

Title : Reference to Certification and Use of marks



Reference to Certification and Use of marks

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				La Carrica	CQI Certification Pvt. Ltd.
			Rohit Pandey	Mr. Alok Kumar Tiwari	Authorised Signatory Mr. Krishna Kumar Shukla
01	00	01.10.2024	Management	CEO	Managing Director
		52.23.2021	Representative-		
			Technical Director		
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Amendment Sheet						
Clause			Control Status			
Number & Page Number	Revision Details	Reason for Revision	Issue No.	Rev. No.	Date	
	1	1	1	1		

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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.

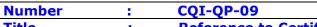
4.0 Reference Documents:

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 COI:
 - 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,
 - 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 CQI certifies a product (including service) or process,

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- 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
 - o Requests for correction and corrective action,
 - Suspension of certificate,
 - Withdrawal of certification,
 - o Publication of the transgression and,
 - o If necessary, legal action as per Indian Jurisdiction

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