



## Right and Duty of Certified Organization

It is advised to all the certified clients, to read the information provide in this document carefully.

### **Changes in the Organization**

In case of changes in the organization the client shall inform OSS regarding changes related to 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, and major changes to the management system and processes in advance.

### **Use of Logo and making reference to its certification status**

Kindly read the OSS/QI/25 – Rules for use of Logo published on OSS website.

### **Surveillance Audit/Re-certification Audit**

Kindly coordinate with OSS for timely conduct of Surveillance / Re-certification Audit. To prevent the suspension / withdrawal of certification.

### **Change in Contact Information**

If contact number or Email ID of organization changes, certified organization shall intimate to OSS in Advance and ensure that, the latest contact information is available with OSS.

### **Verification of Certification Status**

The client who want to verify the certification status , kindly visit to OSS website [www.oss-certification.com](http://www.oss-certification.com) and go to verify your certificate link (Provided on Home Page) place the unique certificate number (only numeric value) and click to search button to check the status of certification of particular client.

If the certificate number in not known, kindly request us.

### **General Information**

- a) Conforms to the requirements of the OSS when making reference to its certification status in communication media such as the internet, brochures or advertising, or other documents.
- b) Does not make or permit any misleading statement regarding its certification.
- c) Does not use or permit the use of a certification document or any part thereof in a misleading manner.
- d) Upon suspension or withdrawal of certification, discontinues its use of all advertising matter that contains a reference to certification, as directed by the OSS.
- e) Amends all advertising matter when the scope of certification has been reduced,
- f) Does not allow reference to its management system certification to be used in such a way as to imply that the OSS certifies a product (including service) or process.



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- g) Does not imply that the certification applies to activities that are outside the scope of certification.
- h) Does not use its certification in such a manner that would bring the OSS and/or certification system into disrepute and lose public trust.
- i) While dealing with person/organization –who is claiming themselves as OSS representative / Business partner, kindly re-confirm the same with OSS or visit to OSS website News section prior to dealing with them.