

Developed by	Certification Manager	Approved by	Manging Director
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1 Policy

Certified clients are entitled to publish the fact that their Management System has been audited. Certified client can apply the certification mark to stationery and promotional material relating to the scope of certification detailed on the certificate but shall ensure that in its publications and advertising no confusion arises between certified and non-certified products/processes and activities.

The company shall not make any claim that could mislead purchasers to believe that a product/process or activity is covered by certification when, in fact, it is not. The client may not apply the used Mark to products or packaging. Reasonable care is taken by NST to control the use of the certificates issued, including the issue of rules for use of Mark.

2 Responsibility

The Certification manager shall be responsible for this policy is communicated to internal and external stakeholders assisted by the administrative personnel and MD.

3 Abbreviations

IC – Impartiality Committee

MS – Management System

CA – Corrective actions

IAF – International Accreditation Forum

AB – Accreditation body

4 Process

Certification	The certificate and Mark remain the property of NST and may only be used in accordance with the rules laid out below.
Size and Colour of Mark	The mark may be reproduced in any colour, but where practical should conform to existing pre- printed stationery, brochures, letterheads, or other promotional materials of the Company. Where the marks are printed on an A4 page the mark shall be a maximum of 20mm in height. For larger page size the mark may be proportionately larger. Under normal circumstances the mark will not be printed less than 6mm in height excluding the certificate



**Policy on the Use of Certification Documents & Marks
Procedure Template**

QP 02.5
Rev: 01
Eff Date: 01 June 2023

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	number, however in exceptional circumstances where the space is limited (example business cards) the mark may be smaller but must be legible and proportional to the mark on A4 size documents.
Use of the Mark on Stationery	This is allowed, provided it is not used on documents specifically related to the product itself.
Use of the Mark on: Laboratory Test/Analysis Reports	Not allowed
Calibration and/or Inspection reports	Not allowed
Certificates	Not allowed
Use of the Mark on the Product itself	Not allowed.
Use of the Mark on individual product packaging/containers	Not allowed.
Use of the Mark on outer packaging used for transportation of products (Generally, does not reach end-users)	This is allowed provided it is accompanied by a clear statement that the product was manufactured by an organization/in a plant whose quality management system is certificated as being in conformity with the relevant standard. Use of the Mark without such an accompanying statement is not allowed.
Use of Certification/Mark in pamphlets etc. for advertising purposes.	The use of the Mark is allowed, providing: <ul style="list-style-type: none"> • The organisation conforms to the requirements of NST when referring to its certification status in communication media such as the internet, brochures or advertising, or other documents. • The organisation does not make or permit any misleading statement regarding its certification. • The organisation does not use or permit the use of a certification document or any part thereof in a misleading manner.



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	<ul style="list-style-type: none"> • The organisation amends all advertising matter when the scope of certification has been reduced. • The organisation does not allow reference to its Management System certification to be used in such a way as to imply that NST has certified a product (including service) or process. • The organisation does not imply that the certification applies to activities that are outside of the scope of certification. • The organisation does not use its certification in such a manner that will bring NST and/or certification system into disrepute and lose public trust.
Use of Accreditation Logo, mark and/or combined mark	Not Allowed
Suspension, Withdrawal or Cancellation of Certification.	Upon notification of suspension and/or withdrawal of certification by NST, or upon cancellation of certification by NST, the organization must immediately stop use of the Mark/certificate in any form or manner.
Misuse of NST Mark	<p>Auditors will check the use of the certificates and Marks during surveillance audits and renewal certification audits.</p> <p>Any noted or reported misuse of the NST Mark or accreditation mark will be investigated and, if confirmed, will result in the raising of a Major Corrective Action. This could ultimately lead to suspension and/or withdrawal of certification.</p>