**Instructions for certified organizations**

Congratulations on your organization's obtaining the certification certificate. The company will announce your organization's certification registration on the special website (www.cajcrz.com) or related media (the announcement information is for reference only. and the validity of certification is subject to the original certification certificate). and report it to CNCA and CNAS monthly. The company promises that the certification obtained by your organization is authentic and authoritative. In order to ensure the continuous and effective operation of your organization's management system and the certification products meet the certification implementation rules. the company draws your organization's attention to the following contents:

1. Your organization has the responsibility to continuously improve the internal management system as required. so as to make it sustainable and effective and maintain product quality.
2. Your organization should properly keep the public documents and other relevant documents submitted by the company.
3. Your organization shall comply with the requirements of the company's public document "Regulations on the Use of Certification Marks and Management of Certification Certificates". and use certification certificates. certification marks and accreditation marks correctly. You shall not use management system certification certificates and related words and signs to mislead the public into thinking that the products or services of certified organizations have passed the certification.
4. The validity period of the certification certificate is three years. After the certification is obtained. the time for your organization to accept the first supervision and audit should be guaranteed to be no more than 12 months from the last meeting of the preliminary examination. and then it should be supervised and audited every 12 months. After each supervision and audit is qualified and the supervision and audit fee and annuity are paid on schedule. the company will send the Notice of Passing the Annual Supervision and Audit and the self-adhesive anti-counterfeiting logo of "Qualified Supervision" to your organization. and your organization needs to paste the logo at the designated location of the certification certificate. and the certification certificate will be valid.
5. The certification certificate with IAF-MLA/CNAS joint logo and based on ISO 9001: 2015 obtained by engineering construction organizations due to their participation in overseas bidding cannot be used and displayed in China.
6. Major changes have taken place in your organization's management system. laws and regulations or mandatory product standards. major problems in product quality or unqualified sampling inspection. and major complaints from customers/the discharge of pollutants related to the environment does not meet the specified requirements/the control of hazardous sources related to occupational health and safety does not meet the specified requirements/the control of hazardous factors related to food safety does not meet the specified requirements. When major problems occur or customers have major complaints. we must inform the company in time and take corrective measures in time.

If the certification registration of your organization is suspended or revoked as a result. the responsibility lies with your organization. The company will announce the organizations whose registration has been suspended or cancelled in relevant media. and report to CNCA and CNAS monthly.

All public documents of the company have been posted on the company website ([www.cajcrz.com](http://www.ztzlrz.com/)) published. When the public documents are changed/modified. the company will publish them on the Internet in time. and the certified organizations are requested to put forward the modification opinions and feed them back to the company's office in written or electronic form.

**If someone cheats the licensed organization in the name of the company. using various means to ask the licensed organization to buy teaching materials. CDs. advertisements or provide sponsorship. or even to pay the mobile phone fee and promise to reduce the supervision and audit fee. etc.. in order to safeguard the reputation of the company and the interests of the licensed organization. the company urges all licensed organizations to contact the company for confirmation in time (0543-8910778) to avoid being deceived.**

**This instruction requires the top management of your organization to read and implement it.**