

## CERTIFICATION RULES AND INSTRUCTIONS

Below are some important rules and instructions regarding your company's certification with ISO Certifications Group.

- Now that you have achieved certification, we understand that you may want to market this achievement to your customers and the general industry. You can access approved marks and logos, which you can use by [clicking this link](#).
- Your company is being granted a license to use ISO Certification Group marks (logos) as long as certification maintains active with ISO Certifications Group and is in good standing. Marks and statements can be used in the following channels associated with the certified company only:
  - Email Signatures;
  - Internet Advertisements;
  - Your company's Website;
  - Social Media related to your company;
  - Brochures;
  - Banners;
  - Business Cards;
  - Flyers and other advertising documents.
- When placing marks and logos on your company's website, it is recommended to link back to isocertificationsgroup.com, as it will serve as a way for the public to verify and associate your certification with ISO Certifications Group.
- Certification is related to your management system, not your company's product(s) or service(s).
  - A properly implemented, effective and maintained management system should ultimately result in providing quality and reliable product(s) or service(s) to your customers.
- Marks shall not be used on a product or product packaging or in accompanying information.
  - 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.
  - Labels or identification plates are considered as part of the product.
- Marks shall not be applied to laboratory test, calibration or inspection reports or certificates.
- Statements of certification shall be limited to certification of your company's management system being in conformance with the specified standard(s).
  - Statements shall in no way imply that product(s), service(s), or process(es) are certified.
  - Acceptable example: XYZ Company's quality management system is certified to ISO 9001:2015 by the ISO Certifications Group.
  - Not acceptable example: XYZ Company's product(s) or service(s) are ISO 9001:2015 certified.

- In addition, clients agree to comply with the following:
  - conforms to the requirements of ISO Certifications Group when making reference to its certification status in communication media such as the internet, brochures or advertising, or other documents;
  - does not make or permit any misleading statement regarding its certification;
  - does not use or permit the use of a certification document or any part thereof in a misleading manner;
  - upon withdrawal of its certification, discontinues its use of all advertising matter that contains a reference to certification, as directed by ISO Certifications Group;
  - amends all advertising matter when the scope of certification has been reduced;
  - does not allow reference to its management system certification to be used in such a way as to imply that ISO Certifications Group certifies a product (including service) or process;
  - does not imply that the certification applies to activities and sites that are outside the scope of certification;
  - does not use its certification in such a manner that would bring ISO Certifications Group and/or certification system into disrepute and lose public trust.
- ISO Certifications Group assessors will continue to monitor these requirements during surveillance audits and recertification audits.
- Nonconformances and misleading activities related to these rules and instructions may result in suspension, withdrawal, public notice(s) regarding transgressions and possible legal actions.
- Notification of changes. Your company shall inform ISO Certifications Group, without delay of matters that may affect the capability of the management system to continue to fulfill the requirements of the standard used for certification. This includes, but is not limited to the following:
  - the legal, commercial, organizational status or ownership;
  - organization and management (e.g. key managerial, decision-making, or technical staff);
  - contact address and sites;
  - scope of operations under the certified management system;
  - major changes to the management system and processes.

Please feel free to contact ISO Certifications Group with any questions or concerns.