



# TIC Quality Control Pvt. Ltd. Control the Use of Certification Mark

## 1.0 Purpose and Scope

This procedure aims to describe the steps adopted by TIC QC to control the use of its license, certificate and mark of conformity to regulates the use of the mark by TIC QC clients

## 2.0 Responsibility

It is the responsibility of the management representative to:

- A. Approve and maintain the steps taken for the control of use of the license & certificate
- B. Ensure the communication of policy and procedures related to best practices in each department.
- C. Continuous review and updates for the related procedures.

## 3.0 Abbreviations and definitions

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- QAM: Quality Manager
- P: Procedures
- MR: Management Representative
- QM: Quality Manual
- QMS: Quality Management System
- DML: Document Master List
- F: Format

## 4.0 Applicable Certification Marks of Conformity

As detailed in the TIC QC manual. For various scopes, TIC QC acts as an independent certification body (Issuing TIC QC certificates) and a third-party conformity assessment body accredited to an accreditation body

For each acting above, a specific certification mark of conformity is granted to the client as follows:

- 4.1. Independent Certification Body (Issuing TIC QC Certificates): All Scopes: TIC QC Certification Mark



## 5.0 Procedure

- 5.1 TIC QC owns its Certification Mark of Conformity as part of its Certification system, along with TIC QC's final product (the certificate) and applicable scheme owner certification scheme. Once certified by the TIC QC, clients have the right to use TIC QC Mark of Conformity. The client's use of the TIC QC Mark of conformity shall fully comply with the requirements for using third-party marks as specified in ISO/IEC 17030. TIC QC shall comply with scheme requirements for the marks usage and its own rules related to the certification marks, as detailed in this procedure.



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- TIC QC makes it clear to its clients that it owns exclusively its Certification Mark of Conformity as part of its certification system, along with TIC QC final Product (the certificate), and its certification scheme and the right to use TIC QC Mark of Conformity is authorized only to the certified clients who signed the certification agreement and are approved for certification.
- TIC QC Certification Mark is granted to **Products, Process or services** meeting the applicable standards or requirements. It should be very clear that the certification mark will be used exclusively on certified products, so no confusion should happen between certified and non-certified products. Furthermore, usage of certification marks should be handled with extra care and attention.
- TIC QC assures the controlled and accurate usage of its certification mark by continuous certification auditing, 1st and 2nd year annual surveillance and re-certification audit, besides Market monitoring, in a way that if any Intentional misuse of the mark happens by client necessary corrective actions will be taken on immediate basis.
- Client using, TIC QC Mark of conformity shall fully comply with requirements for the use of 3rd party marks available **in ISO/IEC 17030, and ISO Guide 23, and ISO Guide 27 and required scheme owner compliance in marks usage**
- TIC QC entitles its client to use Certification Mark on products covered by the appended license, as approved by TIC QC for such products in accordance with the standards.
- The stipulations of the general rules for the applicable certification scheme and all applicable related standards shall apply to the use of Certification Mark.
- Once Certified, TIC QC agrees that the related certified Facilities and products manufactured comply with the requirements of applicable standards specified in the license. Accordingly, it is a recognition and authorization for the applicant to mark the products covered by the license using TIC QC Certification Mark
- It is the applicant's responsibility to assure that for every and each time the products (for which the license is granted) are available, they should be produced within the same specifications and quality like the conditions and samples tested by TIC QC and found to be in conformity with applicable standards.
- Printing of certification mark shall be performed within the same presentation listed below (size, colors & dimensions), using materials assuring the accurate and sharp production of the mark.
- To ensure the above is met, upon approval for certification and prior to issuance of certificate, the certification Mark is handed over to client in a Soft Copy format.
- Upon signing this certification agreement, applicants declare fully understanding the requirements, terms and conditions, usage policy of safeguarding TIC QC Certification Mark and commit to fully comply with them and not to make any statement or act in any way that may be considered misleading. Furthermore, applicant agrees and recognizes the use of its certification mark upon certification approval decision.
- Promotional and marketing purposes (either constant: brochures, letterheads, flyers, website, etc., or variant events:
- Exhibitions, etc. using TIC QC certification Mark are accepted by TIC QC with no objection under the condition of providing the certificate not along with the certification mark in case of such activities. This use shall be done within the accepted conditions mentioned above, such advertisements can be placed on display panel of the certified products, on the secondary or packaging , on company publicity materials such as brochures, company profiles, reports, exhibition materials, flyers, banners, roll-ups etc. ,on corporate electronic media such as websites and the internet, on the internal walls and doors of the factory/offices, on company vehicles on company communication documents such as letterheads, stationeries etc.
- TIC QC will conduct continuous monitoring of certified products to ensure correct use of its Certification Mark.



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- Instructions or another user information accompanying the product and related to the certification scheme shall be approved by TIC QC
- In case of any doubts regarding the use of the logo, prior written approval shall be granted by TIC QC to prevent misuse and subsequent corrective action.

**6.0 Specifications of TIC QC Mark of Conformity**

- Color: Specified below TIC QC Certification Mark should be reproduced the same color and proportion.
- Size.
  - The size of the logo shall be in following ratio and of size variations (decreasing or increasing) mentioned below
  - Size must always follow and respect the proportions of the logo.



1. **Specifications of Scheme owner Certificate of Conformity:** as instructed by Scheme owner and following the document given by scheme owner specifying color and size and other specifications of each of above marks.
2. **Types of Breach/Misuse of certification license & Disciplinary Actions & Liabilities**

<b>Types of Breach/ Misuse of certification license, Conformity Mark</b>	<b>Disciplinary Actions &amp; Liabilities (Scaling from Notable to Severe Non-conformities)</b>
Claiming the ownership of Certification Mark of Conformity.	
Use TIC QC Mark of Conformity for other than the certified clients exclusively authorized and mentioned in certification agreement and approved for certification.	1. Written Warning to inform the client about the breach he is doing, and the misuse client is committing Identifying notice to correct the actions and list the disciplinary actions in case of not adhering to completing the necessary suitable corrective actions within the notice period
The customer cannot fulfill the certification terms of the certified product effectiveness terms, constantly or severely, major non-conformities are found as a result of the audits realized	2. Disciplinary actions <ul style="list-style-type: none"> <li>• Determination by TIC QC of corrective actions</li> </ul>



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<p>The minor non-conformities, fixed as a result of the audits, are not eliminated within the established terms, Auditing fees are not paid.</p>	<p>needed to be implemented and inform the client about it to eliminate the consequences of the misuse. Corrective action taken by client should be:</p>
<p>Products or services for which the license is granted are not meeting the applicable standards or requirements. Usage of certification mark is not handled with care and attention.</p>	<ul style="list-style-type: none"> <li>- Announced publicly (whenever needed).</li> <li>- Defective products have been recalled, rebuilt, replaced or destroyed under supervision.</li> <li>- Client continues the required corrective actions until non-conformity is eliminated, and the action continues to cover the future produced items.</li> </ul> <ul style="list-style-type: none"> <li>• Removing the certification mark from the product</li> <li>• Accreditation organization is informed.</li> <li>• Notification of parties authorized and responsible for instituting a recall</li> <li>• Suspension of the Certificate (Certification is suspended; after which withdrawal of certificate will be applicable if no action is taken by applicant)</li> <li>• Withdrawal of the certificate is released to the public</li> <li>• Civil liability - Claim for damages</li> <li>• Legal proceedings are initiated (within limitation of Federal Law 28: 2001)</li> </ul>
<p>Client does not enable TIC QC Continuous monitoring/certified customer does not allow performance of supervision or re-certification audits with necessary frequencies:  Certification Auditing, 1<sup>st</sup> Year Annual Surveillance, 2<sup>nd</sup> Year Annual Surveillance, re-certification audit, Market monitoring</p>	<ol style="list-style-type: none"> <li>1. Written Warning to inform the client about the breach he is doing, and the misuse client is committing Identifying notice to correct the actions and list the disciplinary actions in case of not adhering to completing the necessary suitable corrective actions within the notice period.</li> <li>2. Disciplinary actions</li> </ol>



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<p>Use of Mark of conformity does not fully comply with requirements for the use of 3<sup>rd</sup> party marks available in ISO/IEC 17030.</p>	<ul style="list-style-type: none"> <li>• Determination by TIC QC of corrective actions needed to be implemented and inform the client about it to eliminate the consequences of the misuse.</li> </ul> <p>Corrective action taken by client should be:</p>
<p>Breaching the general rules for the applicable certification scheme and all applicable related standards shall apply to the use of Certification Mark.</p>	<ul style="list-style-type: none"> <li>- Announced publicly (whenever needed).</li> <li>- Defective products have been recalled, rebuilt, replaced or destroyed under supervision.</li> <li>- Client continues the required corrective actions until non-conformity is eliminated, and the action continues to cover the future produced items.</li> </ul>
<p>For every and each time the products (for which the license is granted) are available, the production is not happening within the same specifications and quality similar to the conditions and samples tested by TIC QC and found to be in conformity with applicable standards.</p>	<ul style="list-style-type: none"> <li>• Removing the certification mark from the product</li> <li>• Accreditation organization is informed.</li> <li>• Notification of parties authorized and responsible for instituting a recall.</li> </ul>
<p>Printing of certification mark is not performed within exactly the same presentation specified (size, colors &amp; dimensions).</p>	<ul style="list-style-type: none"> <li>• Suspension of the Certificate (Certification is suspended, after which withdrawal of certificate will be applicable if no action is taken by applicant)</li> </ul>
<p>Not using materials assuring the accurate and sharp production of the mark while printing the certification Mark</p>	<ul style="list-style-type: none"> <li>• Withdrawal of the certificate is released to the public</li> </ul>
<p>Not abiding the rules mentioned in certification agreement initially signed by client prior to certification process, where client declares of fully understanding the requirements, terms and conditions, usage policy of safeguarding TIC QC Certification Mark and commit to fully comply with them and not to make any statement or act in any way that may be considered misleading.</p>	<ul style="list-style-type: none"> <li>• Civil liability - Claim for damages</li> <li>• Legal proceedings are initiated (within limitation of Federal Law 28: 2001)</li> </ul>
<p>Misuse the conformity mark during the Promotional and marketing purposes (either constant: brochures, letterheads, flyers, website, etc., or variant events: exhibitions, etc.)</p>	



Products bearing the certification mark are not authorized to bear the certification mark
Violating one of the requirements available in ISO/IEC 17030, ISO guide 23, ISO Guide 27.
Certified products bear unauthorized form of the mark
Certified product is in violation of TIC QC policies under which the product was tested and certified (hazardous not complying with applicable certification requirements).

### 7.0 References

- ISO 17065
- India Conformity Assessment Scheme (i-CAS) For Halal Meat and Meat Products for Exports



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**Revision History**

The following is a summary of the recent revisions to this document.

Date	Revision No.	Amended By	Description of Changes