	Prime Certification & Inspection	
		Prime C&I Asia Pacific Inc. **Makati City, Philippines** **Ph.: +632 84041002** **Email: info@primeasiapacific.com** **Web: www.primegroup.ae**
Title	**Procedure for Use of Certificate and Certification Mark**	
Doc ref: QP-11A	**Issue: 01**	**Revision: 02**	**Date: 08/07/2024**	**Page 1 of 5**
Prepared by	**Quality Assurance Officer/ Quality Assurance Officer**	**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 PCIAPI and the Certification mark.

2   Scope

This procedure applies to the use of the Certificate and Certification Mark issued by PCIAPI.

3   Responsibility

It is the responsibility of the PCIAPI'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 PCIAPI.

4   General Guidelines

4.1   Use of Certificate of Approval

4.1.1   All Certificate's issued by PCIAPI I shall always remain the property of PCIAPI.

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   PCIAPI 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).
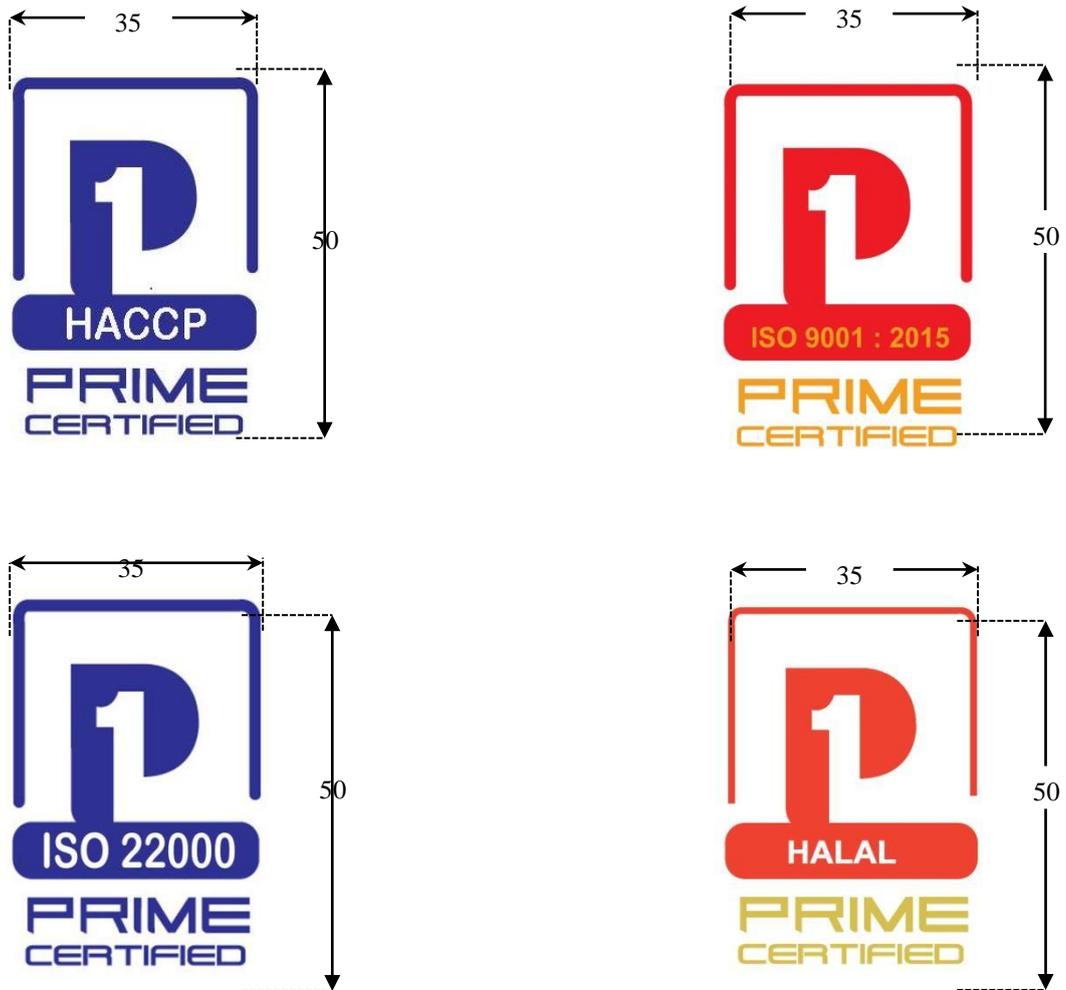

Figure - 1

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 brouchers 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 PCIAPI, Accreditation body (EIAC/ PAB/ NCMF) logo cannot be used on their products and or any kind of marketing tools, websites and etc.

4.2.17 However, customer can use PCIAPI logo individually for marketing tools, website and all stationary, etc.

4.3 Halal certification and use of Halal marks / Licenses

** Refer "QP-11A 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 PCIAPI.

4.4.2 In the event of identification of Misuse of the Mark, PCIAPI shall take all the measures to inform the Customer to refrain from doing so and if found to be repeated, PCIAPI reserves the right to take the matter to the competent Court.

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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.

5 References:
 Nil

6 Enclosures
Nil

7 Formats / Exhibits
Nil

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Revision Record

Issue		Revision		Process Owner	Details of Revision
No.	Date	No	Date		
01	15.12.2020	00	-	Quality Assurance In-Charge	Initial Issuance
01	15.12.2020	01	20.04.2022	Quality Assurance In-Charge	Revised header – Change of Address
01	15.12.2020	02	08.07.2024	Quality Assurance In-Charge/ Quality Assurance Officer	Align with the current function in the organization.

This part should be signed by the client:

We accept the terms and conditions of the policy regarding the usage of certification marks. We acknowledge the importance of complying with the established guidelines and regulations pertaining to the usage of certification marks and commit to adhering to them in our practices.

Accepted and Noted by:

Company Name:

Name :

Title :

Date :

_____
(Signature / Official Stamp)