Reference to Certification and Use of marks

Procedure Index

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01	00	01.10.2024	**Management Representative-Technical Director**	**CEO**	**Managing Director**
Issue no.	**Rev. no.**	**Document date**	**Prepared by**	**Reviewed by**	**Approved by**

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

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 CQI.

2.0 Scope

- Applicable for all clients certified by CQI.

3.0 Definitions & Abbreviations

3.1	Top Management	:	Governing body of the organization made of MD & EC
3.2	MD	:	Managing Director
3.3	CQI	:	CQI Certification Pvt. Ltd.
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	CQI-QF-29	00	01.10.2024	5 Years
2	Audit Plan & Schedule-Stage-02	CQI-QF-30	00	01.10.2024	5 Years
3	Certification Agreement	CQI-QF-01	00	01.10.2024	5 Years
4	Proposal for Certification	CQI-QF-02	00	01.10.2024	5 Years

5. Procedure

- ➢ Managing Director/CEO along with EC identifies the certification mark.
- ➢ Managing Director/CEO 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 CQI:
  - ○ Conforms to the requirements of CQI 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 CQI certifies a product (including service) or process,

- Does not imply that the certification applies to activities that are outside the scope of certification, and
- Does not use its certification in such a manner that would bring CQI and/or certification system into disrepute and lose public trust.

- All the points mentioned above are incorporated by the technical Manager 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 as per Indian Jurisdiction