

# OTABU GLOBAL SERVICES PVT. LTD.

FLAT NO. 954, BLK-D, PKT-3, BINDAPUR, DWARKA, NEW 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 Global Services 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**

The Accreditation MARK may only be used in combination with the OTABU Registered companies MARK and is limited to stationery, literature and other written promotional materials. It cannot be applied to the product or packaging and visiting cards whether secondary or primary. The Accreditation MARK shall be reproduced with the art work enclosed or in a single colour to confirm with the predominant colour of existing preprinted stationery, brochures, letterheads or other promotional material.

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The Accreditation MARK shall not be used in such a way as to suggest **that the Accreditation** Body or government Organization it represents have certified or approved the activities of the Company, or in any other manner which can mislead.

The Certification Body/Accreditation MARK may be uniformly reduced or enlarged but shall not be less than **25 mm** in height.

If an accredited certificate holder fails to comply with these regulations or uses the MARKs in any misleading manner, OTABU reserves the right to withdraw or cancel its certificate upon which action, the certificate holder shall immediately cease to use the MARKs and withdraw the existing stock of its stationery and other promotional brochures etc. bearing the MARKs, from further use.



Such action could include requests for correction and corrective action, suspension, withdrawal of certification, publication of the transgression and, if necessary, legal action.

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

OTABU will have rules governing 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;
- The certification body issuing the certificate.

### **SAMPLE OF MARK**

|   |                 |
|---|-----------------|
| <b>ISO 9001:2015</b>  |                 |
|  | <b>IAS MARK</b> |
| <b>ISO 14001:2015</b>   |                 |
|  | <b>IAS MARK</b> |
| <b>ISO 45001:2018</b>   |                 |



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|   |                 |
|---|-----------------|
|    | <b>IAS MARK</b> |
| <b>ISO 27001:2013</b>   |                 |
|    | <b>IAS MARK</b> |
| <b>ISO 13485:2016</b>   |                 |
|    | <b>IAS MARK</b> |
| <b>ISO 22000:2018</b>   |                 |
|   | <b>IAS MARK</b> |
| <b>ISO 37001:2016</b>   |                 |
|  | <b>IAS MARK</b> |
| <b>ISO 20000: 2018</b>  |                 |
|  | <b>IAS MARK</b> |
| <b>ISO 50001: 2018</b>  |                 |
|  | <b>IAS MARK</b> |
| <b>ISO 22301:2019</b>   |                 |



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# IAS MARK

