



Number : **HAPL-QP-09**
Title : **Reference to Certification and Use of Marks**

Reference to Certification and Use of marks

Procedure Index

Clause No.	Content	Page Number(s)
1.0	Purpose	3
2.0	Scope	3
3.0	Definitions & Abbreviations	3
4.0	Reference Documents	3
5.0	Procedure	3-4

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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

HACKIZEN ASSESSMENTS PRIVATE LIMITED
HAPL - Procedure



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Amendment Sheet

Clause Number & Page Number	Revision Details	Reason for Revision	Control Status		
			Issue No.	Rev. No.	Date

HACKIZEN ASSESSMENTS PRIVATE LIMITED
HAPL - Procedure



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1.0	Purpose				
	<ul style="list-style-type: none"> • The purpose of this procedure is to: <ul style="list-style-type: none"> ❖ 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				
	<ul style="list-style-type: none"> • 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,
 - 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,
 - 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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HAPL - Procedure



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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
 - Requests for correction and corrective action,
 - Suspension of certificate,
 - Withdrawal of certification,
 - Publication of the transgression and,
 - If necessary, legal action.