

SOP-1 Use of Certificates and Marks

1 Purpose

This document defines the conditions for the use of certificates and marks.

2 Scope

This document provides the rules governing the use of all certificates issued, certification marks and SRS logos provided by SRS as well as the use of the DAkkS accreditation symbol.

3 Responsibility

Certified clients shall comply with the rules provided in this document. SRS auditors are responsible for verifying, at each visit that certified client's use certificates and marks in accordance with the rules provided in this document. The major rules are also provided to the client to sign along with the certification contract (S6-Con-1), respectively along with additional agreements for additional certification programs.

4 Use of Certificates and Certification Marks

- 4.1 SRS will provide its certified clients with the relevant certification marks.
- 4.2 When permitted, certified clients may utilize the certification marks in communication media such as the internet, brochures, letter paper, envelopes, business cards and certain packaging.
- 4.3 If the scope of certification does not include all products and/or services provided by the organization, and/or all locations/facilities of the organization, the use of the marks may not be misleading, i.e. the material bearing the marks shall not suggest that all products/services/sites/locations of the organization are covered by the scope of certification.
- 4.4 The marks cannot be altered or modified. However, it may be resized, provided the proportions of the entire mark are maintained and all features of the mark are clearly distinguishable.
- 4.5 The client shall not use the certificate and/or the certification marks provided by SRS in such a manner, that would bring SRS, and/or the Accreditation Body and/or the certification program into disrepute and lose public trust. The client shall not make any statement regarding its product certification that SRS may consider to be misleading or unauthorized.
- 4.6 Electronic versions of the certificates provided by SRS, and identified as such, can be used by the certified client for publicity/promotional and/or printing purposes
 - I) EU/NOP: the certificate can be used without being watermarked or otherwise marked as being a copy of the original.
 - II) JAS: the certificate must be marked as a copy.

In any case must the certificate be used "as provided" by SRS; it shall not be altered or modified and the entire document must be used, no extract is allowed.

- 4.7 The right to use the certification mark by the organization shall not be assigned to or

- acquired by any other person, entity, or corporation (including through a change of ownership of the organization) without prior written consent of SRS.
- 4.8 Upon a reduction of the scope of certification, the client shall amend all advertising material referring to its certification to properly reflect the reduced scope.
- 4.9 Upon withdrawal or termination of its certification, the client shall discontinue its use of all advertising material that contains a reference to certification, and take actions as required by the certification scheme, and any other required measures as directed by SRS.
- 4.10 Correct use of the certificate, certification mark or accreditation mark is a contractual obligation and will be monitored at surveillance, respectively at certificate renewal assessments. Any misuse of the certificate, certification mark or accreditation mark by the client will be directly addressed in a written notice of non-compliance and adverse action. The considerations with respect to notification, suspension and/or revocation/withdrawal will be as follows:
- a) Inadvertent misuse: The client will be notified by SRS, and the organization will be requested to immediately respond, withdraw and/or correct the misleading or incorrect materials and marks, or SRS will suspend certification until the misuse is rectified. Repeated inadvertent misuse will not be tolerated by SRS and therefore will cause the revocation/withdrawal of certification.
 - b) Willful misuse: With a fraudulent activity considered premeditated on the part of the organization, SRS will revoke/withdraw the certification.
- 4.11 Clients of SRS are obliged to present planned use of its logo to SRS. In case of any questions as to whether a proposed use of the certification marks on an advertisement, brochure or other promotional material is following these guidelines, SRS will perform a review of the logo.

5 Use of Accreditation Body Marks

- 5.1 The rules on the use of the DAkkS accreditation symbol are detailed in chapter 3.3 of DAkkS document 71 SD 0 011 Revision 1.1 'Rules for accredited conformity assessment bodies on the use of the accreditation certificate, the accreditation symbol of the Deutsche Akkreditierungsstelle GmbH as well as other references to the accreditation'.
- 5.2 SRS uses the DAkkS accreditation symbol only on certificates issued against standards that are covered by DAkkS accreditation, but not on any other documents (e.g. inspection reports).
- 5.3 The layout of the DAkkS accreditation symbol shall comply with the rules as detailed in chapter 3.3.2 of DAkkS document 71 SD 0 011 Revision 1.1 (see above).
- 5.4 Before the use of the DAkkS accreditation symbol, the respective certificate template is sent by SRS general manager or quality manager for review and approval to the responsible customer manager of the DAkkS. This refers to both new and revised certificate templates where the DAkkS accreditation symbol is used.
- 5.5 After approval for use of the DAkkS accreditation symbol has been obtained, the quality

manager adds the certificate template to the SRS pool of documents as detailed in **SOP-8 Control of Documents**.

- 5.6 Operators certified against a standard for which SRS is DAkkS accredited are not allowed to use the DAkkS accreditation symbol on their own documents (including advertising material and website). Whenever the DAkkS accreditation symbol is shown on a certificate issued by SRS, the operator is allowed to show the DAkkS logo as part of the certificate.