Use of Certification Marks and Certification Claims Guidelines

1. Purpose

These Guidelines establish the requirements for the use of the **InTIC Certification Mark**, references to InTIC certification and certification claims by organisations certified by InTIC.

The purpose is to ensure that certification is represented accurately, consistently and without misleading any interested party as to the scope or nature of the certification.

These Guidelines apply to all certified clients authorised by InTIC to use an InTIC Certification Mark or make reference to their InTIC certification.

2. Certification Mark

The InTIC Certification Mark is a controlled mark owned or otherwise legally controlled by InTIC and may only be used by organisations that hold a valid certification issued by InTIC and have been expressly authorised to use the mark.

InTIC will provide the authorised version of the Certification Mark to the certified client.

Clients shall not:

- modify, redraw, distort or otherwise alter the Certification Mark;
- create their own version or imitation of the Certification Mark;
- register or attempt to register the Certification Mark or a confusingly similar mark;
- claim ownership of the Certification Mark; or
- permit another organisation to use the Certification Mark.

3. Conditions for Use

The right to use the InTIC Certification Mark is:

- limited to the certified organisation;
- limited to the valid scope of certification;
- non-transferable;
- subject to these Guidelines and the applicable certification agreement; and
- automatically suspended or terminated when the certification is suspended, withdrawn, cancelled or expires, unless InTIC expressly permits otherwise.

The Certification Mark shall only be used in a manner that does not create confusion regarding:

- the organisation that has been certified;
- the management system that has been certified;
- the applicable certification standard;
- the scope of certification; or
- the certification body that issued the certification.

4. Permitted Uses

Subject to the requirements of these Guidelines, the InTIC Certification Mark may generally be used on:

- company websites;
- corporate brochures and promotional literature;
- advertisements;
- presentations;
- business cards;
- letterheads;
- stationery;
- invoices and other business documents;
- email signatures;
- corporate profiles;
- exhibition and display materials; and
- other communication or promotional materials.

The use must clearly relate to activities covered by the certified scope.

Where a document contains both certified and non-certified activities, the presentation shall not imply that the non-certified activities are covered by the certification.

5. Use on Websites and Digital Media

A certified client may display the InTIC Certification Mark on its website and other digital media, provided that:

- the certification is current;
- the certification scope is clearly identified or readily accessible;
- the mark is not used in a manner that implies product certification;
- the mark is not presented as belonging to the client; and

- the client does not make any misleading certification claim.

Where provided by InTIC, the Certification Mark or certification statement may include a link to an InTIC certificate verification page or certified-client directory.

6. Use on Products and Product Packaging

The InTIC management-system Certification Mark **shall not be used directly on products or product packaging** where this could imply that the product itself has been certified.

This includes product labels, product identification plates and similar markings.

A certified organisation may, where appropriate, make a statement on product packaging or accompanying information that its management system is certified.

Such a statement shall not imply that the product, process or service itself is certified.

Where such a statement is used, it should identify:

1. the certified organisation or brand;
2. the type of management system and applicable standard; and
3. InTIC as the certification body.

For example:

"ABC Manufacturing Pvt. Ltd.'s Quality Management System is certified by InTIC to ISO 9001:2015 for [certified scope]."

The wording shall be adapted to accurately reflect the actual certification scope.

7. Test, Calibration and Inspection Reports

The InTIC Certification Mark shall not be used on:

- laboratory test reports;
- calibration certificates;
- inspection reports;
- certificates of analysis; or
- similar reports or certificates

in a manner that could imply that the test, calibration, inspection or result itself has been certified by InTIC.

8. Reference to Certification

Certified clients may refer to their certification in advertising, websites, brochures, tenders, contracts and other business communications provided that the reference:

- is truthful and accurate;
- relates only to the current certification;
- accurately describes the certified management system;
- does not extend beyond the certified scope;
- does not imply that InTIC has certified a product, process or service where this is not the case; and
- does not imply that InTIC has approved or endorsed the organisation, its products or its services.

Certification claims shall not be presented in a way that could mislead customers, regulators, suppliers or other interested parties.

9. Accreditation Mark

Where an accreditation mark or combined InTIC/accreditation mark is authorised for use, it shall only be used in the form and manner specified by InTIC and the applicable accreditation body.

The accreditation mark shall not be:

- used independently where such use is prohibited;
- modified, distorted or reproduced incorrectly;
- used for activities outside the accredited scope; or
- used in a manner that implies accreditation of a product, process or service.

Where accreditation requirements are more restrictive than these Guidelines, the more restrictive requirements shall apply.

10. Scope Restrictions

The Certification Mark and certification claims shall only relate to the activities, locations and management-system scope covered by the valid InTIC certificate.

A certified organisation shall not:

- use the mark for activities outside the certified scope;
- imply that additional sites are certified when they are not;
- imply certification against standards not included in the certificate;

- continue using claims relating to a scope that has been reduced; or
- use the mark to suggest that an uncertified subsidiary, division or associated organisation is certified.

When the certification scope is reduced, all relevant advertising and communication materials shall be amended accordingly.

11. Certification Status

If certification is **suspended**, the certified organisation shall immediately stop using the Certification Mark and shall stop making certification claims in relation to the suspended certification, unless otherwise specifically instructed by InTIC.

If certification is **withdrawn, cancelled or expires**, the organisation shall immediately discontinue use of the Certification Mark and all references that could indicate that certification remains valid.

The organisation shall also remove or amend relevant references from:

- websites;
- advertisements;
- brochures;
- stationery;
- promotional materials;
- tenders and proposals;
- social-media profiles and posts; and
- other applicable communication media.

12. Transfer, Merger or Change of Legal Entity

The right to use the InTIC Certification Mark shall not automatically transfer to another legal entity.

In the event of:

- merger;
- acquisition;
- change of ownership;
- change of legal entity;
- transfer of certified activities; or
- significant organisational restructuring,

the certified organisation shall notify InTIC and obtain written confirmation regarding continued certification and use of the Certification Mark.

13. Technical Requirements

The Certification Mark shall be reproduced using the artwork supplied or approved by InTIC.

The mark shall:

- remain clearly visible;
- maintain its proportions;
- not be distorted;
- not be altered in colour except as permitted by InTIC;
- not be combined with other graphics in a misleading manner;
- remain legible when reproduced or resized; and
- be displayed against a background that allows clear identification.

The minimum size, clear space, colour specifications and approved formats shall be defined in the applicable **InTIC Brand and Certification Mark Artwork Guide**, where issued.

14. Approval of Use

InTIC may require a certified client to submit proposed uses of the Certification Mark or certification claims for review before publication.

InTIC may request amendment or removal of any use that:

- does not comply with these Guidelines;
- is misleading or ambiguous;
- exceeds the certification scope;
- could damage the integrity of certification; or
- conflicts with applicable accreditation, legal or regulatory requirements.

15. Monitoring and Misuse

InTIC may monitor the use of its Certification Mark and certification claims as part of its certification activities.

Examples of improper use include:

- use by an organisation that is not certified by InTIC;
- use after suspension, withdrawal, cancellation or expiry;

- use outside the certified scope;
- use on products or packaging in a manner implying product certification;
- misleading statements regarding certification;
- alteration or imitation of the Certification Mark;
- unauthorised use of an accreditation mark; and
- use of a certificate or certification document in a misleading manner.

Where misuse is identified, InTIC may require immediate correction or removal.

Depending on the nature and seriousness of the misuse, InTIC may take action in accordance with its certification procedures and contractual arrangements, including suspension or withdrawal of certification where applicable.

16. Complaints and Appeals

Any concerns regarding misuse of the InTIC Certification Mark or misleading certification claims may be reported to InTIC.

Certified clients may appeal applicable decisions taken by InTIC in accordance with the **InTIC Complaints and Appeals Procedure** and applicable certification procedures.

17. Client Responsibilities

Certified clients are responsible for ensuring that:

- employees and relevant representatives understand these requirements;
- external agencies acting on their behalf comply with these Guidelines;
- certification claims remain accurate;
- obsolete materials are removed or corrected following changes to certification status or scope; and
- all uses of the Certification Mark remain within the authorised certification scope.

The certified client remains responsible for the products, processes and services it provides. Certification of a management system does not constitute product approval, product certification, regulatory approval or endorsement of the client's products or services by InTIC.

18. Changes to These Guidelines

InTIC may revise these Guidelines to reflect changes in:

- applicable standards;
- accreditation requirements;
- legislation or regulations;
- certification schemes;
- InTIC policies; or
- certification-mark requirements.

Where changes affect certified clients, InTIC will communicate the applicable requirements and provide a reasonable period for implementation where appropriate.

19. Contact

Questions concerning the use of the InTIC Certification Mark or certification claims should be directed to:

InTIC
S-4, Vijaypark Commercial Complex, G. B. Road, Kasarvadavli, Thane 400615, MH, India
Email: director@intic.co.in
Website: www.intic.co.in

Important

The InTIC Certification Mark may only be used in accordance with these Guidelines, the applicable certification agreement, the certificate issued by InTIC and any applicable accreditation requirements.

InTIC reserves the right to require immediate correction or discontinuation of any use that is misleading, unauthorised or inconsistent with these requirements.