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|  | <b>TRINIDAD AND TOBAGO BUREAU OF STANDARDS<br/>CERTIFICATION DIVISION</b> |             |              |             |
|   | <b>REFERENCE TO CERTIFICATION &amp;<br/>USE OF THE TTBS MARK</b>          |             |              |             |
| Control Number  | Revision Number   | Date Issued | Date Revised | Approved by |
| CERT-MS-POL-001   | 3   | 2016-10-19  | 2023-09-12   | R Ramnath   |

1. These rules are applicable to the following:

1.1 ISO 9001, ISO 14001 and ISO 45001 certification.

1.2 Use of the ISO 9001, ISO 14001 and ISO 45001 certification marks below which can be used to communicate management systems certification:



TTBS/ISO 9001



TTBS/ISO 14001



TTBS/ISO 45001


2. 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, social media and multi-media applications, to product labels, signs, banners, vehicle fleets and so on. ***However in so doing the following rules shall be adhered to:***

2.1 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.

2.2 The certification marks shall not be applied to laboratory test, calibration or inspection reports or certificates.

2.3 Any statement on product packaging or in accompanying information referring to ISO 9001, ISO 14001 or ISO 45001 certification shall in no way imply that the product, process or service is certified by this means. The statement shall;

- include reference to:
  - identification of the organization (e.g. brand or name);

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- the type of management system (e.g. ISO 9001: 2015 quality management system) 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.*

2.4 In order to avoid ambiguity:

- if your organization is certified to a standard use the full designation i.e for example “ISO 9001:2015, not just “ISO 9001”, this will identify the version of the standard being referred to.
- do not use “ISO certified”, or “ISO certification”.


2.5 The organization shall not use its ISO 9001, ISO 14001 and/or ISO 45001 certificate in a misleading manner

2.6 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, such as an inspection, testing or certification body, is competent to carry out its activities.

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

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

2.9 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 loss of public trust.

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2.10 The certification marks shall not be distorted or altered in any way.

2.11 The certification marks shall not be used in a negative form.

2.12 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.

2.13 The organization shall obtain written approval from TTBS for any advertisement or publicity relating to the mark prior to publication.

2.14 In case of the termination of the agreement for management systems certification between the organization and TTBS, or the suspension, withdrawal or expiration of the 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. 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.