



فرونٲیر سیرٲفکیشن انٲرناشیونال ذ.م.م.  
Frontier Certification International W.L.L.

## Procedure for Use of Certification Mark & Accreditation Symbol

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# PROCEDURE FOR USE OF CERTIFICATION MARK & ACCREDITATION SYMBOL

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## 1.0 Purpose

The objective of this procedure is to describe the guidelines adopted by FCI,

- for use of AB accreditation symbol and
- for restrictions on use of AB accreditation symbol.

## 2.0 Scope

This procedure shall be applicable to FCI whenever it uses AB accreditation symbol and enforces the requirements of Certification Mark use by its clients issued with AB Accredited Certificate.

## 3.0 Definitions

All Definitions in this document are determinable from FCI Certification Quality Manual- L1-CQM-001.

## 4.0 Responsibilities

S/I	FUNCTION	RESPONSIBILITY
1.	Issuance of certification mark	Certification Coordinator upon approval from Certification Scheme Manager
2.	Approval of usage of certification mark	Certification Scheme Manager
3.	Verification of usage of certification mark (as continued process)	Certification Scheme Manager, Auditors & Certification Coordinator.
4.	Website update with the changes in certification mark or usage	Certification Scheme Manager & Quality Manager.
5.	Updating clients with the change in usage of certification mark & accreditation bodies (AB) symbol	Certification Scheme Manager, Auditors, Certification Coordinators.

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## 5.0 Procedure:-

### General Requirements:

FCI shall follow the Guidelines set by the Accreditation Body for use of Accreditation Symbol.

### 5.1 Display of Symbol:-

- FCI shall display the Accreditation Symbol only in the appropriate form, and colour as demonstrated in figure below always with the accreditation number allotted to FCI printed centrally underneath it.
- The Accreditation Symbol shall not be displayed in a more prominent way than the FCI logo.
- The Accreditation Symbol may be reproduced electronically, provided that the requirements of this document are met, distortion and/or degradation does not occur and the electronic version (softcopy) of the AB Logo is acquired from AB.
- The Certification Mark for FCI Certified Organization will be as following (the same would be based on the Standards that, the organization is certified for):-



**ISO 9001:2015 XXX Q  
MGMT. SYS. CERTIFIED**

- The Symbol shall have minimum height of 20 mm and minimum width of 25 mm. FCI shall enlarge, if necessary, provided that the original proportion between the height and width of the Logo shall not be affected and the Symbol is legible.
- The FCI Symbol may be used as a die-stamp or an embossment and these may be in the defined colours or black and white colours provided that the conditions set out in this document are fulfilled.

### 5.2 Use of FCI Symbol on Reports and Certificates:

- The FCI Symbol does not imply any certification/ approval of the products certified and the Client shall not use FCI Symbol in such a way as to state, imply or suggest that FCI accepts responsibility for the accuracy of results or decisions covered by the scope of approval of products.
- Client shall submit to FCI, samples of formats with FCI Certification Mark & FCI symbol and shall have all these approved by FCI. FCI has the authority to monitor the implementation of these.

### 5.3 Specific Requirements for Certification Bodies:

- FCI shall make this procedure applicable through FCI Rules of Certification (L5-MSD-006) to all holders of certificates issued by it to ensure that they:
- Shall always use Accreditation Symbol in conjunction with the FCI logo and / or certification scheme as shown in Figure and as controlled in L5-MSD-029. This combined figure is termed as Certification Mark. The Certification Mark may be used with or without the outer border.
- Below are the sample pictures of the Mark: For QMS,EMS,HSMS & FSMS:



**ISO 9001:2015 XXX Q  
ISO 14001:2015 XXX E  
ISO 45001:2018 XXX H  
ISO 22000:2018 XXX F  
MGMT. SYS. CERTIFIED**

- Conditions for Subscript text under the FCI logo:
- "ISO 9001:2015 XXX Q" will be followed by respective client specific certification number like "ISO 9001:2015 001 Q" similarly for ISO 14001:2015 it would be "ISO 14001:2015 001 E", for HSMS it would be "ISO 45001:2018 001 H" & FSMS it would be "ISO 22000:2018 001 F"



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- If client is certified to one system, only relevant standard will be referred – the other one will be deleted.
- The Client Shall not use FCI logo (separately or in conjunction with Accreditation Symbol) on a product or product packaging seen by the consumer or in any other way that may be interpreted as denoting product conformity in cases when only the management system is certified.
- The Client Shall not apply FCI logo (separately or in conjunction with Accreditation Symbol) to the laboratory test, calibration or inspection reports.
- FCI Rules of Certification L5-MSD-006 shall also be available on FCI website for ready reference.
- L5-MSD-029 shall be sent to the clients that are certified by FCI for the scheme and scopes accredited. Signing of contract shall be considered as the evidence of understanding and agreement to abide by the requirements of this procedure.
- FCI shall ensure that its logo (separately or in conjunction with Accreditation Bodies symbol) shall not be used by itself on a product or product packaging seen by the consumer or in any other way that may be interpreted as denoting product conformity in cases when only the management system is certified.
- FCI shall not permit its logo (separately or in conjunction with AB symbol) to be applied to the laboratory test, calibration or inspection reports.
- FCI shall audit the use of its combined marks (i.e. the FCI logo in conjunction with AB Symbol) by its certificate holders. Conditions for the use of the marks by such certificate holders are given below.
  - o If, in the specific case of a product produced under an accredited product conformity scheme, physical constraints prevent reproduction of the product certification accreditation combined mark to the limits specified in this document, a label based on the product certification example in figure (see above) may be attached to the product. If that is impracticable, the label may be affixed to the primary packaging (e.g. Blister pack) but not to the secondary packaging (e.g. Outer, transit pack).
- Through FCI Rules of Certification (L5-MSD-006), FCI ensures satisfactory use of Certification Mark and reserves rights to enforce changes as necessary to its clients. Terms and conditions are clearly specified in the Rules of Certification including conditions during suspension and withdrawal of the Certificate.
- FCI shall not use any other accreditation bodies' symbol along with different AB symbol on the conformity assessment certificate issued by it. However, the FCI can issue separate certificate containing accreditation symbol of other accreditation body.

## 5.4 Requirements for Multi-Sites Accredited CABs:

- FCI shall ensure that only the sites accredited by the AB shall make reference to accreditation or use the AB Symbol. When a document common to site accredited by the AB and not accredited by AB is issued, a disclaimer shall indicate clearly the accredited/ non-accredited sites.
- FCI shall ensure that whenever a subsidiary belonging to a group has been accredited, there shall not be any confusion as to which part of the group holds accreditation, and it shall not imply that other subsidiaries have been accredited.

## 5.5 Use of Accreditation Bodies Symbol on Advertising Material/ Publicity:

FCI shall ensure that

- AB Symbol shall not be used in any way that might mislead the reader about the status of an FCI accreditation.
- AB Symbol shall be displayed on advertising materials/ publicity only if the logo and the name of the FCI is also shown, with no more prominence than the logo or the name of FCI and no more than once for each AB accreditation.
- All quotations for work that contain an accreditation symbol shall clearly indicate the accredited activities.
- The terms "publicity material" shall not include notices, labels, documents or written announcements affixed to or otherwise appearing on goods or products unless the goods or products have been manufactured under an accredited product conformity scheme. This restriction shall also apply to primary (e.g. Blister packs) packaging and promotional products.

## 5.6 Suspension/ Withdrawal of the Accreditation:

- FCI shall discontinue the use of the accreditation symbols or any reference to AB accreditation status in reports, certificates, promotional material, stationery, internet web sites, etc for an activity immediately on suspension, withdrawal or termination of the accreditation for that activity.



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## 5.7 Misuse of the Symbol:

- FCI is aware that the Accreditation Bodies Symbol is owned by AB and it is not allowed to copy or make use of the same or similar Symbol as their own symbols. In the event of misuse of the Symbol, Accreditation Body will reserve the right to issue violations and sanctions depending on the gravity of the violation and consistent with regulations.

## 5.8 Changes in FCI accreditation mark:

- In the event that the FCI changes its certification mark or accreditation mark, the clients using previous mark shall be allowed sufficient time to transit to use of new mark. Every opportunity of issue of new certificate (like on re- certification, scope change, location change etc.) shall be used to replace the existing certificate and mark with the new certificate and mark. FCI has established a guideline "Control of mis-use of Certification Mark & Accreditation Body Marks by FCI clients" ref. L4-MSD-004.

## 6.0 Documented Information

### 6.1 Associated Documents

- Control of Documented Information Procedure
- ISO/IEC 17021-1: Conformity assessment — Requirements for bodies providing audit and certification of management systems – Part 1 Requirements
- ISO/IEC 17021-2 - Competence requirements for auditing and certification of environmental management systems
- ISO/IEC 17021-3 - Competence requirements for auditing and certification of quality management systems
- Accreditation Bodies Requirements.

### 6.2 Records

- Certification Mark - L5-MSD-029

## 7.0 Revision History

Rev.	Date	Section	Outline of Change	Authorization
01	01-09-2018	First Issue	First Issue	M. Nabil
02	10-08-2019	All	Revised to incorporate the use of FCI certification Mark as per ISO 17021 requirements.	M. Nabil
03	01-01-2020	All	Incorporation of Management Change within the Procedure and Clarification of responsibilities.	Y. Zakaria
04	15-08-2020	Cover Page	Change of Logo	Y. Zakaria
05	03-01-2021	All	Incorporation of change in management in accordance to the Organization Structure.	Pradip Bhattacharyya