Rules for Use of Certification

Certification and Inspection Activities

1 Purpose

Establish the conditions under which certification, certification marks, and references to certification or accreditation are used, ensuring consistency, accuracy, and alignment with the scope of authorization granted by Kompleye.

2 Scope

This document applies to all certificates, certification marks, logos, and statements referring to certification or accreditation issued or authorized by Kompleye.

It covers:

- Use by Kompleye in certification and inspection activities
- Use by certified clients in internal and external communications
- Any public or contractual reference to certification status

This document applies to certification and, where relevant, inspection or related conformity assessment activities.

3 Responsibilities

Kompleye

- Defines and maintains rules governing the use of certification and accreditation references
- Issues and controls certificates and certification marks within defined scopes
- Ensures alignment with applicable standards and accreditation requirements
- Monitors external use and enforces corrections when required.

Certified Clients

- Use certification and certification marks only as authorized
- Ensure references are accurate, current, and within scope
- Distinguish clearly between certified and non-certified activities
- Immediately update or cease use when certification status changes

4 Definitions / Principles

4.1 Definitions

Certification

Formal attestation issued by Kompleye confirming conformity with specified requirements within a defined scope.

Certification Mark

A mark or logo controlled by Kompleye used to communicate valid certification status.

Accreditation

Formal recognition granted to Kompleye by an accreditation body.

Accreditation Symbol

A symbol issued by an accreditation body to identify accredited status. Accreditation applies to Kompleye, not to certified clients.

Scope of Certification

Activities, sites, services, processes, or management system boundaries covered by certification.

Misuse

Any unauthorized, inaccurate, misleading, altered, outdated, or out-of-scope use.

4.2 Principles

The following principles govern all use of certification and accreditation references:

- Certification applies only within the approved scope
- Accreditation applies exclusively to Kompleye
- References shall be accurate, verifiable, and not misleading
- Certification shall not imply product, service, or regulatory approval unless explicitly permitted
- Kompleye retains control over the use of certification and accreditation references.

5 Control of Certification

5.1 Use of Certification

Certified clients may reference certification only while it is valid and within the scope stated in the certificate.

Where both certified and non-certified activities exist, communications shall clearly differentiate between them.

Certification shall not be presented in a manner that:

- Expands or alters the approved scope
- Implies coverage of uncertified activities

5.2 Use of Certification Mark

Certification marks may be used in business communications when certification is valid and properly represented.

Whenever a certification mark is used, the mark or its accompanying text shall clearly identify Kompleye as the certification body and shall clearly indicate the certified management system and applicable scope, without ambiguity as to what has been certified.

Certification marks shall not be:

- Applied to products or product packaging
- Applied to laboratory test reports or certificates, calibration reports or certificates, or inspection reports or certificates
- Used to imply product conformity
- Modified, distorted, or altered
- Transferred or used by third parties without authorization

5.3 Statements on Product Packaging or Accompanying Information

A certified client may include a statement that its management system is certified on product packaging or in accompanying information, provided that the statement:

- Identifies the certified client
- Identifies the type of management system and the applicable standard
- Identifies Kompleye as the certification body
- Does not state or imply that the product, process, or service is certified

The certification mark shall not be used as part of this statement or elsewhere on the product or product packaging.

5.4 Use of Accreditation References

Certified clients shall not claim to be accredited or imply that accreditation has been granted to the client.

Use of an accreditation symbol by a certified client is permitted only when expressly authorized by Kompleye and only in accordance with the Policy on Use of ANAB Accreditation Symbols and Claims of Accreditation Status and any other applicable accreditation-body requirements.

Any reference to accreditation shall clearly indicate that accreditation applies to Kompleye and not to the certified client.

5.5 Misleading or Improper Use

References to certification or accreditation shall not be:

- Outside the approved scope
- Inaccurate, ambiguous, or misleading
- Used after certification status changes without update
- Interpreted as product, service, or regulatory approval
- Presented in a way that could damage the credibility of certification
- Made through the use of audit reports, in whole or in part, in a manner that misrepresents the certification status, certified scope, audit conclusion, or certification decision

6 Certification Status Changes

When certification is suspended, withdrawn, expired, terminated, or reduced in scope, the client shall immediately:

- Cease use of affected certification references, or
- Update all communications to reflect the current status

Kompleye may require removal or correction of any affected representation.

7 Monitoring and Enforcement

Kompleye monitors the use of certification and accreditation references through:

- Audit activities
- Review of public information
- Complaints and external inputs
- Certification status changes

Where misuse is identified:

- Correction shall be required within a defined timeframe
- Evidence of correction may be requested
- Failure to comply may result in suspension or withdrawal of certification

8 Contractual Framework

Compliance with this document is a condition of certification.

Certification agreements shall require clients to comply with these rules and ensure that any third parties acting on their behalf adhere to the same conditions.

9 Records

Kompleye maintains records supporting the control and oversight of certification and accreditation references, including:

- Certification agreements
- Audit evidence related to certification use
- Monitoring activities
- Client communications
- Records of misuse and corrective actions
- Certification status changes

All records are controlled in accordance with the document and record control processes.