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|  | MANAGEMENT SYSTEMS CERTIFICATION DOCUMENT | Document No: MSC-P08 Page 1 of 4 |
| | REFERENCE TO CERTIFICATION AND USE OF MARKS OF CONFORMITY | Version: 03 Effective: July 2024 |
| | Compiled by: CERTIFICATION | Approved by: GM Certification |

1. Purpose

This procedure describes the governing rules regarding the use of the NSI marks of conformity (MoC) and reference to NSI certification by certified clients.

2. Definition

2.1 **Certification:** third-party attestation related to products, processes, systems or persons

2.2 **Certified client:** an organization whose management system has been certified.

2.3 **Mark of conformity:** protected mark issued by a body performing third-party conformity assessment, indicating that an object of conformity assessment (product, process, person, system or body) is in conformity with specified requirements

2.4 **Product packing:** product packaging is considered as that which can be removed without the product disintegrating or being damaged

3. Acronyms

3.1 **NSI:** Namibian Standards Institution

3.2 **MoC:** Mark of Conformity

3.3 **CoC:** Certification of Conformity


4. Process owner

4.1. The **Manager: Certification** shall be process owner.

5 Activities

5.1. Conditions for use of mark


- The MoC (MSC-P03-AB) issued by the NSI for management systems shall not be used on laboratory tests, calibration or inspection reports or certificates as per (MSC-P03-AE and MSC-P03-AF).
- MoCs for management systems shall not be used on a product, product packaging, or in a way that may be interpreted as denoting product conformity.

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- MoCs for management systems may be used on documents, promotional material and letterheads.
- The MoC for management systems issued is traceable to the granted CoC (**MSC-P03-AA**).
- The certified client shall apply the correct size and colour of the MoC as provided in guidelines.

5.2. Conditions for reference to certification

- The client with a certified management system shall not make any statement that implies that its product is certified.
- Whenever a certified client makes a statement referring to its certified management system, the statement shall include reference to:
 - (i) identification of the certified client (e.g. brand or name)
 - (ii) the type of management system (e.g. quality, environment) and the applicable standard;
 - (iii) the certification body issuing the certificate.
- The NSI and the certified client shall enter into a legally enforceable Certification Contractual Agreement (**MSC-P03-FA**), where the certified client is required to:
 - (a) conform to the requirements of the NSI when making reference to its certification status in communication media such as the internet, brochures or advertising, or other documents;
 - (b) not use its certification, certification document or any part thereof in a misleading manner;
 - (c) ensure that upon withdrawal of its certification by the NSI, discontinues its use of all advertising materials that contains a reference to certification;
 - (d) amend all advertising materials when the scope of certification has been reduced;
 - (e) not imply that the certification applies to activities and sites that are outside the scope of certification;
 - (f) not use its certification in such a manner that would bring the NSI into disrepute and lose public trust.

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5.3. Condition for use of Certificate of Conformity

- Shall be used in reference to certified scope only.
- Shall not be tempered with.
- Shall not be used in a misleading way. Shall not be used during suspension or withdrawal of certificate.
- Shall be returned upon withdrawal of granted certification.

5.4. The NSI shall exercise control of ownership and shall take action to deal with incorrect references to certification status or misleading use of certification documents, marks or audit reports. Such action shall include requests for correction and corrective action, suspension, withdrawal of certification, publication of the transgression and, if necessary, legal action.

6 Related documents

6.1. ISO/IEC 17030_General requirements for third-party marks of conformity

6.2. NSI Corporate Image (CI) Manual

7 Records


7.1. MSC-P03-AA_Certificate of Conformity

7.2. MSC-P03-AB_Mark of Conformity

7.3. MSC-P03-FA_Certification Contractual Agreement

8 Record of Revisions

| Revision | Date | Description |
|----------|------------|-------------------------|
| 01 | Jan 2016 | Established |
| 02 | March 2020 | Added related documents |

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| 03 | July 2024 | <ul style="list-style-type: none"> - Added four additional conditions under 5.3 and removed the condition of not photocopying the certificate of conformity. - Removed two reference documents under 6 (MSC-P03-AE_Use of QMS Mark of Conformity and MSC-P03-AF_Use of FSMS Mark of Conformity) |
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