BOBS.MSC.POL5

POLICY

USE OF CERTIFICATE OF REGISTRATION, LOGO AND FLAG

MANAGEMENT SYSTEMS CERTIFICATION SCHEME

0.0 DOCUMENT ATTRIBUTES AND APPROVAL

0.1 ABOUT THE DOCUMENT

Title	**USE OF CERTIFICATE OF REGISTRATION, LOGO AND FLAG**		
Classification	Policy	**Document No.**	BOBS.MSC.POL5
Supporting Documents Procedures and Forms	None		
Distribution note	This procedure distribution is limited to the strict confidential use by BOBS internally for its certification service and may on no account be reproduced, copied, or divulge to a third party without the prior authorization of BOBS Management.		

0.2 CHANGE HISTORY

Revision Statement	This document shall be reviewed after three years from the date of issuance and/or revised and re-issued after at least nine (9) revisions whichever comes first.	**Mandatory review date**	2022-02-14

Change ID	Effective date	Description of change	Type of Change	
			Minor	Major
1.	2015-01-05	Introduction of the clause recommending to clients to submit to BOBS for assessment/approval the manner in which they intend to use any of the precursors where they may have doubt; Clause 5.1.6.	✓	
2.	2016-04-01	Alignment to the ISO/IEC 17021-1:2015 standard and introduction of the other ISO 17021 part standards specific to competencies of personnel for the certification of various ISO management systems standards.		✓
3.				
4.				
5.				
6.				
7.				
8.				
9.				

0.3 APPROVAL

Designation	Name	Signature
Director – Commercial Enterprises	**Keeper K. Morgan**	

1.0 Purpose

This policy outlines conditions for the use of the Certificate of Registration and the Schedule to Certification of Registration. It also gives guidance on how BOBS' Certified Clients can make reference to the certification.

2.0 Scope

This policy is applicable to all BOBS' Certified client using the Certificate of Registration, Schedule to Certificate of Registration and making reference to certification.

3.0 Roles and responsibilities

3.1 Director - Commercial Enterprises

- DCE has the overall authority to approve this policy and monitor adherence to this policy.

3.2 Manager Certification Services

- MCertS is responsible for the effective implementation of this policy.

4.0 Terms, abbreviations and acronyms

For purpose of this policy, the terms, definitions, abbreviation and acronyms in *BOBS.MSC.PROC1.A01 Terms, Abbreviations and Acronyms* shall apply

5.0 Policy principles

5.1. General

5.1.1. The Certificate of Registration, Schedule to Certificate of Registration, Certification Logo and Flag are **only** be used once certification has been granted by the BOBS Certification Approvals Committee (CAC);

5.1.2. The Certificate of Registration and the Schedule to Certificate of Registration granted by BOBS bears the relevant Management Systems Certification Logo, and states the address of the Certified Client's premises at which the certification has been granted, and the scope of certification of the certified client at that address;

5.1.3. On being issued with a Certificate of Registration, a certified client shall have the right, subject to the Management System Certification Scheme's requirements, to proclaim certification by BOBS, and display the relevant Certificate of Registration, Schedule to Certificate of Registration, use of the Certification Logo, as well as hoist or display the Certification Flag;

5.1.4. BOBS periodically conduct surveillance activities to assess and monitor the use of the Certification Logo and statements proclaiming certification;

5.1.5. The Certified client is required ensure that all personnel who may use the Certification Logo are inform of the prescriptions stated in this policy.

5.1.6. Where the Client is uncertain as to whether the manner in which it intends to use any of the certification precursors might be in breach of the requirements of this policy, the Client may submit to BOBS for a written request for assessment or approval.

5.1.7. The Certified Client organization is required to comply with the following:

a. not use or permit the use of a certification document or any part thereof in a misleading manner,
b. upon suspension or withdrawal of its certification, discontinue its use of all advertising matter that contains a reference to certification, as directed by BOBS,
c. amend all advertising matter when the scope of certification has been reduced,
d. not allow reference to its management system certification to be used in such a way as to imply that BOBS certified a product (including service) or process,
e. not imply that the certification applies to activities that are outside the scope of certification, and
f. not use its certification in such a manner that would bring BOBS and/or certification system into disrepute and lose public trust.

5.2. Use of the Certificate of Registration

5.2.1. The use of the Certificate of Registration is restricted to the scope of certification and the period of validity of the certification;

5.2.2. The Certificate of Registration and its annex are specific to the organization to which they have been issued, and the Certified client shall not transfer any certification right nor give permission to a third party to use the Certificate of Registration;

5.2.3. The Certificate of Registration and the Schedule to Certificate of Registration are not be photocopied or in any way reproduced for the purposes of public display unless when produced in full colour and bearing all features of the original Certificate of Registration. When reproduced, for purposes other than public display, the copies shall at all times bear only the features of the original certificate;

5.2.4. The Certificate of Registration remain at all times the property of BOBS and shall immediately be surrendered to BOBS upon suspension, revocation, termination or annulment of the certification. Any copies of the Certificate of Registration to be destroyed or surrendered to BOBS.

5.3. Use of Certification Logo

5.3.1. A BOBS' certified client is **not** allowed to use the BOBS Certification Logo in such a manner as to bring BOBS into disrepute and shall not make any statements regarding its management systems certification in a manner that BOBS may consider inaccurate and/or misleading;

5.3.2. A BOBS certified client may use the BOBS Certification Logo only with its own logo on its publications that may include advertising material, stationery, and literature (in any medium including electronic media and web sites) associated with or in respect to its scope of certification, subject to the conditions stated in the BOBS Management Systems Certification Scheme;

5.3.3. A certified client may not place the BOBS Certification Logo in isolation of its own logo and the size of the BOBS Certification Logo shall not exceed the size of the Certified Client's logo;

5.3.4. The BOBS Certification Logo is not to be used by a certified client on any document unless the document relates in whole to the scope of certification of the client under the BOBS Management Systems Certification Scheme. In instances where only part of the document relates to the scope of certification exclusions shall be explicitly stated;

5.3.5. The BOBS Certification Logo shall always be clearly visible and shall at all times be:

a) in the original colour it was issued or monochrome (any single colour),
b) in a size which makes all features of the Certification Logo clearly readable,
c) without distortion of its dimensions and shape;

5.3.6. The certified client may display the Certification Logo:

a) on letterheads and stationery,
b) in advertising or promotional material,
c) on a panel or hoarding that identifies its premises or the nature of his business;
d) on a fleet vehicle or delivery vehicle, on condition that it is clear from such display that the certification logo relates to the subject of certification; and

5.3.7. A certified client shall not use the Certification Logo on a product or product packaging as this may be interpreted as denoting product conformity.

5.3.8. A certified client shall not use the Certification Logo on its laboratory test, calibration or inspection reports as such reports are deemed a product in this context.

5.4. Making Reference to the Certification

5.4.1. A certified client may submit to BOBS for approval the way in which it proposes to use the certification Logo or proposes to make reference to its certification, where the is doubt;

5.4.2. A certified client may print the following wording provided the certified client name is printed together with such wording: '**a BOBS XXX Certified Organization'** where XXX is the code of the relevant management system standard fully quoted with the year of publication; and

5.4.3. No person may, claim or refer to the BOBS Management Systems Certification in an advertisement or other form of publicity, by giving the impression that the 'product' has been approved by BOBS or that the product is 'BOBS certified'.

5.5. Flying the Certification Flag

5.5.1. A certified client shall fly a BOBS certification flag only at the premises or site(s) covered by the scope of the certification;

5.5.2. A flag on an upright flagpole, should not touch the ground or any other object, except the flagpole to which it is attached;

5.5.3. A flag displayed indoors either vertically or horizontally, against a wall, should have the flag Certification Logo at the top or on the left hand side of the observed flag;

5.5.4. A flag that is not in flight, is to be folded neatly and stored nobly at all times; and

5.5.5. A Certification Flag that is so worn out and no longer fit to serve as a symbol of the intended pride of certification, should be returned to BOBS for destroying in a dignified manner. The Client is issued with a replacement of a fit to use flag upon returning the old one.

5.6. Dealing with incorrect use of Certification of Registration and Logo

5.6.1. BOBS takes appropriate action to deal with incorrect and/or misleading use of the Certificate of Registration and the Certification Logo or any reference to the certification. The action(s) may include:

a) a request for corrective actions established in respect and extent of the incorrect and/or misleading use of the logo;
b) suspension/termination of certification;
c) publication of transgression; and
d) if necessary legal action in accordance with the Standards Act.

5.6.2. Upon withdrawal of the certification, the client shall, where applicable, recall any dispatched advertising materials and shall discontinue using the logo on all its advertising matter that contains any reference thereto including on letterheads (in any medium, including electronic media and Web sites), and return any certification documents as required by BOBS.

6.0 Records

Records resulting from the implementation of this policy are kept in designated files and controlled in accordance with the procedure for Control of Records *[BOBS.MSC.PROC12].*