

## Atyab International Services (AIS) Certifications



### PROCEDURE FOR USE OF CERTIFICATION MARKS

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|              |             |
|--------------|-------------|
| ISO 17021-1  | ISO 17065   |
| ISO 17021-2  | GSO 2055- 2 |
| ISO 17021-3  | ISO 22003   |
| ISO 17021-10 |             |

Version 1.02

|                                    |                  |
|------------------------------------|------------------|
| Prepared By: Certification Manager | Date: 27.05.2022 |
| Approved By: Assist GM             | Date: 27.05.2022 |

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## QP-11. PROCEDURE FOR USE OF CERTIFICATION MARKS

Version: 1.00

**1. Purpose and Scope:** This procedure aims to describe the steps adopted by AIS Certification to control the use of its certificate and mark of conformity to regulates the use of the mark by AIS Certification clients.

**2. Responsibilities:** It is the responsibility of the Management representative to:

- Approve and maintain the steps taken for the control of use the certificate, and Mark of conformity.
- Ensure the communication of policy and procedures related for best practices in each department.
- Continuous review and updates for the related procedures.

**3. Applicable Certification Marks of Conformity:** As detailed in AIS Certification manual. For various scopes, AIS Certification acts as Independent Certification Body (Issuing AIS Certificates):

- Management System Certification
- Halal Certification

For each acting above, Specific Certification Mark of conformity is granted to client as following:

**3.1** AIS Certification for Management System with Accreditation Body Logo

**3.2** AIS Certification for Halal with Accreditation Body Logo

### **4. Procedures of use Certification Marks:**

- AIS Certification owns its Certification Mark of Conformity as part of its Certification system, along with AIS Certification final Product (the certificate), and applicable scheme owner certification scheme. Once certified by AIS Certification, client has the right to use AIS Certification mark of conformity. Client using AIS Certification Mark of conformity shall fully comply with requirements for the use of 3rd party marks available in ISO/IEC 17030.
- For Certification Marks belonging to Scheme owners, the same rules and obligations and restrictions detailed in this procedure, related to Certification Marks use are applicable on the use of these marks as well. Those marks are not AIS Certification Property obviously, rather it is the scheme owner property, however AIS Certification has the right to grant those marks to client in accordance with the authorization of both schemes owners to AIS Certification to be notified body and 3rd party CAB respectively. Once certified, client has the right to use those Marks of Conformity and shall fully comply with requirements for the use of 3rd party marks available in ISO/IEC 17030.
- Control the use of AIS certification by its clients by following ISO Guide 23; methods and procedures are documented and communicated to client through Certification agreements.

- AIS Certification makes it clear to its clients that it owns exclusively its Certification Mark of Conformity as part of its certification system, along with AIS Certification final Product (the certificate), and its certification scheme and the right to use AIS Certification Mark of Conformity is authorized only to the certified clients who signed the certification agreement and are approved for certification.
- AIS Certification Mark is granted to Products or services meeting the applicable standards or requirements. It should be very clear that the certification mark will be used exclusively on certified products, so no confusion should happen between certified and non-certified products. Furthermore, usage of certification mark should be handled with extra care and attention.
- AIS Certification assures the controlled and accurate usage of its certification mark by continuous certification auditing, 1st and 2nd year annual surveillance and re-certification audit, besides market monitoring, in a way that if any Intentional misuse of the mark happen by client necessary corrective actions will be taken on immediate basis.
- Client using AIS Certification mark of conformity shall fully comply with requirements for the use of 3rd party marks available in ISO/IEC 17030, and ISO Guide 23, and ISO guide 27.
- AIS Certification entitles its client to use certification mark on products covered by the appended license, as approved by AIS Certification for such products in accordance with the standards.
- The stipulations of the general rules for the applicable certification scheme and all applicable related standards shall apply to the use of AIS Certification Mark.
- Once Certified, AIS Certification agrees that the related certified Facilities and products manufactured comply with the requirements of applicable standards specified in the license. Accordingly, it is a recognition and authorization for the applicant to mark the products covered by the license using AIS Certification Mark.
- It is the applicant responsibility to assure that for every and each time the products (for which the license is granted) are available, they should be produced within the same specifications and quality similar to the conditions and samples tested by AIS Certification and found to be in conformity with applicable standards.
- Printing of certification mark shall be performed within exactly the same presentation listed below (size, colors & dimensions), using materials assuring the accurate and sharp production of the mark.

#### Guidance for using Management System Certification Marks and Logo

|                            | <b>On Product<br/>(Note 2)</b> | <b>On product packaging<br/>or<br/>accompanying<br/>information (Note 3)</b> | <b>On letterhead,<br/>pamphlets, etc. for<br/>advertisement</b> |
|----------------------------|--------------------------------|--|---|
| <b>Without a Statement</b> | Not allowed                    | Not allowed  | Allowed   |

|  |             |             |         |
|--|-------------|-------------|---------|
| <b>With a statement</b>                    | Not allowed | Not Allowed | Allowed |
| <b>A statement without a Mark (Note 4)</b> | Not allowed | Allowed     | Allowed |

Note 1. This applies to marks that have a specific form including some basic description of its applicability. A statement in words alone does not constitute a mark in this sense. Any such wording should be true and not mislead.

Note 2. This could be a tangible product itself or product in an individual package, container, etc. In the case of testing/analyzing activities, it could be a test/analysis report.

Note 3. Product packaging is considered as that which can be removed without the product disintegrating or being damaged. Accompanying information is considered as separately available or easily detachable. Type labels or identification plates are considered as part of the product.

Note 4: The statement shall include reference to:

- 1) identification (e.g. brand or name) of the certified client,
- 2) the type of management system (e.g. quality, environment) and the applicable standard and 3) the certification body issuing the certificate. This could be a clear statement that “(This product) was manufactured in a plant whose Management System (be specific: Quality, Environmental, etc.) is certified as being in conformity with (standard to be identified, e.g. ISO 9001) by AIS

**Logo Dimensions:** The size must never be larger or more marked than the company’s logo. The size must always ensure that AIS Certification number is readable Minimum size for the certification logo is 2.7cm x 2.7cm. If the size is increased the proportions should be maintained and maximum is 4.5 cm x 4.5 cm.

- To ensure the above is met, upon approval for certification and prior to issuance of certificate, the certification mark is handed over to client in a soft copy format.
- Upon signing this certification agreement, applicant declares of fully understanding the requirements, terms and conditions, usage policy of safeguarding AIS certification mark and commit to fully comply with them and not to make any statement or act in any way that may be considered misleading. Furthermore, applicant agrees and recognizes the use of its certification mark upon certification approval decision.
- Promotional and marketing purposes (either constant: brochures, letterheads, flyers, website, etc., or variant events: exhibition, etc. using AIS certification mark are accepted by AIS Certification with no objection under the condition of providing the certificate not along with the certification mark in case of such activities. This use shall be done within the accepted conditions mentioned above, such advertisements can be placed on display panel of the certified products, on the secondary or packaging , on company publicity materials such as brochures, company profiles, reports, exhibition materials, flyers, banners, roll-ups etc. on corporate electronic media such as in website, internet ,on the internal walls and doors of the factory/offices, on company vehicles ,on company communication documents such as letterheads, stationeries etc.

- AIS Certification will conduct continuous monitoring on certified products to ensure correct use of its certification mark.
- Instructions or another user information accompanying the product and related to the certification scheme shall be approved by AIS Certification.
- In case of any doubts regarding the use of the logo, prior written approval shall be granted by AIS Certification to prevent misuse and subsequent corrective action.

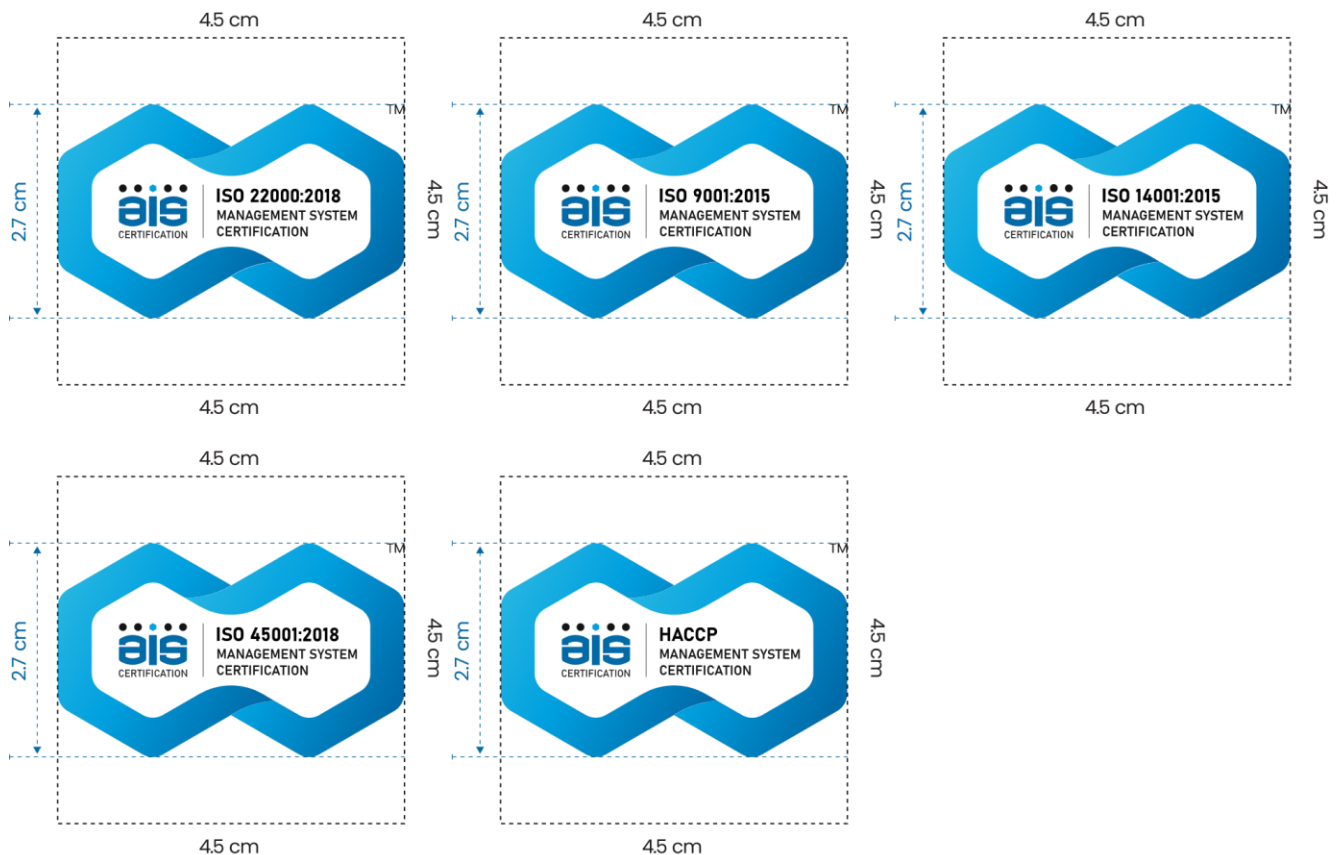
#### 4.1 Specifications of AIS Certification Mark of Conformity

##### a. Color: Specified below

AIS Certification Mark should be reproduced exactly the same color and proportion.

##### b. Size

The size of the logo shall be in following ratio and of size variations (decreasing or increasing) mentioned below - Size must always follow and respect the proportions of the logo.



#### 5. Types of Breach/Misuse of Certification license & Disciplinary Actions & Liabilities

| Types of Breach/ Misuse of certification license,  | Disciplinary Actions & Liabilities<br>(Scaling from Notable to Severe Non-conformities)  |
|--|--|
| Claiming the ownership of AIS Certification Mark of Conformity.  | 1. Written Warning to inform the client about the breach he is doing, and the misuse client is committing Identifying notice to correct the actions and list the disciplinary actions in case of not adhering to completing the necessary suitable corrective actions within the notice period.<br>2. Disciplinary actions: <ul style="list-style-type: none"> <li>• Determination by AIS Certification of corrective actions needed to be implemented and inform the client about it to eliminate the consequences of the misuse. Corrective action taken by client should be: - Announced publicly (whenever needed). - Defective products have been recalled, rebuilt, replaced or destroyed under supervision. - Client continues the required corrective actions until non-conformity is eliminated, and the action continues to cover the future produced items.</li> <li>• Removing the certification mark from the product</li> <li>• Accreditation organization is informed.</li> <li>• Notification of parties authorized and responsible for instituting a recall</li> <li>• Suspension of the Certificate (Certification is suspended; after which withdrawal of certificate will be applicable if no action is taken by applicant)</li> <li>• Withdrawal of the certificate is released to the public</li> <li>• Civil liability -Claim for damages</li> <li>• Legal proceedings are initiated</li> </ul> |
| Use AIS Certification Mark of Conformity for other than the certified clients exclusively authorized and mentioned in certification agreement and approved for certification.  |  |
| The customer cannot fulfill the certification terms of the certified product effectiveness terms, constantly or severely, major non-conformities are found as a result of the audits realized. the audits realized the minor non-conformities, fixed as a result of the audits, are not eliminated within the established.   |  |
| Auditing Fees are not Paid   |  |
| Products or services for which the license is granted are not meeting the applicable standards or requirements. Usage of certification mark is not handled with care and attention.  |  |
| Client does not enable AIS Certification continuous monitoring/certified customer does not allow performance of supervision or re-certification audits with necessary frequencies: Certification Auditing, 1 <sup>st</sup> Year Annual Surveillance, 2 <sup>nd</sup> Year Annual Surveillance, re-certification audit, Market monitoring.  |  |
| Use of Mark of conformity does not fully comply with requirements for the use of 3rd party marks available in ISO/IEC 17030.   |  |
| Breaching the general rules for the applicable certification scheme and all applicable related standards shall apply to the use of Certification Mark.   |  |
| For every and each time the products (for which the license is granted) are available, the production is not happening within the same specifications and quality similar to the conditions and samples tested by AIS Certification and found to be in conformity with applicable standards.   |  |
| Printing of certification mark is not performed within exactly the same presentation specified (size, colors & dimensions).  |  |
| Not using materials assuring the accurate and sharp production of the mark while printing the AIS certification Mark.  |  |
| Not abiding the rules mentioned in certification agreement initially signed by client prior to certification process, where client declares of fully understanding the requirements, terms and conditions, usage policy of safeguarding AIS Certification Mark and commit to fully comply with them and not to make any statement or act in any way that may be considered misleading. |  |
| Misuse the conformity mark during the Promotional and marketing purposes (either constant: brochures, letterheads, flyers, website, etc., or variant events: exhibitions, etc.)  |  |
| Products bearing the certification mark are not authorized to bear the certification mark.   |  |
| Violating one of the requirements available in ISO 17030, ISO guide 23, ISO Guide 27   |  |
| Certified products bear unauthorized form of the mark.   |  |

| Types of Breach/ Misuse of certification license,  | Disciplinary Actions & Liabilities<br>(Scaling from Notable to Severe Non-conformities) |
|--|---|
| Certified product is in violation of AIS Certification policies under which the product was tested and certified (hazardous not complying with applicable certification requirements). |   |

## 6.References

|            |   |
|------------|---|
| Standards  | ISO/IEC 17065, Conformity Assessment - Requirements for bodies certifying Products, Processes and services.<br>ISO/IEC 17021, Conformity Assessment — Requirements for bodies Providing audit and Certification of management systems.<br>GSO 2055-2 Halal products- Part two: General Requirements for Halal Certification Bodies.<br>GAC document: FAD-12: Supplementary accreditation requirements for Halal Certification Bodies, in addition to applicable scheme and Standards<br>ISO/IEC 17030, Conformity Assessment — General requirements for third-party marks of conformity |
| Manual     | Quality Manual  |
| Procedures | QP 10 Certification Issue, Suspension and Withdrawal  |
| Formats    | Certified Products / Clients Directory<br>Suspension Certificates Tracking form   |

### Declaration by Client:

I have read and understood the above terms & conditions on Use of Certification Marks.

**Authorized Signature**

**Organization Stamp:**



## **Annex- A TERMS AND CONDITIONS FOR THE USE OF HALAL MARK**

### **A. Terms and Conditions for The Use of Halal Mark**

The Client specifically agrees that:

1. They will use the Halal Mark on or in association with the designated Products only in the manner prescribed in the Standard and in Appendix 2 and Appendix 3.
2. When used on the Client's web site, the Halal Mark shall be used as a hypertext link from its web site to the following URL address of Atyab International Services Certification web site and its Link and Product Certification Mark Use Agreement that will be provided by the Certification Body.
3. They will not during the period of validity of the Certificate or thereafter, register or attempt to register the Halal Mark or any imitation thereof, make or assert any claim of ownership to the Halal Mark, dispute the right of the Certification Body, its successors or assignees, to authorize the use of the Halal Mark as provided herein.
4. They will, upon the suspension, withdrawal, or cancellation of the Certificate, forthwith discontinue the use of the Halal Mark on the Designated Products and its Communication Media and will not thereafter use, register or attempt to register any copy or imitation thereof. In case of take-over, merger or transfer of activities related to the Designated products, written permission from the Certification Body is mandatory in order to transfer the right to use the Halal Mark.
5. When used on flags, on vehicles, on larges boxes or on over-packing not reaching end users, on window stickers, on promotional goods such as pocket diaries, coffee mugs, coasters, doormats, the Halal Mark shall be used without the Accreditation Mark.
6. Where the accreditation body permits use of its mark by the Client it may only be used in combination with either Halal Mark as supplied by the Certification Body and shown at Appendix 1 below on stationery and publicity material only where relevant to the scope of certification. It will not use the Certification Mark or the Accreditation Mark on test reports or certificates of compliance such as calibration certificates or certificates of analysis.

Use of the Halal Mark does not exonerate the Client from any liability imposed by law regarding the performance, design, manufacturing, shipment, sale or distribution of the Designated Products.

### **B. Criteria for Obtaining Halal Certification Mark by Atyab International Services Certification**

The certification mark is issued to the companies that have successfully completed Halal certification. However, a mere statement by the auditor that the company has passed the audit is not enough. The company must also have a valid Halal Certificate.

### **C. Granting Rights to Use**

During their certificates' terms of validity clients are entitled to use their certificates in their business transactions as set forth in these Certification Regulations. Halal certification criteria and procedures provides for the issue of a certification mark, clients will also be granted the limited, non-exclusive right to use the certification mark in their business transactions and in particular their advertising during the period of validity of the underlying certificate. In this context, clients may only use the certification mark

assigned to the respective certification. The right of use will expire on expiry, withdrawal, revocation, restriction or suspension of the underlying certificate.

#### **D. Access to The Certification Mark by The Client After Receiving Halal Certificate**

The client can use the halal certification marks of Atyab international services certification that are matching with their certificate. Client can use the mark to communicate their successful certification in their brochures, website, on posters and many other types of marketing collateral.

#### **Monitoring of The Client**

Throughout the period of validity of the right to use the Halal Mark. The Client shall, at all times comply with the requirements indicated in the Regulations and in the Standard connected to each service. Particularly, it must give the Certification Body written notification of all changes in its operating conditions as well as all changes in its legal status. The Certification Body may during the entire period of validity of the Certification Mark make or entrust a representative to make all checks deemed necessary using the methods and frequencies indicated in the Standards. Checks will ensure that the Standard inherent to each product is applied and that conformity to these Regulations and to the Codes of Practice is maintained. Methods used to Monitoring for use of mark.

- Market Surveillance- Picking Samples from the market.
- Performing Unannounced Client audits to check integrity.
- Monitoring client's website.
- Monitoring client's new products and registration.

#### **E. Penalties and Appeal**

In case of Improper use of the Halal Mark, the Certification Body may forthwith suspend or withdraw the certification and the right to use the Halal Mark in accordance with the sanctions procedures that will be provided by the Certification Body upon request. The Client may appeal the Certification Body's decision in accordance with the appeal procedures that will be provided by the Certification Body upon request.  
**(Refer Point No 6 In QP 11 above)**

#### **F. Renunciation**

The Client may renounce or suspend the use of the Halal Mark for a certain period of time. It will give the Certification Body written notification and make all changes regarding the affected products to its Communication Media. Based on this information the Certification Body shall inform the Client of the terms and conditions for temporary or definitive termination of use of the Halal Mark.

#### **G. Confidentiality**

Unless otherwise agreed by the Certification Body, the Client shall keep confidential all documents received from the Certification Body with the exception of the Certificate, these Regulations and the Appendixes thereof.

#### **H. Financial Conditions**

The financial conditions for authorization to use the Halal Mark are included in the contract between the Certification Body and the Client.

### **I. Changes to The Legislation**

The Certification Body complies with all national and international laws, regulations and standards in force concerning the right to use the Halal Mark or the conditions for obtaining said right. The Certification Body will give the Client notification of any changes thereto and the Client will be obligated to apply all modifications resulting from said changes.

### **J. Changes to The Regulations**

The Certification Body reserves the right to modify these Regulations at any time. It will give the Client written notification of all changes thereto and the Client will be obligated to apply said changes.

### **K. Technical Details**

The Halal Mark shown in Appendix 1 depending on the relevant regional standard and the Certification Body will provide the Client with the right logo to be used. The Client may print colored mark as long it remains legible and not changing the specification(s) of the mark, on documents printed in one color exclusively, the Client may use the Halal Mark in the exclusive printing color. The Certification mark can be enlarged as well as reduced as long as it remains legible.

### **L. Acceptable Use of The Logo and Certificate**

The Halal mark should meet the required specifications. The Halal Mark may be exhibited at the entrance of the certified establishment. The Halal Mark may be printed clearly on all the certified halal products and labeled on each box/package. Halal Certification mark can be used in a host of different ways in Internal and External communications. Various printed format and design versions ensure flexible, targeted and effective use in a wide range of areas and media, including:

- Outdoor advertising/ reception areas.
- Company vehicles
- Corporate videos
- Corporate presentation/brochures
- Shop Windows
- Business Stationery
- Advertisements and catalogues
- Posters
- Trade fair stands.
- Marketing campaigns
- Events
- Entries in telephone directories
- Websites and intranets
- Newsletter to client and staff.
- Press releases.

### **M. Unacceptable Use of The Logo and Certificate**

The certificate holder shall not copy the granted halal certificate in a way that would hinder its legibility, nor shall tamper. The Certificate holder shall not translate the certificate and/or test report

to other languages without prior review and consent from the AIS Certification. Halal Certificate owners who failed to renew their halal certificates will not be allowed to use the halal mark at the premises or on the manufactured Halal Products/services or inside the grocery shop or supermarkets. The certificate is put as a part of the brochure or pamphlet or any marketing literature with misleading statement regarding certification. The certificate is used in the manner which will imply that Atyab International Services Certification certifies a product (including service) or process. The Marketing documents or literature is used which implies that the activities which are not a part of the scope are also certified. (All relevant advertising material shall be amended if the scope of certification is reduced). Certificate in such a manner that would bring the certification body and/or certification system into disrepute and lose public trust. This does not conform to the requirements of the certification body when making reference to the certification status in communication media. The clients under suspension or withdrawal shall discontinue the use of advertising matter that contains a reference to certification. This includes Use of Certificate and Logo.

#### N. Atyab International Services Certification Corrective Action

The concerned Manager will initiate the necessary corrective and preventive action. The details of the actions will be recorded in the Corrective and Preventive Action Report and approved by Management. Atyab International Services Certification has the right in its to take corrective measures, such as the suspension or withdrawal of certification, publication of the infraction and, if appropriate, additional legal action.

#### Appendix -1

Atyab International Services Certification Logo which will be used to Certified the Halal Product Under the requirements of the standard GSO 2055-1, GSO 2055-4 and GSO 993:2015 will be as below:



#### Appendix 2

Information that must appear below the Product Mark on Communication Media. The Certification Scheme Identity incorporating the ISO country code of the issuing Certification Body followed by:

1. the standard particular name or code
2. the serial number of the certification standard
3. the serial number attributed to the Client.

### Appendix 3

Information that may appear below the Product Mark on Communication Media:

1. The major certified characteristics of the product in a separate text box as agreed by the Certification Body.
2. The full name and address of the certified product manufacturer.
3. The wording “list of certified characteristics available upon request” or “list of certified characteristics available on [www.ais-mea.com](http://www.ais-mea.com)”
4. The full name and address of the Certification Body or the full name of the Certification Body with its abbreviated address or its telephone number.

#### 1.1 References:

- a) ISO 9001: 2015 Quality management systems Requirements
- b) ISO/IEC 17021: Conformity assessment - Requirements for bodies providing audit
- c) and certification of management systems.
- d) ISO 17021-2:2016: Competence requirements for auditing and certification of environmental management systems
- e) ISO 17021-3:2017: Competence requirements for auditing and certification of Quality management systems
- f) ISO 17021-10:2018: Competence requirements for auditing and certification of Occupational Health & Safety Management Systems
- g) ISO 22003:2013 -FSMS-Requirements for bodies auditing and certifying the FSMS
- h) ISO/IEC 17030, Conformity Assessment — General requirements for third-party marks of conformity.
- i) GAC document: FAD-12: Supplementary accreditation requirements for Halal Certification Bodies, in addition to applicable scheme and Standards
- j) ISO Guide 23:1982 Methods of indicating conformity with Standards for third-Party certification Systems
- k) ISO Guide 27:1983 Guidelines for corrective action to be taken by a certification body in the event of misuse of its mark of conformity
- l) GSO S 2055-2; 2016 Part 2 General Requirements for Halal Certification Bodies
- m) GSO 9: Labeling of pre-packaged foodstuffs

#### Declaration by Client:

I have read and understood the above terms & conditions on Use of Certification Marks.

**Authorized Signature**

**Organization Stamp:**