumer misuse of certification certificates and logos.

3.4 The certified organization shall report to CATC the results of corrective actions taken for the misuse of certification certificates and marks.

**4. Eliminate the impact**

4.1 For isolated cases of misuse of certification certificates and logos by relevant parties. the certified organization shall apologize to the relevant parties by phone and request forgiveness.

4.2. For the misuse of certification certificates and marks involving a wide range of stakeholders. the certified organization should apologize to the public in writing and through the media. explain the situation of the misuse of certification certificates and marks to eliminate the impact. and inform the public of the remedial measures taken.

**5. Constraint rules**

5.1 All personnel involved in handling the misuse of certification certificates and logos should maintain objectivity and impartiality.

5.2 Personnel who have a direct or indirect interest in the misuse of certification certificates and marks should avoid investigating and handling the incident.

5.3 After investigating and handling the misuse of certification certificates and marks. the relevant departments of the certified organization and CATC shall analyze the reasons for the misuse of certification certificates and marks. If it is confirmed that the misuse of certification certificates and marks by different certified organizations has occurred repeatedly. and it is caused by the non conformance of the CATC system. the Corrective and Preventive Action Management Procedure of CATC shall be followed. The effectiveness of the measures will be verified by the technical department. Submit CATC management review if necessary.

**6 Fees**

6.1 The investigation and handling costs of the incident shall be borne by the certified organization. and any economic losses caused to consumers shall also be borne by the certified organization.

6.2 The impact and economic losses caused to CATC due to the misuse of certification certificates and logos by the certified organization shall also be borne by the certified organization.

6.3 If CATC fails to inform the certified organization of the correct use of the certification certificate and logo and misuses them. CATC shall bear the economic losses caused to consumers.