

# GUIDELINES FOR SYSTEM CERTIFICATION MARK (issue 1)

## 1. INTRODUZIONE

This guide governs the use of the SGS Mark for system certification (the "Certification Mark") as reported in Appendix 1, owned by SGS Société Générale de Surveillance SA (SGS SA) and licensed to SGS ICS Italia Srl. ("Certification Body") for the purposes hereof.

The Certification Mark in Appendix 1 is provided as an example and should never be used by the Customer as it is.

The Certification Body will provide the Client with the right logo to be used. The design and text of the provided mark may vary from the example however these regulations continue to apply in accordance with the certification contract.

SGS SA reserves the right to replace the Certification Mark listed in Appendix 1 with another Certification Mark.

The use of the Certification Mark is strictly limited to the Customer whose Management System has been certified by the Certification Organization.

## 2. DEFINITIONS

In this document:

- a. "Accreditation Organization" is the Organization that has accredited the Certification Body to provide certification services in favor of third parties.
- b. "Accreditation Mark" means the Accreditation Body's mark licensed to the Certification Body and that may be sub licensed to the Client whose management system has been successfully certified, where the Accreditation Body permits its use. Where the use is permitted it shall be used only as provided by SGS in combination with the SGS certification mark and shall under no circumstances be used independently.
- c. "Certification Schema Number" means the number that is listed in each Standard (standard) certification.
- d. "Customer" means the company in favor of which the Certificate is issued.
- e. "Regulation" is the document on the technical conditions of the certification services of the Certification Body.
- f. "Media" are advertisements, posters, commercials, promotional videos, websites, brochures, promotional material such as agendas, sub bottles, mats; external advertisements of the customer, such as signs and signs, stationery, contract documents, letterhead, business cards, invoices, accompanying slips, company vehicles, flags, sticker labels and any other means of communication used by the Customer.

g. "Misuse" of the Certification Mark is any use that breaks the rules of this document or, even, imitation or counterfeiting of the Certification Mark.

h. "Standard" means the technical document that describes the conditions under which the Certification Mark can be issued, the requirements that the Management System must meet, as well as the means to check the compliance of the Management System at these requirements.

i. "Use" means the lawful, authorized, restricted, non-exclusive, limited and revocable right to use the Certification Mark.

## 3. USE OF THE MARKS

3.1 The Customer agrees the following conditions:

- a. It will use the Certification Mark only according to the provisions in this document, regulation and certificate.
- b. It will use the Certification Mark for the purpose of certification.
- c. It will use the Certification Mark through your own media in such a way as not to create confusion between the purpose of certification and other topics or, in any case, for purposes foreign to the purpose of certification.
- d. It will not use the Certification Mark on products and/or their primary and / or secondary packaging including type labels and identification plates, in order to avoid confusion with product certification; On the other hand, it is permitted to be used on letterhead and documents in general (except for any technical documentation relating to the products produced) or on goods and equipment used for the realization of the processes within the scope of the certified management system (such as commercial vehicles, buildings, shirts and work suits and the like) excluding items that are the subject of specific certification, especially if cogent or regulated (machines, equipment, personal protection devices, etc.).
- e. For use on goods and equipment, the Mark must be completed with the addition of a diction of the type "Organization with certified management system ..." with the addition of the Certified System Regulatory Standard (e.g. ISO 9001); multiple rules may be provided for customers with multiple system certifications.
- f. In the use cases mentioned in step 3.1c, the Certification Mark can be used alone or in combination with the accreditation mark.
- g. It will not use the Certification Mark on test reports or compliance certificates, such as calibration reports or certification certificates.

h. The Certification Mark can be used through a link between the Customer's website and that of the Certification Body only if the Customer has signed a special agreement provided by the Certification Organization.

i. It will, upon the suspension, withdrawal or cancellation of the Certificate, forthwith discontinue the use of the Certification Mark or any reference thereto and will not thereafter use any copy or imitation thereof.

j. For the whole validity period of the Certificate, that is, not to claim ownership of the Certification Mark which is merely granted in sub- licensing.

k. It will, in the case of sale, merger, incorporation, obtain written permission from the Certification Body to transfer the right to use the Certification Mark.

3.2 The use of the Certification Mark does not exempt you from any liability imposed by law regarding the performance of its services and the performance, design, manufacturing, shipment, sale or distribution of its products.

## 4. CUSTOMER SURVEILLANCE

The Certification Body may, during the period of validity of the Mark, perform or entrust to third parties the controls deemed necessary using methods and frequencies reported in the rules.

Checks will ensure that the rule inherent in each system or management is applied and that compliance with the SGS certification regulation is maintained.

## 5. PENALTIES AND APPEAL

In the event of misuse of the Certification Mark, the Certification Authority may immediately suspend or withdraw the Certificate and the right to use the Certification Mark in accordance with the sanctions procedure provided by the Certification Regulations upon request. You may appeal against the decision of the Certification Body in accordance with the appeal procedures provided by the Certification Body Regulations.

## 6. RENUNCIATION

You may opt out or suspend the use of the Certification Mark for a certain period of time; you will have to send a written notification to the Certification Authority and you will have to make all the necessary changes to your media. Based on this information, the Certification Body will inform you in relation to the terms and conditions for the temporary or permanent

suspension of the use of the Certification Mark.

## 7. FINANCIAL CONDITIONS

The financial conditions for authorization to use the Certification Mark are included in the contract between the Certification Organization and the Customer.

## 8. CONFIDENTIALITY

Unless otherwise agreed by the Certification Body, you shall keep confidential all documents received from the Certification Body with the exception of the Certificate, these Regulations and the Appendix thereof.

## 9. CHANGES TO THE LEGISLATION

The Certification Body operates in accordance with the laws, regulations and regulations in force at national, European and international level. As a result, you will have to formulate your documents in accordance with these requirements by continually updating them as a result of their changes.

You are therefore obligated to apply any changes that result from these changes regarding the right to use the Certification Mark or the conditions to obtain that right.

## 10. CHANGES TO THE REGULATION GOVERNING THE USE OF THE MARK

The Certification Organization reserves the right to change these conditions at any time, notifying the Customer, in writing, of all changes made. The Customer shall apply to said changes.

## 11. TECHNICAL DETAILS

- The Certification Mark shown below is provided as an example; The Certification Organization will provide the Customer the right logo to be used.
- On documents printed in more than one color, the Certification Mark must be reproduced in gray (pantone code 424) and orange (pantone code 021); or all greyed.
- On documentation printed in one color exclusively, the Customer will be able to reproduce the mark in gray and orange or in the same unique color used on the documentation.
- On documents printed in more than one color or even all in one color, the certification mark can be reproduced on a colored background provided that it remains clearly visible and identifiable.
- For web use, the customer will be able to create and use a transparent version of the certification mark.
- The Certification Mark can be enlarged as well as reduced as long as the text remains legible

g. When used in conjunction with the Certification Mark, the accreditation logo or proprietary schemes slower or equal to the Size of the SGS Certification Mark.

## APPENDIX 1: CERTIFICATION MARK



FIGURE 1 – SGS brand Two-color version

## SPECIAL CONDITIONS

### REFERENCE TO TERM “ISO”

The ISO, which publishes the rules of the same name, Not authorizes the following initiatives:

- The reproduction of the “ISO” mark related to the certification of systems.
- The definition of the Company as “ISO Certificate” (In fact, ISO is not a certification body, and there are also more and more rules issued by ISO).
- The use of generic terminology “ISO 9000 certified company” or “ISO 14000” (you should always specify which is the exact standard of reference, and not limited to the family you belong to).

### REFERENCES TO THE PURPOSE OF CERTIFICATION

The compliance certificate contains two basic information:

- the address of the site or sites covered by the certified system.
- certification, i.e. the activities and products/services covered by the certified system.

Some organizations certify the totality of their sites and activities, while others limit the certification of their management system to certain operating locations or certain product/ service lines.

Therefore, if, for example, the location of an Organization is certified, this does not imply that any operational units

that depend on it can boast the same “status”.

As a result, in all advertising documents, including technical catalogs, letterhead, stationery, etc., the SGS certification mark should not be associated with operating sites or product/service lines that are not covered by the certificate.

### PRODUCT CERTIFICATION REFERENCES

The ISO 9000 and ISO 14000 series rules and others of a similar setting are generic models against which management systems can be verified. They do not absolutely specify quality, environmental, ethical or safety criteria for a specific product or service.

No information should provide the impression or message that a product or service is “ISO 9000 certified”, “ISO 14000”, or in accordance with regulations governing business management systems.

This misconception can result, for example, from an image of a product with the term “ISO 9000 certificate” or “ISO 14000” printed on it. In fact, the company has been verified and certified with respect to the management system that leads to the realization of the product or the delivery of the service: it is obviously something quite different from the certification of the product that attests instead to the certification of the product that attests instead to the realization of the product. specified and measurable characteristics.

It is therefore unacceptable to mislead customers and consumers by giving the impression that e.g. ISO 9001 is a label on the quality characteristics of the product and therefore under no circumstances can the SGS mark for certification of management systems be reproduced on the product.

### ACCREDIA ACCREDITATION CERTIFICATE AND USE OF ACCREDIA ACCREDITATION

- Whenever the certificate is played, playback must be full and readable.
- Advertising and press releases must indicate that the certification has been issued by SGS to enable traceability to customers and the market in general. This also could be used to avoid misrepresentations by uncertified organizations.
- The certificates under ACCREDIA accreditation have the ACCREDIA logo (ACCREDIA mark plus the number of accreditation of SGS ) and, if applicable, there is the reference to the Multi-Lateral Agreement (MLA) referring to ACCREDIA's participation in the International Mutual Recognition Agreements (MLA EA and IAF). These agreements with EA (European Cooperation for Accreditation) and IAF (International Accreditation Forum Inc.) as well as ensuring that compliance claims issued by accredited entities by accreditation bodies participating in the MLA agreements are valid and credible, confirm their recognition to all accreditation bodies that sign these

agreements; the full list of these entities and more details about the MLA agreements can be seen on the website [www.accredia.it](http://www.accredia.it) and about the IAF MLA – IAF.

4. If the certificate is covered by the ACCREDIA accreditation, the Organization, in addition to complying with the rules for use in paragraph 3, may use the Accredia Mark (supplied by SGS and without the accreditation number in full compliance with the requirements of the RG09 document "Regulation ACCREDIA" issued by ACCREDIA, the latest applicable revision of which is available on the ACCREDIA [www.accredia.it](http://www.accredia.it) and summarized below:

- the ACCREDIA mark must be positioned to the right of the SGS mark and cannot have greater relevance than the same.
- The ACCREDIA symbol cannot be used alone or independently of the SGS symbol.
- The specific scheme must be indicated inside the circle of the ACCREDIA Mark (e.g., "Management System certification", instead of the word 'facsimile' shown in the image below).
- The SGS accreditation number must not be displayed.
- The accreditation symbol may not be used in a manner that would appear to have ACCREDIA certified or approved the management system, approved the personnel, the product, or in any other misleading manner.
- As an alternative to the graphic solution below, it is allowed to affix, in the immediate vicinity of the SGS brand, the words "Body Accredited by ACCREDIA".
- The ACCREDIA accreditation mark can be used in the dimensions (see figure 1) and colours shown on Regulation RG-09. A multi-color and a monochrome version are available. For the compositional aspects of the trademarks and the colour coding, please refer to Regulation RG-09.

Even in cases of accredited certifications, the Organization has the right to use the SGS mark with or without the trademark pairing of the Accreditation Organization.

Below are two examples of using the SGS brand, the first (Figure 3) under the ACCREDIA brand, the second without (Figure 4).



FIGURE 3



FIGURE 4

#### CONFORMITY CERTIFICATE AND USE OF SCHEMA PROPERTY

Please refer to the conditions defined by individual schema owners.