

	Prime Certification & Inspection			
	Prime C&I LLC P.O Box 61670, Dubai, UAE Ph.: + 971(4) 431 43 45 Email: info@uaeprime.com Web: www.primegroup.ae	Prime C&I Asia Pacific Inc. Makati City, Philippines Ph.: +632 84041002 Email: info@primeasiapacific.com Web: www.primegroup.ae	Prime C&I India Pvt. Ltd. Bengaluru, India Ph.: +91 80 46848484 Email: info@primeci-india.com Web: www.primegroup.ae	Prime C&I Company Ltd. Chiba City, Japan Ph.: +81-43-205-4995 Email: info@primeci-japan.com Web: www.primegroup.ae
Title	Procedure for Use of Certificate and Certification Mark			
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Prepared by	Technical Manager		Approved by	Certification Manager

1 Purpose

The purpose of this procedure is to lay down the general guidelines for the usage of the Certificate issued by Prime C&I and the Certification mark.

2 Scope

This procedure applies to the use of the Certificate and Certification Mark issued by Prime C&I.

3 Responsibility

It is the responsibility of the Prime C&I's certified customer to ensure that the guidelines provided in this document are complied with while using the Certificate and the Certification mark issued by Prime C&I.

4 General Guidelines

4.1 Use of Certificate of Approval

- 4.1.1 All Certificate's issued by Prime C&I shall always remain the property of Prime C&I.
- 4.1.2 In normal cases; the certificates are valid for a period of 3 years from the date of issue, subject to the satisfactory surveillance assessments. In any case, the validity of the Certificate is indicated in the Certificate itself.
- 4.1.3 Certificates are NOT transferable.
- 4.1.4 Display of the Certificate is permitted only at the location applicable to the certified scope of supply.
- 4.1.5 The certificate shall not be used to imply certification of any location other than that detailed on the certificate.
- 4.1.6 Management System Certificate shall not be used in any way to imply product approval.
- 4.1.7 The certified customer may advice the Certification Body of any changes which may affect the scope of the supply.
- 4.1.8 Changes in location of the customers shall be intimated to the Certification Body and an additional surveillance assessment shall be carried out to ensure the continuing compliance with the requirements.
- 4.1.9 A certified Customer having multi sites and not all sites are covered within the scope of the certification; the Customer shall ensure that necessary disclaimers are stated when a common document pertaining to all the sites are issued.

4.2 Use of Certification Mark

- 4.2.1 Prime C&I shall issue the Certification Mark for use by the customer under the terms and conditions detailed in this document.
- 4.2.2 Depending on the scope of the Certification, separate marks are issued. The Mark shall not be used in any way which will mislead the reader about the status of the Certification.

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4.2.3 The Mark shall be displayed only in the appropriate form and colour as indicated in the Figure (1).

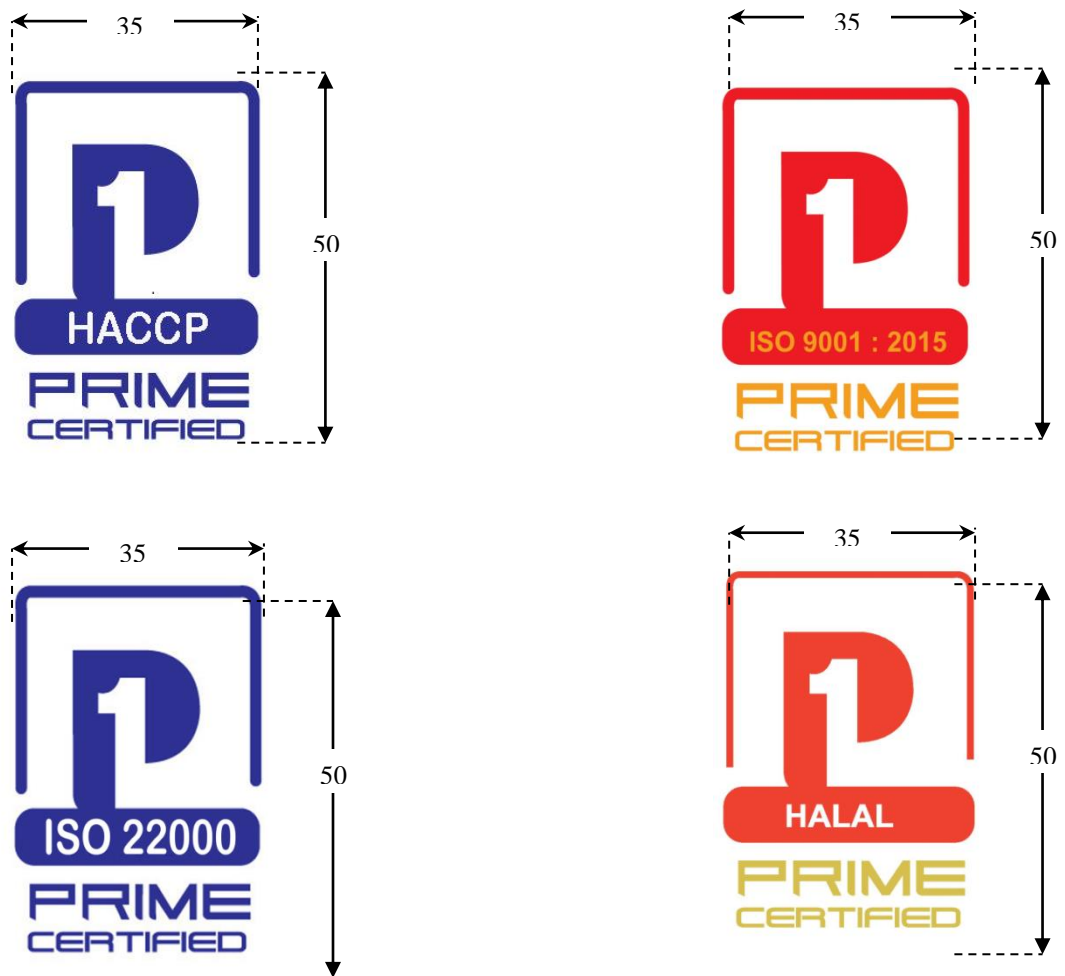


Figure - 1

- 4.2.4 The colour of the Mark varies depending on the type of the Certification.
- 4.2.5 The standard indicated within the mark denotes the Certification standard.
- 4.2.6 The normal dimensions of the Mark are indicated in the Figure (1). The certified customers can change the size of the logo provided, the original proportion between the height and width shall be maintained.
- 4.2.7 The Certification Mark shall only be used in conjunction with the Customer's Name.
- 4.2.8 The Mark shall not be displayed in a more prominent way than the logo of the Certified Customer.
- 4.2.9 The Mark shall not be used in Laboratory test, Calibration or Inspection reports.
- 4.2.10 The Mark may be used in stationeries such as printed letter heads; advertising brochures etc.

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- 4.2.11 The Mark shall not be used on building; flags; product packing; directly on products or in any other way that may be interpreted as denoting product conformity in cases, where only the management system is Certified.
- 4.2.12 The Mark shall not be used in any way to imply product approval nor on documentation such as test certificates; and certificates of conformity.
- 4.2.13 The Certified Customer shall upon reasonable notice, discontinue any use of the Mark which is considered to be unacceptable to the Certification Body.
- 4.2.14 Upon termination of the Certification, for whatever reason, the customer shall discontinue all use of the Marks immediately.
- 4.2.15 The Certification Body may provide the Mark along with the Accreditation Body's mark, in which case, the customer shall ensure that the Mark in no way to state, imply or suggest that the Accreditation Body accepts the responsibility for the accuracy of the Certification / Inspection decisions covered by the scope of the certification.
- 4.2.16 Prime C&I, Accreditation body (NABCB or EIAC) logo cannot be used on their products and or any kind of marketing tools, websites and etc.
- 4.2.17 However, customer can use Prime C&I logo individually for marketing tools, website and all stationary, etc.

OPTION: 2



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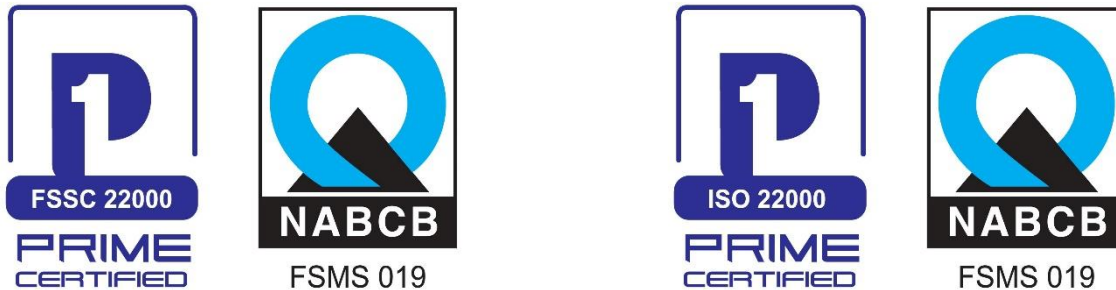


Figure - 2

Note:

- The above figure (2), certification and accreditation symbol shall be displayed only in the appropriate form and colour as demonstrated in Figure (2); however, the client can reproduce the size provided that the symbol is not distorted, degraded to maintain integrity of the symbol.
- The figure (2) symbol shall not use in such a way to state, imply or suggest that DAC accepts responsibility for the accuracy of test, calibration, inspection results or certification decisions covered by the scope of accreditation.
- The symbol does not imply any certification / approval of the products tested, inspected, or certified.

4.3 Halal certification and use of Halal marks / Licenses

** Refer “QP-11 Procedure for Use of certificate and certification mark – Annex: A”

4.4 Misuse of the Certification Mark

- 4.4.1 The Certification Mark issued to Certified Customers shall always remain the property of Prime C&I.
- 4.4.2 In the event of identification of Misuse of the Mark, Prime C&I shall take all the measures to inform the Customer to refrain from doing so and if found to be repeated, Prime C&I reserves the right to take the matter to the competent Court.
- 4.4.3 Prime C&I shall not permit the use of any statement on the product packaging that the client has certified FSMS. This includes all product packaging, both primary packaging (Which contains the product) and any outer or secondary packaging.

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Suspension and withdrawal of certificate approval

4.5 Failure to Comply with the Certification Conditions

Suspension and withdrawal of certificate approval

If the Customer /certificate holder fails to maintain compliance with those requirements detailed in Certification Agreement for Management System – Form P/26 and those commercial and operating requirements of the certification body, then;

- The Customer /certificate holder is formally informed in writing/fax/phone/email about the failure of compliance to the above conditions and asked to detail corrective action.
- If the Customer refuses to respond to correct the failure of non-compliance to the above conditions, then the Scheme manager shall contact the Customer and inform the Customer that the certificate may be suspended initially for 6 months and after 6 months the Customer is informed that the certificate is cancelled and would the Customer return the certificates and cease to use and distribute any literature, stationary, etc., referencing the certificate of Certification Body mark/symbol.
- If the period of surveillance exceeds the contracted period (6m, 9m, 12m.) or the recertification period exceeded the three-year period the rules of suspension also apply.

4.6 FSSC 22000 logo usage procedure

The use of the FSSC 22000 logo represents achievement of the highest standard. To maintain this, its use and copyright is controlled by the Foundation FSSC 22000.

Use of the FSSC logo by Certified Organizations.

FSSC 22000 certified organizations may use the FSSC 22000 logo, but only in conjunction with the mark of its certification body.

The FSSC logo may be used on the organization's printed matter, literature, business cards, website and promotional material subject to the design specifications below.

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- The FSSC 22000 logo may not be used either on a product, its labeling or its packaging, or in any other misleading manner, so as to suggest that the certification body has certified or approved any product, process or service of a certified organization.
- Mentioning possession of a FSSC 22000 certificate or making any reference such as “Produced in a FSSC 22000 certified company” on a product label is not allowed.
- The certification body will audit the use of the FSSC 22000 logo by certified organizations during every surveillance and re-certification audit. Any non-conformance associated with the use of the logo will require remedial action to correct the use of the logo as well as corrective action for future use.

Design:

- The FSSC 22000 logo must be reproduced in the specified colors and in a size that makes all features of the logo clearly distinguishable. Color specifications: Green: Pantone 348 U: CMYK = 82/25/76/7, RGB = 32/132/85, #218455 Grey: 60% black: CMYK = 0/0/0/60, RGB = 135/135/135, #87888a
- Use of the logo in black and white is permitted when all other text and images are in black and white.
- When used by the licensed certification body or by the certified organization, the size of the FSSC 22000 logo must not differ from the size of the certification bodies’ mark and they must always appear together.



Figure: FSSC 22000 logo

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5 References:

- Conditions for Use of EIAC Accreditation - Symbol and other claims of accreditation (DAC-REQ-05)
- Conditions for Use of NABCB Accreditation - Symbol and other claims of accreditation, IAF MLA Mark and ILAC MRA Mark (BCB 202 – Feb 2019).
- FSSC 22000 logo usage - <http://www.fssc22000.com/documents/pdf/guidances/use-fssc-22000-logo-version-2015>.

6 Enclosures

Nil

7 Formats / Exhibits

Accepted

Company Name:

Name :

Title :

Date :

(Signature / Official Stamp)

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