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Purpose: The purpose of this instructions to provide the requirements for the use of Accreditation and certification Mark to the certified Client organization.

General

Accreditation mark means...

A logo or symbol registered by accreditation body. The certificates issued by the OSS with accreditation body logo (JAS-ANZ). The accreditation mark (JAS-ANZ Logo) presents that the issued certificate is accredited certification.

Normally, a certificate bears 2 logos (marks). One is logo of OSS, and the other is a logo of accreditation body (JAS-ANZ).

In case of QMS, EMS, OHSMS, ISMS and FSMS certification, the certificate bears 3 logo's -OSS Logo, JAS-ANZ Logo and IAF logo – when the certificate has been issued under the JAS-ANZ accreditation.

As per the requirements of ISO/IEC 17021-1:2015& JAS-ANZ – The certificates issued by the OSS which are within its scope of accreditation, shall bear the accreditation mark (JAS-ANZ Logo along with OSS Logo). This is to demonstrate that the certificate is “accredited” by JAS-ANZ.

Certificate Without the Accreditation Mark

when the audit is conducted within the scope of accreditation of JAS-ANZ , the issued certificate have the logo of OSS and accreditation body logo.

When the audit is conducted out of scope of accreditation of JAS-ANZ , the certificate shall be issued without accreditation body logo and this certificate shall be known as unaccredited certification.

The issue of unaccredited certificate arises in two situations –

1. When OSS looking for scope of Extension for any management system certification, which is not accredited by JAS-ANZ . In this situation OSS shall conduct the Audit and issue the certificate and submit the report along with copy of certificate to JAS-ANZ for evaluation and to demonstrate OSS competency in desire management system certification.
2. Client is requested for unaccredited certificate, which is out of OSS accreditation scope. (for Example issue of HACCP certificate or GMP certificate etc)

The certificate without accreditation mark could be issued under above situation. The reliability for the certificate without accreditation mark shall be ensured by the OSS and organization that desires to obtain the unaccredited certificate.

At the time of receipt of application from client for unaccredited certification. The OSS sales

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coordination team shall notify to client in advance that a certificate without accreditation mark presents that it is not accredited certificate, therefore legal or institutional benefits is limited and disadvantage due to the lack of reliability can be taken in import, export, international tender, etc by buyer or relevant body.

Organization using the Accreditation Logo and Certification Logo, but Not certified by OSS

When it is found that an uncertified organization using OSS certification mark along with Accreditation body logo on the certificate or any other advertisement material etc.. The OSS shall report to JAS-ANZ immediately and OSS shall contact to concern organization, take the necessary action. If required OSS shall take the legal action under the Intellectual Property Right Act (IPR act.)

Limitation of Use of Certification and accreditation Logo

The OSS shall not permit to certified client to use the OSS & accreditation body Logo (JAS-ANZ) on laboratory test report or calibration certificate or inspection Reports, as such reports are deemed to be products in this context.

The OSS shall not permit to its certified client to use the OSS & accreditation body Logo (JAS-ANZ) on a product or product packaging seen by the consumer or in any other way that may be interpreted as denoting product conformity.

Legally Enforceable Arrangements (F-0014) Sign-up

At the time of Initial certification, the legally enforceable arrangement (F-0014) shall be signed between OSS client. The OSS shall inform to the client (in writing) the followings as part of Management system certification agreement, along with other terms and conditions of certification.

- 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 withdrawal of its 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.
- g) does not imply that the certification applies to activities and sites 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.

Reference to certification and use of marks

The use of OSS and Accreditation Body Logo (JAS-ANZ) and reference to certification shall be governed as per the OSS documented regulation for use of Logo by the certified clients. This shall

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assure, among other things, traceability back to the OSS. There shall be no ambiguity, in the mark or accompanying text, as to what has been certified and which management system certification has been granted.

Use of Any Statement of certification Status /Mark

The use of any statement on product packaging or in accompanying information that the certified client has a certified management system. 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. Type labels or identification plates are considered as part of the product. The statement shall in no way imply that the product, process or service is certified by this means.

The statement shall include reference to:

- Identification (e.g. brand or name) of the certified client.
- The type of management system (e.g. quality, environment) and the applicable standard certified
- The Name of OSS as certification body issuing the certificate.

As per the OSS regulation for Use of Logo, the certified client shall require the followings

- 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 its 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 certification body certifies a product (including service) or process,
- 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 certification body and/or certification system into disrepute and lose public trust.

:: Conditions of Use – Specific condition of use of mark are as bellows;

1. The accreditation mark may be enlarged or reduced but shall be not more than 10mm with the original size.
2. The accreditation mark shall be reproduced as detailed below or in black and white may be used if necessary.
3. The accreditation mark shall not be used in isolation and shall be used within the designated

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scope and valid period. If accreditation scope is reduced or withdrawn it shall immediately cease use of accreditation mark for the reduced scope or withdrawn scope only.

4. OSS shall use accreditation mark on certificate (QMS, EMS, OHSAS, ISMS & FSMS)

5. The accreditation mark (JAS-ANZ) shall be used along with OSS certification mark and the accreditation mark shall be arranged as explained below

▣ Horizontal arrangement

If JAS-ANZ Accredited Certification



Note: The above combination of Logos (OSS & JAS-ANZ), shall be stopped in use on Certificate from 11/10/2016 (In case of Initial and Re-certification the certificate with New OSS Logo will be used. The surveillance Client this logo combination will continue in use till the certification cycle and in Re-certification, the certificate with New OSS Logo will be used)



▣ Vertical arrangement

If JAS-ANZ accredited Certification



Note: The above combination of Logos (OSS & JAS-ANZ), shall be stopped in use on Certificate from 11/10/2016 (In case of Initial and Re-certification the certificate with New OSS Logo will be used. The surveillance Client this logo combination will continue in use till the certification cycle and in Re-certification, the certificate with New OSS Logo will be used)



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Note: The above combination of Logos (OSS & JAS-ANZ), shall be in use on Certificate from 11/10/2016 (For Initial and Re-certification Client)

6. The accreditation symbol may be used on 「package of product」 or 「Package of unit packaging」 but shall not use on the product or unit package. Detail is as following.

Conditions of Use of JAS-ANZ Logo along with OSS Logo (By OSS certified Client)

The OSS Certified Client shall use the logo of OSS in conjunction with the logo of JAS-ANZ (as per above given example and may not be reproduced in isolation.

- it is placed adjacent to the name and/or logo of the certified client
- The dimensions of JAS-ANZ and OSS Logo are proportionately equal

Reproduction of the JAS-ANZ Logo

The JAS-ANZ Logo is only to be reproduced in the colour combination as shown in Figure 1 [PMS Reflex Blue and PMS 485 (Red)].



Figure 1

The URL for the JAS-ANZ register (www.jasanz.org/register) must be displayed. If the JAS-ANZ Logo is used more than once in the same document the URL need only appear in the first instance.

The Logo may be reproduced in a single colour to conform to existing pre-printed stationery or newspaper and magazine articles (figure 2).



Figure 2

Both the OSS and JAS-ANZ Logo may be uniformly enlarged or reduced but shall be sufficiently large for the wording to be clearly legible.

OSS and JAS-ANZ Logo may be stamped, molded or be embossed or stamped when used on paper.

Electronic copies of the OSS and JAS-ANZ Logo shall be obtained from OSS.

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▣ **Use of Certification mark is permitted on:**

- **Product packaging:** packaging used for product safety and facilitation of distribution
- Advertising or promotional materials: Printed or manufactured matters such as business cards or letters head, brochures, documents, invoices, website, Email Signature and other advertising material that is not classified as product under the industrial classification.

▣ **Use of Certification mark is not permitted on:**

- product or unit packaging: the minimum unit item for product distribution, unit packaging for the product such as cigarette case, canned goods, beverage cans, etc.
- Samples or other statement of product conformity
- Flag, building or vehicles.

:: Advertising – Provision of Advertising of certification is as follows;

1. A certified client may advertise the certification using certification mark, name of certification body, certification standard and number, etc on the documents, invoices and advertising.
2. A certified clients shall not use certification mark, name of OSS, certification standard or number on their product or misleading way that implies the OSS certifies a product.
3. If necessary, certified organization may use certification mark on the documents such as procedure, instruction, provision, material or certificate, etc.
4. OSS shall inform the certified clients that advertising activity for certification is possible from the date of certification issued.
5. OSS shall make aware about the regulation for Rules for use of Logo (which is publicly available at www.oss certification.com) to the certified clients and notify to client about Rules for use of logo for complying the fair Labeling and Advertising Act and its implementing ordinances.
6. Misuse of accreditation mark may be ground for withdrawal of certification, therefore when it is found that the certified clients misuse the certification mark for advertising, catalogue, etc., appropriate action shall be taken.
7. When an uncertified organization uses false certification mark, legal action could be taken under the Fair Labeling and Advertising Act and its implementing ordinances, and it shall be reported to accreditation Body (JAS-ANZ).

Multi Accreditation

OSS certification has many accreditation from Different accreditation Body (i.e JAS-ANZ /ASCB

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etc).

OSS will use any other accreditation bodies' symbol along with UAF symbol on the conformity assessment certificate issued by OSS.

For Each accreditation Body Certificate will have separate Logo. I.e If JAS-ANZ accredited Certificate issued. then It will have OSS and JAS-ANZ Logo r If ASCB accredited Certificate is issued then the Certificate have OSS and ASCB logo only.

Requirements for Multi-Sites Certification

1. Whenever a Certified Client is composed of several sites among which at least one has not been granted Certification from OSS, only those certified sites shall make reference to Certification or use the Symbol. When a common document is issued, a disclaimer shall indicate clearly the certified /accredited/ non-accredited/Not Certified sites.
2. Whenever a subsidiary /Branch/Representatives belonging to a group has been certified from OSS, there shall not be any confusion as to which part of the group holds Certification and it shall not imply that other Subsidiaries/branches/Representatives have been certified.

Note – The Above condition shall apply to OSS in connection with accreditation

Control of Ownership

To control the ownership of OSS Logo, accreditation body logo (JAS-ANZ) and reference of certification.

The OSS sales coordination team shall carry out the use logo survey of certified client and Representative organization every six Monthly.

During the logo survey the followings activities shall be carried out

- Visit the client website / Representative website
- Verify the use of logo and certification reference
- Verify the information provided by Representative client on the Market Place (website, Social Media , email communication etc) , if it is found that information provided on market place is not appropriate, the sales coordination team shall communicate to Representative for the same and provide the necessary guideline. For correction of the Information.
- If the certification reference or use of logo is not appropriate, the sales coordination team shall communicate to client for the same and provide the necessary guideline.
- If the certificate is under suspension or withdrawn and client is using the certification reference and OSS logo& accreditation body logo. The sales coordination team coordinates with the organization for removal of the same and notifies the CEO for further action.
- If the OSS Logo or OSS Logo along with Accreditation Body Logo is use by Organization – where organization is not certified by OSS. The sales coordination team coordinates with

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the organization for removal of the same and notifies the CEO for further action.

- Preparation of Logo summary report for MRM review and decisions.

Trademark Administration

As when it is noticed for misuse of OSS Trademark registered Logo,

- the OSS will contact to misusers to ‘cease and desist’ the OSS registered Trademark Logo.
- If misusers – Stop the using the OSS registered Trademark Logo – The OSS will ask the misusers to send us the written declaration to not to use in future OSS registered Trademark Logo unless /until it is Authorized by OSS.
- If misusers not responding any action of OSS notice for misuse of Logo- OSS will ask Legal Advocate to send the Legal Notice and take action against as Appropriate.