



**Kiwa International
Certifications (M) Sdn. Bhd.**

Work Instruction

| | |
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| No. | WI-05 |
| Revision No. | 4 |
| Date | 11.11.2022 |

Rule for use of Certification Mark

Rule for use of Certification Mark

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KIWA INTERNATIONAL CERTIFICATIONS (M) SDN. BHD.

Status of Revision

| Revision | Summary of Amendment | Reviewed | Approved | Date |
|----------|---|----------|-----------|----------|
| 0 | Initial release | | | 1.2.17 |
| 1 | Revise according to ISO 17021:2015 requirements | Jamsari | Dr Kenny | 1/2/19 |
| 2 | Add in others certification scheme and IAF MLA Mark | Jamsari | Dr. Kenny | 8/11/20 |
| 3 | Revised the certification mark and JSM accreditation symbol according to Accreditation Policy (AP1) – Policy on the use of accreditation symbol and reference to accreditation | Jamsari | Dr Kenny | 13/6/22 |
| 4 | Revised to include: <ul style="list-style-type: none"> - proper usage of certification mark & accreditation symbol on product - right to take action in terms of misuse of certification mark | Jamsari | Dr Kenny | 11/11/22 |
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Rules for use of Certification Mark and Logo

KIWACERT issues marks corresponding to the relevant standard for which approval has been given, by way of a current Certificate of Registration. The certification mark used must correspond to the standard against which the company has been audited and achieved registration (i.e. GDPMD, ISO13485, ISO 9001 or ISO 14001).

1. The form, size and color of KIWACERT Certification Mark and Standards Malaysia Accreditation Symbol, shall follow as below:
 - The Accreditation Mark shall be reproduced in the form and size as detailed in the Logo Master in Figure 1 for QMS below:



Reg. No. X00000X

Figure 1: Certification Mark



Figure 2: Accreditation Symbol

Note: *1) Registration No. [Reg. No: X00000X] (Provided by KIWACERT to certified Company) Refer to awarded Certificate to Certified Clients.

**2) ACB YY 00 Scheme for the Accreditation of Certification Bodies (The ACB Scheme). Detail as below:

| | |
|----------|--|
| ISO9001 | Quality Management System ACB QMS 28 |
| ISO45001 | Occupational Safety & Health Management System ACB OSH 17 |
| ISO14001 | Environmental Management System ACB EMS 20 |
| ISO22000 | Food Safety Management System ACB FSMS 13 |
| ISO13485 | Medical Devices Quality Management System ACB MDMS 05 |
| MS1514 | Good Manufacturing Practice (GMP) for Food ACB GMP 06 |
| MS1480 | Hazard Analysis and Critical Control Point System ACB HACCP 08 |

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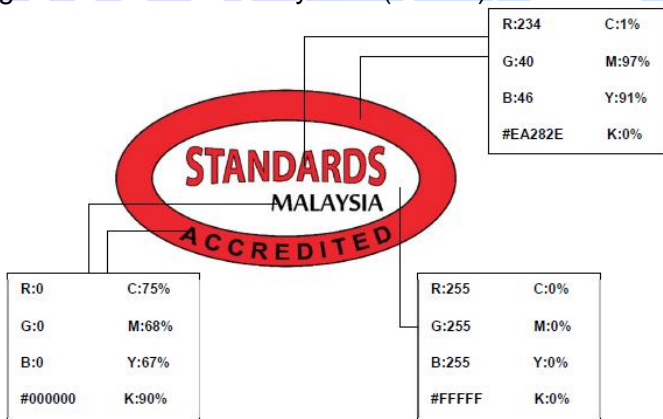
- The KIWACERT certification mark shall be display in appropriate form and size, shall be reproduced and shall be reprinted according to the following specification;
 - In colors coding shown in Figure 3



Figure 3: KIWACERT Certification Mark

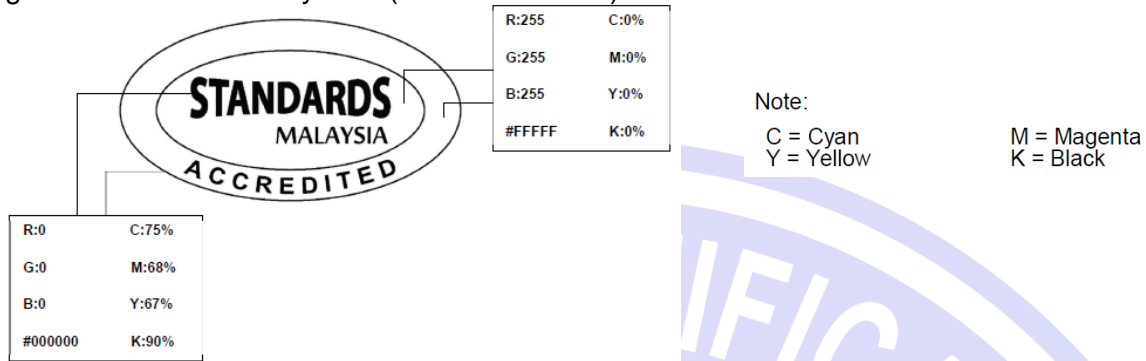
- Accreditation Symbol shall be displayed in the appropriate form and size, shall be reproduced and shall be reprinted according to the following specifications;
 - in colors coding as shown in Figure 4, or
 - in blue and white as shown in Figure 5
 - in a size for any uniformly enlarge or reduced, which make all the words of the Accreditation Symbol clearly distinguishable.

Figure 4: Accreditation Symbol (Colour)



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Figure 5: Accreditation Symbol (Black and White)



2. Use of the KIWACERT Certification Mark and Standards Malaysia Accreditation Symbol
 - Under no circumstances can a certified organization by KIWACERT Sdn Bhd use the Accreditation Symbol in isolation of the Certification mark to which it relates.
 - Standards Malaysia Accreditation Symbol or reference to Standards Malaysia accreditation shall not be misused, including false claims as the Standards Malaysia accreditation and false use of Standards Malaysia Accreditation Symbol by a certified organization by KIWACERT.
 - KIWACERT has the right to take action in terms of misuse, false claims and false use of **KIWACERT certification mark**, Standards Malaysia accreditation symbol or reference to Standards Malaysia accreditation. Such actions include corrective action, withdrawal of certificate, publication of the transgression for certified organizations and immediate discontinuation of their applications for applicants.
 - The KIWACERT certification mark, Accreditation Symbol or reference to Standard Malaysia accreditation shall not be misused in such a way to suggest or imply that KIWACERT has certified or approved product, process, system, person in any misleading manner.
3. Standards Malaysia & KIWACERT reserves the right to impose other requirements with regards to the use of the Accreditation Symbol. Such requirements shall be formally documented.
 - On any individual unfolded portion of the sheet of stationery the Accreditation Symbol may be displayed:
 - I. Only of the Mark or title of the certification body concerned is also shown;
 - II. With no more prominence than the Mark or title of the certification body concerned;
 - III. And should be positioned in a manner that ensures the relationship between the Accreditation Symbol and the certification mark is obvious.
 - IV. No more than once for each Standards Malaysia accreditation for quality system certification or product certification.
4. A certified organization by KIWACERT may make reference to Standards Malaysia accreditation by virtue of its certification status granted by a Standards Malaysia certification body subject to the requirements of this document and the following limitations or conditions: -
 - a. KIWACERT undertakes the responsibilities to ensure this requirement is a element of the regulations and an element of regular surveillance audits or checks;



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- b. Under no circumstances shall the Accreditation Symbol be used in a product, or in any way that be interpreted or implied as denoting product conformity within the framework of a quality system certification program.
- c. However, it may be placed on large product packaging used for transportation provided it contains the following text in a manner that make it obvious that the text and certification mark a linked, "manufactured (see note 1) under a quality system certified as complying with ISO9001 by an accredited certification body."

Note 1: Variation of word "manufactured" such as "assembled", "packaged", "bottled", "blended", "serviced" etc. should be used appropriately to demote in more explicit and factual way that would remove any reasonable doubt of an ordinary consumer.

- d. The certification mark in association with the Accreditation Symbol, also include the name of the registered organization or its legally registered identification mark;
 - e. A certification mark in association with the Accreditation Symbol may be used within the framework of a product certification programme.
5. Restriction on Use of KIWACERT and Standards Malaysia Accreditation Symbol:
- Publicity material shall not include notices, labels, documents or written announcements affixed to or otherwise appearing on goods or products have been manufactured under an accredited product certification scheme. This restriction shall also apply to primary (e.g. blister packs) packaging promotional products.
 - The Accreditation Symbol shall not be displayed for the following:
 - ❖ on vehicles, except in publicity material containing the Standards Malaysia Accreditation Symbol as part of a larger advertisement.
 - ❖ on buildings and flags.
 - The KIWACERT Certification Mark and Standards Malaysia Accreditation Symbol shall not be applied directly to the product or packaging, whether secondary or primary or such in a manner as to imply that any individual product, process or services is certified by this means.
 - The Accreditation Symbol may be displayed on internal walls and doors, and on exhibition stands.
 - Upon suspension of Standards Malaysia accredited certification, a registered organization by KIWACERT shall immediately cease to use and distribute any certificates, stationery and literature bearing the Accreditation Symbol and/ or certification mark or making reference to Standards Malaysia accreditation and/ or KIWACERT.
 - Upon termination of Standards Malaysia accredited certification, a registered organization by KIWACERT shall immediately cease distribution of all items on which Standards Malaysia Accreditation Symbol and/ or KIWACERT mark is displayed.
6. Approval from KIWACERT is required if the client intended to use a statement (without any mark) prior to product or packaging or any accompanying information. The client could send an email message request to info@kiwacert.com.



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Guidelines For The Usage And Application Of The KIWACERT Scheme Logo (Internal Use Only)

1. For purposes of these guidelines, "Internal" is defined as: Certification Operation department, Business Development department, Compliance department, Academy department and Digital Marketing department in the KIWACERT organization structure.
2. The Scheme Logo of KIWACERT should only be utilized in conjunction with the official business of the organization.
3. Each individual Scheme Logo must associated with corresponding scheme. For individual KIWACERT Scheme Logo, please refer Figure 6.
4. The Scheme Logo should be used on:
 - KIWACERT's wholly owned publications and web sites
 - Promotional brochure/flyers and also on other KIWACERT internal marketing tools
 - KIWACERT social media (for branding purposes)
 - JSM Accredited Certificate (for design/decoration purposes)

NOTE: Certification Operation Department may use the Scheme Logo on the certificate as design/decoration purposes but the client cannot use it for other publication purposes.

Figure 6: Individual Scheme Logo

- i) ISO 9001 Quality Management System



- ii) ISO 13485 Medical Devices Quality Management System





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- iii) ISO 14001 Environmental Management System



- iv) ISO 22000 Food Safety Management System



- v) ISO45001 Occupational Safety & Health Management System



- vi) IATF 16949 Automotive Management System





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- vii) MS 2530 Malaysian Sustainable Palm Oil (MSPO)



- viii) ISO 37001 Anti Bribery Management System



- ix) ISO 50001 Energy Management System



- x) ISO 27001 Information Security Management System



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General Principle on Use of the IAF MLA Mark (Applicable for CAB - KIWACERT usage only):

- (a) The accredited CAB shall only use the IAF MLA Mark together with their accreditation body scheme logo in the manner set out in IAF ML 2 General Principles on Use of the IAF MLA Mark and in accordance with the main scopes and sub scopes of the IAF MLA of which the licensed IAF MLA Member is a Signatory, and for which the CAB has been accredited;
- (b) The IAF MLA Mark shall be reproduced using an authorized copy obtained from the licensed IAF MLA Member and shall be reprinted according to the following specifications:
 - i) in black and white or in the colours Pantone 2747 (dark blue) and Pantone 299 (light blue),
 - ii) on a clearly contrasting background,
 - iii) in a size which makes all the words of the IAF MLA Mark clearly distinguishable, with the width of the IAF MLA Mark no less than 20 millimetres for printed media and 75 pixels for digital media.
- (c) The proposed permitted use is non-exclusive.
- (d) The permission granted to the accredited CAB to use the said IAF MLA Mark is non-transferable.
- (e) The accredited CAB shall not use the IAF MLA Mark on any documentation unless the licensed IAF MLA Member's accreditation symbol and the accredited CAB's name or logo are included on the same displayed page and all are of approximately the same size;

Note: The documentation can be in any form or type of medium.

- (f) The accredited CAB shall use the IAF MLA Mark in strict accordance with the instructions, conditions, standards of quality and IAF MLA Mark specifications supplied by the licensed IAF MLA Member or the IAF at any time and from time to time;
- (g) The accredited CAB shall supply specimens of its usage of the IAF MLA Mark to the licensed IAF MLA Member or IAF, if requested by the licensed IAF MLA Member or IAF;
- (h) The accredited CAB shall not allow its certified organisations to use the IAF MLA Mark.
- (i) The accredited CAB shall monitor and take suitable action to control its use of the IAF MLA Mark and to prevent any incorrect references or misleading use by itself or its certified organizations;
- (j) The accredited CAB acknowledges and agrees that it has no proprietary right, title or interest in the IAF MLA Mark;
- (k) The accredited CAB agrees to co-operate fully and in good faith with the licensed IAF MLA Member and/or IAF for the purpose of securing or protecting IAF's right in the IAF MLA Mark;

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- (l) The accredited CAB further agrees not to challenge directly or indirectly IAF's right, title or interest in the IAF MLA Mark.
5. The Agreement to use the IAF MLA Mark may be terminated as follows:
- (a) at any time by agreement of the parties.
 - (b) at any time by the licensed IAF MLA Member in the event that the conditions in this Agreement are not satisfied.
 - (c) immediately in the event accreditation is withdrawn from the accredited CAB by the licensed IAF MLA Member.
 - (d) immediately in the event of the termination of the licensed IAF MLA Member's membership of the IAF MLA or IAF membership.
 - (e) immediately in the event of the termination of the Agreement for the use of the IAF MLA Mark between IAF and the Licensed IAF MLA Member.
 - (f) by the licensed IAF MLA Member duly advising the accredited CAB; or
 - (g) by the IAF duly advising the accredited CAB.
6. The accredited CAB shall indemnify and save IAF, its directors, officers, employees and authorized representatives, including the licensed IAF MLA Member, from and against any and all claims, liabilities, demands, proceedings, causes of action, costs and expenses (including legal fees as incurred) arising from the breach or default of the accredited CAB under this agreement.

Sample on use combining CAB (Scheme Logo) + IAF MLF + ACB Mark



ACB YY 00

End.