



## **1 Certification Conditions**

### **1.1 Introduction**

The purpose of this document guideline by Bureau of Assessment Services (BAS) is to provide our certified clients with rules of usage of BAS certificate of approval, BAS certification mark and use of BAS certification mark combined with United Accreditation Foundation (UAF) Accreditation symbol.

UAF require that BAS ensure that its certified clients use the certification mark and UAF Accreditation symbol in accordance with the UAF guidelines on use of UAF Accreditation symbol.

The following rules in addition to the terms and conditions given BAS Certification Terms and Conditions ensure that the BAS certification mark and the UAF Accreditation Symbol are not used in such a manner that may be misleading to the public.

All promotion of the management system to which the client is certified must be clear and shall not imply that the product or services of the client are certified by BAS. **Any usage of the BAS Certification mark and UAF Accreditation Symbol shall be in accordance with BAS Certification Terms and Conditions and the rules given below.**

### **1.2 Use of Certificate of Approval**

- (a) The certificate shall remain the property of BAS.
- (b) Certificates are valid for three years from the date of the certificate issue, subject to satisfactory annual surveillance assessments.
- (c) Certificates are not transferable.
- (d) The certificate shall only be displayed at the location applicable to the certificated scope of supply.
- (e) The certificate shall not be used to imply certification of any location other than that detailed on the certificate.
- (f) The certificate shall not be used in any way to imply product approval.
- (g) The certificated Client must advise BAS of any changes which may affect the scope of supply.
- (h) If the Client changes operating site, then BAS shall conduct a surveillance visit to check the Management System in accordance with ISO 9001, ISO 14001 & OHSAS 18001 requirements as applicable.

### **1.3 Use of Certification Mark**

- (a) The marks above shall always be used on certificates issued in conjunction with the Client's name
- (b) The mark may be reproduced in any size provided the configuration is strictly adhered to, including the surrounding frame.
- (c) The mark may be used on stationery, such as head letter paper and advertising brochures.
- (d) The mark shall not be used on flags, buildings, packaging, directly on products.
- (e) The mark shall not be used in any way to imply product approval, nor on documentation such as test certificates and certificates of conformity.



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- (f) The certificated Client shall, upon reasonable notice, discontinue any use of the mark which is considered to be unacceptable to BAS.
- (g) Upon termination of the certification, for whatever reason, the Client shall discontinue all use of the mark immediately.

### 1.4 Failure to Comply with the Certification Conditions

#### Suspension and withdrawal of certificate approval

- If the Client/certificate holder fails to maintain compliance with the requirements of ISO 9001, ISO 14001 & OHSAS 18001, those requirements detailed in BAS Certification Terms and Conditions and those commercial and operating requirements of BAS then;
- The client/certificate holder is formally informed in writing/fax/phone/email about the failure of compliance with the above conditions and asked to detail corrective action.
- If the client refuses to respond to correct the failure of non-compliance with the above conditions, then the Technical Manager concerned shall contact the client and inform the client that the certificate may be suspended initially for 6 months and after 6 months the client is informed that the certificate is cancelled and would the client return the certificates and cease to use and distribute any literature, stationary, etc., referencing the certificate of BAS mark/symbol.
- If the period of surveillance exceeds the contracted period (6m, 9m, 12m.) or the recertification period exceeded the three year period the rules of suspension also apply.

#### Display of BAS Logos

##### Option 1:



**Fig 1**

#### Note:

1. The symbol shall be displayed only in the appropriate form and colour as demonstrated in Fig 1 above.
2. The minimum height of the symbol shall be 10 mm and the width shall be 10 mm; however, it is that a client uses the 15mm or 20 mm for good visual display.
3. Above is the size normally used for visiting cards, however the client can reproduce the size provided that the symbol is not distorted, degraded to maintain integrity of the symbol.



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### OPTION 2:



**Fig 2**

### Note:

1. The symbol shall be displayed only in the appropriate form and colour as demonstrated in Fig 2 above. UAF symbol shall normally have a minimum height of 10mm and minimum width of 15mm.
2. UAF symbol may be displayed on advertising materials / publicity along with the reference number(s) of CAB as shown in Fig 2.
3. The fig 2 symbols shall not be used in such a way to state, imply or suggest that UAF accepts responsibility for the accuracy of test, calibration, inspection results or certification decisions covered by the scope of accreditation.
4. The Fig 2 symbol shall not be used in any way to imply product approval, nor on documentation such as inspection / test certificates and certificates of conformity.