TL-01

INSTRUCTIONS FOR THE USE OF LOGOS AND CERTIFICATES

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1 Purpose and Scope

This instruction governs the use of certificates, certification marks and logos issued or made available by DSR Certification, LLC as part of its certification activities.

It establishes binding requirements for certified organizations and for the use of certificates, certification marks and logos. Its purpose is to ensure consistent, correct use in conformity with applicable standards and to prevent misleading or improper representations.

DSR Certification, LLC is a fully virtually organized and operated certification body. The administration, provision and monitoring of the use of certificates and certification marks are carried out through the digital processes and communication channels established by DSR Certification, LLC.

This instruction applies to:

- the use of DSR certification marks;
- the use of issued certificates;
- the use of the accreditation symbol in accordance with the requirements of the competent accreditation body;
- all advertising, information and communication media of certified organizations insofar as they refer to certification by DSR Certification, LLC.

2 Terms

No separate definitions of terms are established for this instruction.

3 Rules for the Use of Logos and Certificates

3.1 General

This instruction sets out the general requirements for the use of certificates issued by DSR Certification, LLC and DSR certification marks.

These requirements apply without restriction to all organizations certified by DSR Certification, LLC. Special requirements or restrictions are specified in the following sections of this instruction.

3.2 General Terms of Use

Organizations that have been granted a certificate by DSR Certification, LLC are entitled to use the certificates and certification marks provided to them in accordance with the provisions of this instruction.

The following provisions must be complied with.

a) DSR certification marks may be used exclusively by organizations that have been successfully certified by DSR Certification, LLC and whose certification is valid. Unauthorized use of DSR certification marks by third parties is prohibited and may result in legal action.

b) DSR certification marks are provided to certified organizations in electronic form upon request. The current version may also be obtained through the DSR website.

c) In addition to this instruction, certified organizations must comply with the applicable requirements of the competent accreditation body concerning the use of certification marks and accreditation symbols. These requirements will be made available to certified organizations where necessary or may be accessed on the website of the respective accreditation body.

d) DSR certification marks must not be used in a manner that suggests that DSR Certification, LLC assumes responsibility for the content of a document, product, service or activity of the certified organization.

e) DSR certification marks and certificates may be used exclusively for the certified scope. Their use for non-certified organizational units, affiliated companies or activities outside the certified scope is prohibited.

f) The DSR certification mark may be used only within the certified scope.

g) Upon expiry, suspension, withdrawal or termination of certification, the use of certificates and certification marks must cease immediately. Certificates that have become invalid must be returned to DSR Certification, LLC upon request or demonstrably destroyed.

h) DSR certificates are issued to legal entities. All rights to use the certificate and certification mark belong exclusively to the certified organization. Transfer of these rights to third parties is prohibited.

i) Certified organizations are required to comply with this instruction throughout the validity period of their certification.

j) The DSR certification mark and certificate must not be used in a misleading or improper manner. In the event of unauthorized use, DSR Certification, LLC reserves the right to take appropriate measures and, if necessary, initiate legal proceedings.

k) If it is determined that the DSR certification mark or certificate is being used contrary to the provisions of this instruction, DSR Certification, LLC may take measures under the applicable certification procedures, up to and including suspension or withdrawal of certification. Legal action may also be taken where necessary.

l) DSR Certification, LLC monitors the use of certification marks and certificates during scheduled audits and in response to complaints or other indications of unauthorized use. The certified organization is obliged to provide evidence of the use of certification marks and certificates to DSR Certification, LLC or its appointed auditors upon request.

m) The following requirements apply to the use of the DSR certification mark:

• The DSR certification mark must not be repeated an inappropriate number of times on a document.

• The DSR certification mark must not be distorted or altered in its proportions.

• The DSR certification mark must be displayed at a size at which all details are clearly recognizable.

• The minimum height of the DSR certification mark is 15 mm.

• The DSR certification mark may be used only in its original colors or in black and white.

• The DSR certification mark must not occupy more than half of the area of the respective document.

n) If use of the DSR certification mark differing from this instruction is intended, prior written approval must be obtained from DSR Certification, LLC before such use.

o) DSR Certification, LLC reserves the right to update or amend this instruction as necessary. Certified organizations are required to observe and apply the currently valid version of this instruction.

p) By entering into a certification agreement, the certified organization acknowledges the provisions of this instruction and the applicable legal and contractual requirements for the use of certificates and certification marks.

q) If the scope of certification is reduced, the certified organization must immediately adapt all advertising and information materials and other representations referring to the certification to reflect the amended scope of certification.

r) The certified organization must not use its management system certification in a manner that suggests DSR Certification, LLC has certified a product, service or process.

s) The certified organization must not use the DSR certificate or DSR certification marks in a manner that damages the reputation of DSR Certification, LLC or the certification system, or that could undermine public confidence in certification.

t) DSR Certification, LLC provides a certificate verification system on its website through which the validity of issued management system certificates can be checked. Where necessary or required by the accreditation body, certification information may also be published in other verification systems recognized by the accreditation body.

u) The DSR certification mark must not be used on laboratory test reports, calibration certificates, inspection reports or corresponding certificates.

3.3 Use of DSR Certification Marks and Certificates

DSR certification marks and certificates may be used only in connection with a valid management system certification. The following provisions apply:

a) DSR certification marks must not be used in a manner that gives the impression of product certification.

b) DSR certification marks must not be placed on the primary packaging of a product.

c) DSR certification marks may be used on transport or outer packaging that does not reach the end consumer, provided it is clearly indicated that the certification relates exclusively to the management system and not to the product.

d) DSR certification marks may be used in advertising and information materials, for example on letterheads, invoices, business cards, brochures or comparable business documents.

e) If certification is suspended or withdrawn, all references to certification in advertising and information materials must cease immediately.

f) The accreditation symbol may be used by certified organizations only in accordance with the requirements of the competent accreditation body. Use contrary to these requirements is prohibited.

g) Statements concerning management system certification on product packaging or in information accompanying products are permitted only if they do not give the impression that the product, process or service itself has been certified. Such statements must contain the following information:

• Name or brand of the certified organization;

- Type of certified management system and the applicable standard;
- Name of the certification body, DSR Certification, LLC.

3.4 Use of the IAS Accreditation Symbol

The IAS accreditation symbol is used exclusively by DSR Certification, LLC in accordance with the currently applicable requirements of the International Accreditation Service (IAS).

The internal rules for the use of the IAS accreditation symbol are set out in the DSR internal work instruction “Use of the IAS Accreditation Symbol”.

Independent use of the IAS accreditation symbol by certified organizations is not permitted.

4 Related Documents

- Organization Manual (OHB);
- Certification Agreement;
- Currently applicable requirements of the International Accreditation Service (IAS) for the use of the accreditation symbol.

5 DSR Certification Mark

The certification mark shown below may be used only in the form depicted here. Changes to its proportions, colors or design are prohibited. Use is permitted exclusively in accordance with the provisions of this instruction.