	Procedure	Document No.	P-12
		Version	9.00
	Use of Certificates and Logo	Date of Issue	Mar 10, 2024

Reviewed & Approved by	Name	Designation	Signature	Date
	Kaushal Goyal	Managing Director		Mar 10, 2024

Revision History

Version	Date	Description	Remarks
1.00	Mar 01, 2008	Original Release as per standard ISO/IEC 17021.	
2.00	May 01, 2009	Revised to further add details.	
3.00	Jan 01, 2010	Document D-03 referred as 3A & 3B	
4.00	Aug 22, 2013	Para 4.1 (1) & 6.0 revised	
5.00	Nov 28, 2014	Revised to further add details.	
6. 00	Nov 02, 2015	Modified for transition to 17021:2015	
7.00	Nov 24, 2016	Revised to comply with the DAC requirement.	
8.00	Aug 25, 2023	Revised as part of corrective action of NC raised in Internal Audit.	
9.00	Mar 10, 2024	Revised to include Validation and verifications	

1.0 Purpose

To lay down a procedure for control of use of certificate, KBS logo and accreditation marks/ Symbol.

2.0 Scope

KBS certificate, logo and Accreditation marks (Symbol) covering Management systems, Inspection and Validation/ Verifications.

3.0 Responsibility & Authority

Respective Quality Managers of the scheme

4.0 Policy & Procedure

4.1 Control of KBS Logos and Accreditation Marks

- KBS certificates and logos, and accreditation marks are controlled as agreed to by the customer through contract and this procedure and document D-03). The procedure and Use of Logo/ Marks is publicly available on the KBS website. Accreditation symbol is the combination of Accreditation Body Logo with the unique accreditation number and not to be used in isolation without the accreditation number. The combined IAF MLA/ILAC MRA mark is used subject to the specific agreement signed by the accreditation boards.
- The KBS Logo is a certified trademark solely owned by KBS. So long as Client maintains its status as being certified by KBS, Client will have the non-exclusive and non-transferable right to use the Certificate, the KBS Logo and any Accreditation Marks in Client's advertising and marketing materials and campaigns
- KBS ensures that the accreditation mark is not used by KBS or its certified clients on any stationery, document and/or publicity material unless it relates in whole or in part to the scope of the programme under which the right to use the mark was obtained.
- KBS use the Accreditation symbol & IAF MLA/ILAC MRA MARK for the services and the office of KBS that are included in the accreditation granted. KBS does not make any statement regarding its accreditation that the accreditation body considers misleading or unauthorized.
- Where KBS uses the accreditation mark with accreditation no. and any IAF MLA mark (if permitted to use by accreditation body) on its stationery, documents and/or promotional materials, reports, certificates it includes on the same sheet of paper

    i. its own mark not disproportionately represented with reference to the actual accreditation mark, and positioned in a manner that ensures the relationship between the accreditation mark and the mark of KBS is obvious;

ii. the phrase: "Accreditation by the xxxxxxx Acc No. ……". if the accreditation mark is used more than once in the same document the phrase need only appear once when the accreditation mark is first used.

- KBS can use the mark/logo of the respective scheme owner ((if permitted to use by scheme owner) on the certificate along with Accreditation Symbol. KBS and the certified clients shall always abide by any specific requirements stipulated by the respective schemes owners such as FAMI-QS, FSSC 22000, Global G.A.P., IndG.A.P., IFS, GSA-BAP, RMCPCS, AYUSH Mark, NPOP, IAQG etc.

- Where applicable, KBS will use the scheme owner mark/logo in defined format and colour as provided and may be resized to fit the certification document and logo should not appear more prominent than Accreditation symbol.

- KBS conforms to the requirement of Accreditation body for claiming accreditation status when making reference in communication Media and does not make any misleading & unauthorized statements regarding Accreditation body.
- KBS will not use accreditation symbol or the IAF MLA/ILAC MRA in such a way as to state, imply or suggest that accreditation body accepts responsibility for the accuracy of the certification decisions covered by the scope of accreditation. The accreditation symbol doesn't imply certification/ approval of the products under scope of certification and misleads the reader about the accredited status of the KBS or its client organization.

- If KBS expresses any concern with respect to the use of the Certificate, the KBS Logo or an Accreditation Mark as being inconsistent with or impermissible or contrary to the conditions specified then KBS shall request Client to cease and desist the improper use. The customer is informed the resulting action for improper use of the certificate/ statements, KBS logo or accreditation marks. (e.g., correction, suspension of certification, publication of customer's transgression and other legal action). In situations of repeated contraventions by the client, KBS may withdraw the client/ statements issued.

- Upon suspension or withdrawal of its accreditation, KBS will immediately cease to use the Accreditation symbol or the IAF MLA/ILAC MRA or scheme owner mark/logo and all advertising matter that contains any reference to an accredited status including stationary, certificates and other public material. KBS will inform its affected clients of the suspension, reduction or withdrawal of its accreditation and the associated consequences without undue delay. In case of suspension, the use can be restarted only after the suspension is revoked by accreditation body.

A Company certified by KBS may use the KBS Certification Logo and the appropriate accreditation marks as per the document D-03.

4.2 Suspension and Withdrawal of Certification

4.2.1 Suspension of Certification

KBS may suspend Certification of the customer for a specified period unless the improper use of certificate, KBS logos and accreditation marks are not corrected. If the reasons for suspension are removed, its certification is restored.

KBS may publish notification of the suspension.

4.2.2 Withdrawal of Certification

In the event of customer's failure to timely correct a suspension within three months Certification Manager may withdraw the customer's certification.

The customer is informed in writing of the withdrawal of certification. The customer may reapply to KBS for certification when the reasons for the withdrawal have been resolved and communicated to KBS.

KBS may publish notification of the withdrawal.

5.0 Appeals

Any decision or action taken regarding this document may be appealed in accordance with procedure for Appeals & Complaints.