

## USE OF CERTIFICATES AND CERTIFICATION AND ACCREDITATION MARKS

Document #: F205

Release Date: 13-NOV-2020

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Document Owner: D. Désilets

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### Purpose

The purpose of this document is to ensure proper use by certified clients of

- Intertek Certificates and certification marks;
- Certification statements

### Scope

- This document provided the rules governing the use of all certificates issued and certification marks provided by Intertek.
- The referenced documents provide the rules governing the use of accreditation body marks (see section 3 below).
- The referenced documents provide the rules governing the use of any statement related to the certification of the management system on product packaging, website, brochures, promotional material or any accompanying information indicating that the certified client has a certified management system.

### Responsibility

- Certified clients shall comply with the rules provided in this document.
- Intertek auditors are responsible for verifying, at each visit, that certified clients use certificates, certification marks and accreditation body marks in accordance with the rules provided in this document and reporting infringements to the same, if any.
  - When continuing use of a product certification mark is authorized for placement on a product (or its packaging, or information accompanying it) of a type which has been certified, surveillance shall be established and shall include periodic surveillance of marked products to ensure ongoing validity of the demonstration of fulfilment of product requirements.
  - When continuing use of a product certification mark is authorized for a process or service, surveillance shall be established and shall include periodic surveillance activities to ensure ongoing validity of the demonstration of fulfilment of process or service requirements.

### Process

#### Section 1: Use of Intertek certificates and certification marks

Note: Clients can create logos referring to their certificated management system. Nevertheless, it is also recommended to the client to provide a copy of the logo to Intertek prior to its use to ensure it does not infringe on any rules. Please see section 1.13 below for the rules pertaining to the use of such logos.

- 1.1. Intertek will provide its certified clients with the relevant Intertek certification mark(s).





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- 1.2. Certified clients may utilize the certification mark in communication media such as the internet, brochures, letter paper, envelopes and business cards.
- 1.3. When permitted, the Intertek mark can be used in conjunction with the relevant accreditation mark (see Section 3 below for references to the additional rules on the use of accreditation body marks). The accreditation mark may not be used by itself or with a mark/logo that was not provided by Intertek.
- 1.4. Intertek's mark(s) may only be reproduced in black.
- 1.5. If the scope of certification does not include all products and/or services provided by the organization, and/or all locations/facilities of the organization, the material bearing the mark shall not suggest that all products/services/sites/locations of the organization are covered by the scope of certification.
- 1.6. The mark(s) cannot be altered or modified. However, it may be resized, provided the proportions of the entire mark are maintained and all features of the mark are clearly distinguishable. When the mark as provided includes an accreditation number, the number is part of the mark and cannot be removed from the mark.
- 1.7. The client shall not use the certificate and/or the certification mark(s) provided by Intertek in such a manner that would bring Intertek, and/or the Accreditation Body or, and/or the certification system into disrepute and lose public trust, and shall not make any statement regarding its product certification that Intertek may consider to be misleading or unauthorized.
- 1.8. Under no conditions shall any management system certification mark be affixed to a product or used in any other misleading manner that might suggest product, process or service certification. The mark applies only to management system certification. (For further details see Table 1 below)
- 1.9. Photocopies or electronic copies of original "paper" versions of the certificates may be in full color and need to be watermarked or otherwise marked as being a copy of the original.
- 1.10. Electronic versions of the certificates provided by Intertek, and identified as such, can be used by the certified client for publicity/promotional and/or printing purposes without being watermarked or otherwise marked as being a copy of the original. The certificate can be used "as provided" by Intertek and cannot be altered or modified.
- 1.11. If the client provides copies of the certification documents to others, the documents shall be reproduced in their entirety or as specified in the certification scheme.



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- 1.12. The right to use the certification mark by the organization cannot be assigned to or acquired by any other person, entity, or corporation (including through a change of ownership of the organization) without Intertek’s prior written consent.
- 1.13. An organization may also use a statement of certification without a mark, or a logo of its own referring to its certification provided that it meets the requirements in Table 1, Note 4.
- 1.14. Upon a reduction of the scope of certification, the client shall amend all advertising material referring to its certification to properly reflect the reduced scope.
- 1.15. Upon withdrawal or termination of its certification, the client shall discontinue its use of all advertising material that contains a reference to certification, and take actions as required by the certification scheme and any other required measures as directed by Intertek.
- 1.16. Testing and Calibration Laboratories Specific Requirement: Certified laboratories are not permitted to apply Intertek’s mark (with or without the accreditation marks) to their laboratory test and/or calibration reports, as such reports are deemed to be products in this context.
- 1.17. Contractual obligation: Correct use of the certificate, certification mark or accreditation mark and certification statement(s) is a contractual obligation and will be monitored at surveillance and certificate renewal assessments. Any misuse of the certificate, certification statements, certification mark or accreditation by the client shall be reported as a non-conformity and consequently may result in suspension or withdrawal of the certification by Intertek. Intertek’s considerations with respect to suspension or withdrawal will be as follows:
  - 1.17.1. Inadvertent misuse: with this activity, the organization will be required to immediately withdraw the offending materials, or Intertek will suspend certification until the misuse is rectified. Repeated inadvertent misuse will not be tolerated by Intertek and therefore will be cause for withdrawal of certification.
  - 1.17.2. Fraud: with an activity considered premeditated on the part of the organization, Intertek will withdraw certification and publish notices to that effect in the directory of certified companies.

**Table 1: Guidance table for proper use of management system certification marks (Note 1)**

	On Product (Note 2)	On product packaging or accompanying information (Note 3)	On letterhead, pamphlets, etc. for advertisement
<b>Without a Statement</b>	Not allowed	Not allowed	Allowed
<b>With a statement</b>	Not allowed	Not Allowed	Allowed



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<b>A statement without a Mark (Note 4)</b>	Not allowed	Allowed	Allowed
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Note 1. This applies to marks that have a specific form including some basic description of its applicability. A statement in words alone does not constitute a mark in this sense. Any such wording should be true and not mislead.

Note 2. This could be a tangible product itself or product in an individual package, container, etc. In the case of testing/analyzing activities, it could be a test/analysis report.

Note 3. 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.

Note 4: The statement shall include reference to: 1) identification (e.g. brand or name) of the certified client, 2) the type of management system (e.g. quality, environment) and the applicable standard and 3) the certification body issuing the certificate. This could be a clear statement that “(This product) was manufactured in a plant whose Management System (be specific: Quality, Environmental, etc.) is certified as being in conformity with (standard to be identified, e.g. ISO 9001) by Intertek”

## Section 2: Additional information

- 2.1. If you have any questions as to whether your proposed use of the certification marks on an advertisement, brochure or other promotional material is in compliance with these guidelines, please send a sample to Intertek for review.
- 2.2. For the use of certification marks on electronic documentation (i.e. websites), the same rules as stated in these guidelines apply.

## Section 3: Use of accreditation body marks

- 3.1. The International Organization for Standardization (ISO) does not permit anyone to use the ISO logo in connection with certification. The ISO logo is a registered trademark and cannot be used by anyone outside of ISO, unless authorized. As ISO does not perform certification or accreditation it would be misleading to allow its logo to be used in any way. Further details regarding the rules related to the use of the ISO mark are available at: <https://www.iso.org/iso-name-and-logo.html>



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3.2. When permitted, the client is only authorized to use the accreditation marks provided by Intertek and appearing on the certificates issued to the client by Intertek.

3.3. The rules pertaining to the use of the accreditation body marks by certified clients are available at: <http://www.intertek.com/auditing/management-systems/policy/>