





### Reference to Certification and Use of marks

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01	00	01.09.2020	Management Representative	Director	Director
Issue no.	Rev. no.	Document date	Prepared by	Reviewed by	Approved by

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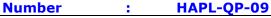
HACKIZEN

Number: HAPL-QP-09

Title : Reference to Certification and Use of Marks

Amendment Sheet						
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Title : Reference to Certification and Use of Marks



# **1.0** Purpose • ⊤

The purpose of this procedure is to:

- Define the requirements to be followed by all certified clients regarding usage of marks and reference to certification
- Define which marks to be used by clients certified by HAPL.

#### 2.0 Scope

• Applicable for all clients certified by HAPL.

#### 3.0 Definitions & Abbreviations

3.1 Top Management : Governing body of the organization made of MD & EC

3.2 MD : Managing Director

3.3 HAPL : HACKIZEN ASSESSMENTS PRIVATE LIMITED

3.4 CAR : Corrective Action request.

#### 4.0 Reference Documents:

Sr. No.	Doc Name	Doc No	Rev No	Rev Dt.	Retention Period
1	Audit plan & Schedule-Stage-01	HAPL-QF-29	00	01.09.2020	5 Years
2	Audit Plan & Schedule-Stage-02	HAPL-QF-30	00	01.09.2020	5 Years
3	Certification Agreement	HAPL-QF-01	00	01.09.2020	5 Years
4	Proposal for Certification	HAPL-QF-02	00	01.09.2020	5 Years

#### 5. Procedure

- > Director along with EC identifies the certification mark.
- > Director along with EC has defined a policy for use of certification mark and circulated to all certified Clients through Certification Agreement.
- > Following are the conditions when the client cannot use certification:
  - Not used on a product or product packaging seen by the consumer or in any other way that may be interpreted as denoting product conformity
  - Not to be applied to laboratory test, calibration or inspection reports, as such reports are deemed to be products in this context.
- Following are the conditions applicable to all certified clients of HAPL:
  - Conforms to the requirements of HAPL when making reference to its certification status in communication media such as the internet, brochures or advertising, or other documents,
  - o Does not make or permit any misleading statement regarding its certification,
  - Does not use or permit the use of a certification document or any part thereof in a misleading manner,
  - Upon suspension or withdrawal of its certification, discontinues its use of all advertising matter that contains a reference to certification,
  - o Amends all advertising matter when the scope of certification has been reduced,
  - Does not allow reference to its management system certification to be used in such a way as to imply that HAPL certifies a product (including service) or process,
  - Does not imply that the certification applies to activities that are outside the scope of certification, and

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- Does not use its certification in such a manner that would bring HAPL and/or certification system into disrepute and lose public trust.
- > All the points mentioned above are incorporated by the Technical coordinator in the surveillance audit plan.
- > Objective evidence is recorded in the surveillance audit report
- If any discrepancy is found related to certification and use of mark the following actions may be initiated
  - o Requests for correction and corrective action,
  - Suspension of certificate,
  - o Withdrawal of certification,
  - o Publication of the transgression and,
  - o If necessary, legal action.

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