



These Rules for application of ACERT Bureau certificate and Conformity mark (hereafter – Rules) define the requirements for application as well as the requirements for form and dimensions of ACERT Bureau Conformity mark.

Using the certificate and the mark of conformity by a certified organization is subject to audit during surveillance and recertification audits. The conformity mark and certificate are the property of the ACERT Bureau.

**General rules for applying reference to certification:**

- comply with the requirements of the certification body when referring to their certification status in the media, such as the Internet, brochures, advertisements or other materials;
- not make or allow any misleading statements regarding its certification;
- not use or allow the use of the certification document or any part of it in any way that is misleading;
- when suspending or withdrawing a certificate, stop referring to it for advertising purposes;
- make adjustments to all promotional materials when reducing the scope of certification;
- not allow references to certification of its management system to be used in any way that suggests that the certification body has certified a product (including service) or process;
- not to make it clear that the validity of the certificate also applies to activities not covered by the scope of certification;
- not use your certificate in a way that could negatively affect the reputation of the certification body and/or certification system and lead to a loss of public trust.

***When using ACERT Bureau certificate an organization should follow the following rules:***

- The certificate can be used only in its entirety with the preservation of its contents and design of all the components used. The use of mark of the German accreditation body DAkkS is not allowed separately from the certificate. Changing the size of the certificate is only permitted while maintaining the proportions of all its elements.
- If the certificate has an Appendixes, then use them separately from the certificate is not allowed.
- Issued ACERT Bureau certificate does not preserve all the components in the prose of black-and-white copying. Upon the request of the organization ACERT Bureau can make additional copies of the Certificate with appropriate costs.

***In the case of the management system certification for compliance with the requirements of GOST R ISO 9001, within the framework of national accreditation, the issuance and use of conformity marks is not provided.***

***In the case of the management system certification for compliance with the requirements of ISO 9001 within the framework of international accreditation, you, as a certified organization, also receive the right to use the mark of conformity. The conformity mark looks like this:***



***When using the conformity mark, remember the following rules:***

Organization certified by ACERT Bureau gains the right to use the conformity mark for advertising purposes. The right to use the conformity mark is transferred to the Organization **with positive results** of the surveillance audit of certified management system. Using of Conformity mark is applied only for activities and locations of Organization which are identified during certification.

ACERT Bureau systematically controls the adherence to the rules of using the conformity mark during surveillance of the Organization's certified management system. ACERT Bureau informs the Organization about all changes in the rules of using the conformity mark and terms of its taking force.

In case that evidence of nonconformity in using the conformity mark is gained, ACERT Bureau may carry out the following corrective actions in order to protect its reputation:

- suspend Certificate of conformity/rights to use conformity mark;
- assign an additional audit of the Organization's management system;
- withdraw the Certificate of conformity/the right to use conformity mark;
- undertake actions in accordance with the present legislation (e.g. bring an action against Organization).

In case of suspension of the Certificate of conformity's validity, the Organization loses the right to use the conformity mark.

The right to use the conformity mark automatically suspends on expiry of the validity period of the Certificate of conformity or its withdrawal.

**❶ *Where can the Conformity mark be applied?***

The Conformity mark means the certification can be applied to the advertising documentation of Your organization: brochures, booklets, letterheads, etc.

Use of the mark shall not lead to multiple-meaning understanding or interpretation of the type of certification. For example, use of the mark on the products is unac-



ceptable, since it can be perceived as product certification and not as quality management system certification.

Application of the management system conformity mark in products, samples, Organization's laboratory test, calibration records and reports, inspection reports or certificates is forbidden.

**Recommendations for using the ACERT Bureau conformity mark**

	Object for use	On products or production packaging <sup>*1</sup>	On big boxes (packs), for delivery, transport of production lot (parcel) <sup>*2</sup>	On booklets, brochures and other advertising materials
	Conditions for use			
Mark can be used <sup>*3</sup>	Without clarification <sup>*4</sup>	Not allowed	Not allowed	Allowed <sup>*5</sup>
	With clarification <sup>*4</sup>	Not allowed	Allowed <sup>*5</sup>	Allowed <sup>*5</sup>

<sup>\*1</sup> This can be a product itself or a product in individual package. In respect to activity of test / analysis by such product, it can be a test / analysis results report (product passport).

<sup>\*2</sup> This can be an external packaging made of carton or other materials. The implication is that it does not come when delivered to the end user.

<sup>\*3</sup> This is related to the mark which has specified size and note (clarification) for its application according to this document DG-F-01, Rules for application of ACERT Bureau certificate and Conformity mark.

<sup>\*4</sup> Organization can use the statement on product packaging or in accompanying information that the certified client has a certified management system. Product packaging is considered as that which can be removed without the product disintegrating or being damaged. Accompanying information is considered as separately available or easily detachable from the package. Type labels or identification plates are considered as part of the product. The statement 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 and the applicable standard;
- the certification body issuing the certificate.

<sup>\*5</sup> The requirements of provisions of this document DG-F-01, Rules for application of ACERT Bureau certificate and Conformity mark, shall not be violated when using the mark.

**② Form, color, font and dimensions of mark**

➤ The basis for the letter "A" in the mark are three equal-sided triangle with the ratio of height:

medium triangle - 1  
front triangle - 0.45  
back triangle - 0, 62.

➤ The background color of the front and medium triangle and contour of back triangle follows the model CMYK-40/40/0/60, and is used for on polygraphic way of making mark.



- The color of letters abbreviation "CEPT" or «CERT» is white, the color of the letters "Бюро" or «BUREAU» matches with the background color. The size of letters have a size of height 0.08 (from the height of the middle triangle). Font Helvetica, roman type, bold.
- If when using the mark it is required to increase or decrease dimensions then it is acceptable while meeting the mentioned proportion.

**③ Characteristics of conformity mark showing the application by organization**

When using the ACERT Bureau conformity mark characteristics of certified quality management system are identified on the following way specified on the figure above:

- Below across the width of mark the Organization specify the standard ISO against which requirements QMS is certified. Font Helvetica, roman type, bold, a size of height 0.19 (from the height of the middle triangle).
- Under the note about standard the registration number of certificate is identified (font Arial, roman type, normal font)