

REFERENCE TO CERTIFICATION & RULES FOR USE OF THE TTBS MARK

1. SCOPE

- 1.1. Reference to ISO 9001, ISO 14001 and OHSAS 18001 certification
- 1.2. Use of the ISO 9001, ISO 14001 and OHSAS 18001 standards marks below:



TTBS/ISO 9001



TTBS/ISO 14001



TTBS/OHSAS 18001

- 1.3. Reference or use of certification in various formats and media such as the internet, brochures or advertising, or other documents.

2. DEFINITIONS

- 2.1. Certification Body – the Certification Division of the Trinidad and Tobago Bureau of Standards
- 2.2. Certified Client – any organisation whose management system has been certified by the TTBS-Certification Division against either the ISO 9001, ISO 14001 and/or OHSAS 18001 standard
- 2.3. Management System Certification Mark - protected mark issued by TTBS Certification Division indicating that a client's management system is in conformance with a management system standard.

3. RULES FOR REFERENCE TO CERTIFICATION AND USE OF THE TTBS CERTIFICATION MARKS

- 3.1. The organization may need to communicate its successful achievement of management systems certification to the market place and stakeholders including staff, customers and business partners, and the general public. This may be done through various means including promotional and communication material such as press releases, advertisements, marketing brochures, videos, staff announcements, logos, slogans and catch lines for diverse media ranging from print and broadcasting, to Internet and multi-media

applications, to product labels, signs, banners, vehicle fleets and so on. ***However in so doing the following rules must be adhered to:***

- 3.1.1. The certification marks shall not be used on a product nor product packaging nor in any other way that may be interpreted as denoting product conformity.
- 3.1.2. The certification marks shall not be applied to laboratory test, calibration or inspection reports or certificates.
- 3.1.3. Any statement on product packaging or in accompanying information referring to ISO 9001, ISO 14001 and/or OHSAS 18001 certification 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;
 - not be misleading.

Note 1: Product packaging is considered as that which can be removed without the product disintegrating or being damaged.

Note 2: Accompanying information is considered as separately available or easily detachable.

Note 3: Type labels or identification plates are considered as part of the product.

- 3.1.4. In order to avoid ambiguity:
 - if your organization is certified to a standard use the full designation i.e for example “ISO 9001:2008, not just “ ISO 9001”, this will identify the version of the standard being referred to.
 - **Do not use “ISO certified”, or “ISO certification”.**
- 3.1.5. The organization shall not use its ISO 9001, ISO 14001 and/or OHSAS 18001 certificate in a misleading manner
- 3.1.6. Don't say your organization has been “accredited”. Accreditation refers to the formal recognition by a specialized body – an accreditation body – that a conformity assessment body is competent to carry out its activities.
- 3.1.7. In case of termination of your TTBS Certification Agreement, suspension of certification or withdrawal of certification, the Organization shall:

- Immediately discontinue its use of all advertising matter that contains a reference to certification and referring or alluding to any relationship between the Organization's management system and TTBS certification;
- Discontinue references to certification and the use of the certification mark on all publication and advertising materials on which it is contained;
- Return the Organization's certificate to the TTBS. Any copies of the certificate shall be removed from the Organization's or its agents' walls and copies shall not be sent to prospective clients, agents, advertising agents;

3.1.8 In the case of a reduction in the scope of certification, the organization shall immediately amend all applicable advertising materials and publications

3.1.9 The organization shall not imply that the certification applies to activities and sites that are outside the scope of certification

3.1.10 The organization shall not use its certification (including the certification marks) in such a manner that would bring the certification body and/or certification system into disrepute and lose of public trust

3.1.11 The Certification mark shall not be distorted or altered in any way.

3.1.12 The Certification mark shall not be used in a negative form.

3.1.13 The size of the Certification mark shall be such that all of the Certification mark's features are clearly distinguishable. The Certification mark shall not exceed the longest dimension of the organization's logo. The minimum size shall be no less than three (3) centimetre in height. If the mark is to be used on dark coloured material, a white or neutral-coloured circle or square shall be in the background.

3.1.14 The audit report, certificate and the certification marks are the property of TTBS, as a result TTBS reserves the right to take action to deal with incorrect references to certification status or misleading use of certification documents, marks or audit reports. Such action could include requests for correction and corrective action, suspension, withdrawal of certification, publication of the transgression and, if necessary, legal action.

3.1.15 Certification Clients shall obtain written approval from TTBS for any advertisement or publicity relating to the Mark prior to publication.

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