

	<b>TRINIDAD AND TOBAGO BUREAU OF STANDARDS CERTIFICATION DIVISION</b>			
	<b>REFERENCE TO CERTIFICATION &amp; USE OF THE TTBS MARK</b>			
Control Number	Revision Number	Date Issued	Date Revised	Approved by
CERT-MS-POL-001	1	2016-10-19	2019-10-08	R Ramnath

## 1. PURPOSE

- 1.1. This policy document is intended to provide rules governing the reference to certification and the use of management system certification marks which are authorized for our certified clients use {herein also called the Trinidad and Tobago Bureau of Standards (TTBS) standard marks}.
- 1.2. The intent is to ensure that:
  - There is traceability back to the certification body
  - There is no ambiguity, in the mark or accompanying text, as to what has been certified and which certification body has granted the certification
  - The TTBS standards marks are not used on a product or product packaging nor in any other way that may be interpreted as denoting product conformity.
  - The reference to certification and the use of the management systems certification marks are not used in a misleading manner.
- 1.3. This policy will be available in the public domain so that it can be accessed by all interested parties.

## 2. SCOPE

- 2.1. Reference to ISO 9001 and ISO 14001.
- 2.2. Use of the ISO 9001 and ISO 14001.



TTBS/ISO 9001



TTBS/ISO 14001

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

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### 3. REFERENCES

- 3.1. ISO/IEC 17021-1:2015 – Conformity Assessment – Requirements for Bodies Providing Audits and Certifications of Management Systems
- 3.2. Standards Regulations: Standards Act; Act no. 18 of 1997
- 3.3. ISO/IEC 17030: 2003 - Conformity assessment — General requirements for third-party marks of conformity
- 3.4. Publicizing your ISO 9001 : 2008 or ISO 14001: 2004 certification; 2010

### 4. DEFINITIONS

- 4.1. Certification Body (CB) – the Certification Division of the Trinidad and Tobago Bureau of Standards
- 4.2. Certified Client (MS) – 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
- 4.3. 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.

### 5. RESPONSIBILITY

Standard Officers – MS	Responsible for communicating this policy to TTBS’ certified clients
	Responsible for ensuring that the policy is available in the public domain
Auditors – MS	Responsible for using these requirements as auditable requirements
Certified Clients (MS)	Responsible for adhering to the rules outlined in this document

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

6.1. The organization may need to communicate its successful achievement of management systems certification to the market place and stakeholders including staff, customers, business partners and the general public.

This may be done through various means including promotional and communication materials 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:*

- 6.1.1. 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.
- 6.1.2. The certification marks shall not be applied to laboratory test, calibration or inspection reports or certificates.
- 6.1.3. 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.*

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6.1.4. In order to avoid ambiguity:

- organizations must 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”.

6.1.5. The organization shall not use its ISO 9001, ISO 14001 and/or OHSAS 18001 certificate in a misleading manner

6.1.6. The organization shall not say that it 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.

6.1.7. In the case that the certification is withdrawn, the organization shall discontinue its use of all advertising material that contains a reference to certification

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

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

6.1.10. 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

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

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

6.1.13 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.

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6.1.15 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.

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

**End of Document**