

# OTABU CERTIFICATION PVT. LTD.

Address: RZ-09, Prem Nagar, Uttam Nagar, Delhi, 110059, India

## ANNEX – D

### Rules and Regulations for Use of Certification & Accreditation Mark

- All certificates issued by OTABU remain the property of OTABU and must be returned when requested.
- Certificate holders must ensure that no incorrect references to OTABU certification system or misleading use of certificates or marks occur.
- OTABU Registered Companies MARK is granted under license to those client companies who have obtained certification of their Quality/Environmental Management System by OTABU after successful assessment to the applicable standard.
- Where the OTABU Registration Certificate has been issued **under Accreditation Board**, Accreditation Body's MARK is too used in combination with the OTABU Registered companies' MARK, as applicable.

#### **OTABU REGISTRATION MARK**

**OTABU CERTIFICATION Pvt. Ltd.** Registered Companies MARK can be applied to stationery and publicity material that relates to the company's Scope of Registration. This can include brochures, product cards, advertisements etc. The mark **shall not** be used on laboratory test reports, calibration and inspection reports and certificates and not applied directly to the product or packaging by certified clients, whether secondary or primary or in such a manner as to imply that any individual product has been approved. Where the MARK is used, the Certificate Registration number must also be clearly indicated. The MARK may only be reproduced in a single colour which is unlimited, but where practical should conform to existing preprinted stationery, brochures, letterheads or other promotional materials of the Company.

OTABU has ensured through enforceable arrangements require that all the responsibilities and obligations of the clients as expected by OTABU are addressed in detail as below:

1. Conforms to the requirements of the OTABU when making reference to its certification status in communication media such as internet, brochures or advertising, or other documents
2. Does not make or permit any misleading statement regarding its certification
3. Does not use or permit the use of a certification document or any part thereof in a misleading manner
4. Upon withdrawal of its certification, discontinues its use of all advertising matter that contains a reference to certification, as directed by the OTABU
5. Amends all advertising matter when the scope of certification has been reduced
6. Does not allow reference to its management system certification to be used in such a way as to imply that the OTABU certifies a product (including service) or process
7. Does not imply that the certification applies to activities and sites that are outside the scope of certification
8. Does not use its certification in such a manner that would bring the OTABU and/or certification system into disrepute and lose public trust

#### **ACCREDITATION MARK**

No Accreditation Mark will be used by Client on packaging, product, Marketing Accessories or on website. Client is not allowed for the same.

#### **OBLIGATION OF CERTIFICATION MARK:**

OTABU will have rules governing the use of any statement on product packaging or in accompanying

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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;
- The certification body issuing the certificate.
- Customer/Client will not use any FSMS Certification Mark on the product nor the product packaging. In the context of the documents, product packaging referred to in ISO/IEC 17021-1:2015 8.3 will cover all product packaging (which contain the product) and any outer or secondary packaging.
- Client will not be permitted the use of any statement on product packaging that the client has a certified FSMS. This includes all product packaging, both primary packaging (which contain the product) and any outer or secondary packaging.

## SAMPLE OF OTABU LOGO

