

华认标准技术服务（苏州）有限公司
CCATS (SuZhou) Co., Ltd

公开文件-认证证书及认证标志使用规则
certification certificate and certification mark usage rules

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1 华认标准和获证组织的权利和义务

The right and obligation of CCATS and certified client

1.1 获证组织的权利和义务 The right and obligation of certified client

a) 获证组织的权利 The right of certified client

——获证组织可按本文件有关规定，使用华认标准颁发的认证证书和标识，宣传其认证资格；The certified client has the right to use the certificate and logo that awarded by CCATS to propaganda their certified qualification.

——获证组织可要求获取最新版本的《认证证书及认可标识使用规则》文件；The certified client has the right to achieve the newest version document 《The use rules for certificate and logo》

——对华认标准发出的误用证书和标识的更改通知，可发表意见，以保护自身利益。The certified client has the right to give suggestion to CCATS for the notice of misusing certificate and logo, to protect their own interest via

b) 获证组织的义务 The obligation of the certified client

——始终遵守认证规范和本文件的有关规定。Always abide by certification provision and relevant rules of this document.

——正确的使用认证证书和认可标识。Proper use the certificate and logo.

——获证组织应及时向华认标准报告其对管理体系拟实施的更改或其他可能影响其符合性的更改，如管理手册的更改、组织机构的调整、中心地址的变更等，以便认证机构能掌握最新的变更信息，未能提供这些变更信息的将被视为对认证证书的误用，并按本规则采取相应措施。For CCATS can get the newest change information, the certified client should report to CCATS in time if they want to conduct any change in management system or other changes may impact conformity, such as any change for manual, for o-chart, for main address. If the certified client didn't submit those change information, will be regarded as misusing the certificate. CCATS will take relevant action according to this document.

——获证组织应及时向华认标准报告重大的顾客投诉、重大的产品质量事故、安全事故

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和/或环境污染事故。获证组织应建立处理顾客和相关方投诉的程序并保留其处理记录。

The certified client should report to CCATS for any serious customer complain, any serious product quality accident, security accident and environmental pollute accident. The certified client should establish procedure for handle the complain from customer and interested party and preserve all handle records.

——及时缴纳认证有关费用。The certified client should pay certification relevant fee timely.

1.2 华认标准的权利和义务 The right and obligation of CCATS

a) 华认标准的权利 The right of CCATS

——对认证证书和认可标识拥有所有权；Has the own right for certificate and logo

——制定管理体系认证证书和认可标识的使用规则；Has the right to set up the use rules for the certificate and logo

——通过定期的监督审核和必要的不定期抽查（如：获证组织出现重大的顾客投诉、重大的产品质量事故、安全事故和/或环境污染事故等），持续认可单位对法律法规的符合性；Has the right to monitor the conformity of certified client abiding by laws and rules via regular surveillance and necessary random inspection. (eg. The certified client occur serious customer complain, serious product quality accident, security accident or environmental pollute accident)

——对误用或错用认证证书和认可标识有权采取必要的措施予以纠正，直至撤销认证和采取其他法律手段。Has the right to take action for misuse certificate and logo to correct, till terminate the certification and take other law tools.

b) 华认标准的义务 The obligation of CCATS

——对所颁发的认证证书在认证范围内的管理体系对特定标准或其他引用文件的符合性负责；CCATS should be responsible for the conformity of the specific standard or other quoted standard that within the certification scope.

——按规定公开发布获证组织名录，包括获证客户名称、相关的规范性文件、认证范围、地理位置或多场所认证的范围内的总部和任何场所的地理位置、证书状态、获证日期、证书编号等；Publish the certified client list, including certified client name,

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relevant normative document, certificate scope, geographical location or multiple location, certificate status, certified date, certificate No. etc.

——告知获证组织认证证书和认可标识可使用的范围、地点，声明认证证书只能用来证明获证组织在认证范围内的管理体系符合了特定的标准或其他引用文件；Inform the certified client that the certificate can be used scope, location, and make statement that the certificate just can be declared that the management system of the certified client is conform to specific standard or other normative document.

——通过对获证组织的监督和再认证来认证认证范围内的管理体系对特定标准或其他引用文件的符合性，从而确认认证证书的持续有效性；Confirm the continuous valid of the certificate via surveillance audit to verify the conformity of the specific standard or other normative document within certification scope.

——当认证要求发生变更时，及时向获证组织发出正式的通知，并充分考虑各利益方意见，商定具体行动，从而确认认证证书的持续有效性。If any change for certification, should send official notice to certified client, and consider the suggestion of all interested parties, discuss detail action, to confirm the continuous valid of the certificate.

2 认证证书和标识管理 management of certificate and logo

2.1 认证证书的信息及管理要求 Information and management requirement for certificate.

2.1.1 华认标准的认证证书是由华认标准技术服务（苏州）有限公司颁发给受审核方，证明其管理体系符合相应认证标准要求的证明文件，分中文英文两种版本。

The certificate of CCATS (SuZhou) Co., Ltd is granted to certified organization, to prove the management system of certified organization meet the requirement of standard. The certificate has two version, Chinese version and English version.

2.1.2 管理体系认证证书的内容 The content of the management system certificate

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a) 证书名称（管理体系认证证书）；The name of the certificate (management system certificate)；

b) 获准认可单位的名称、地址；The name and address of the certified organization；

c) 授与、增列或更新认证日期和（或）换发证书的日期；The granting, expanding or updating or renew certificate date；

d) 认证有效期或与认证周期一致的应进行再认证的日期；The validity period for the certification or the recertification date；

e) 认证注册号；The registration number of the certification；

f) 依据的管理体系标准和 / 或其他引用文件的编号与版次；The number and version of management system standard/other normative reference ；

g) 管理体系认证所覆盖的范围；The scope covered by the management system certification；

h) 认证公司名称、地址及联系电话、网站；The name, address, telephone number and website of the certification body；

i) 认证标准和（或）其他规范性文件所要求的任何其他信息；All other information required by the certification standard or other normative reference；

j) 认证公司总经理的签字；The signature of the GM of certified body；

k) 认可标识、认可标识。The logo of certification body and the symbols of accreditation body.

2.1.3 认证证书的签发 Issue certificate

a) 认证决定人员作出认证决定后，经总经理签发认证证书，给予认证注册。after the decision maker make certification decision, GM shall issue certificate and register the certification.

b) 通常对同一个组织实施同一个管理体系认证，只赋予一个注册号，发放一张证书，若获证组织有两个名称，可在证书上注明，但不能赋予两个注册号，颁发两张证书。General speaking, our company will grant one registration number, just grant one certificate if the certified organization just implement one

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single management system. If the certified organization has multiple name, will remark on the certificate, rather than grant two registration number and grant two certificate.

- c) 对于多场所认证，根据需要，可颁发同一注册号的子证书或证书附件，并在证书附件上描述管理体系所覆盖的全部场所的名称、地址和认证范围；如颁发子证书，应表明与主证书的关系。 If multiple site certification, could grant sub certificate or attachment with a same registration number. Should describe all site name, address and certification scope, if need grant sub certificate, should mark clearly the relationship with the main certificate.
- d) 证书一般同时使用中文和英文打印，需要时也可发出与中文内容一致的其他文种的证书。 Our company will grant you Chinese and English version certificate, if other language needed, we will grant you the other language certificate with the same content.
- e) 认证证书生效日不得在认证决定日期之前。 The effect date of the certificate shouldn' t be prior to the certification decision date

2.1.4 认证证书的更换 Change for the certificate

在认证证书有效期内，发生下列情况之一，获证组织可向公司提出换证申请： Within the validity period, if follow status occur, certificated organization could apply for change certificate:

- a) 证书持有者变更； the owner of the certificate changed;
- b) 增列或减列认证范围； Expanding or reducing certification scope;
- c) 组织所在地变更； The address of the certified organization changed;
- d) 认证依据的标准改变或换版。 The certification standard changed or new version updated.

上述变更情况的更换证书，宜在正常的监督审核前提出，在正常的监督审核中同步确认变更。认证证书有效期满，经再认证审核，确认保持注册资格，书面通知给予换发证书。换发的证书应重新赋予注册号。 Above status need change the certificate, the

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certified organization should apply before the surveillance audit, will confirm the change with the surveillance audit. When the certificate is out of date, after recertification, confirm the qualification, written notice the new certificate. The new certificate should be granted a new registration number.

2.1.5 补发认证证书 Certificate supplement

当获证组织认证证书遗失或损毁时，应向公司提出书面申请，说明理由，经公司总经理核定后补发认证证书。When the certified organization lost or damaged their certificate. They should submit the written application to the company and explain the reasons; we can supplement a certificate after got approval from our general manager.

2.1.6 认证暂停、撤销的通报 Notice certificate terminate use or temporary terminate use

认证证书的暂停及撤销、对到期未申请再认证以及其他变更信息由管理部在公司网站上公布。Our management department shall make written notice on our website if the certificate of the certified organization need to be terminate using or temporary terminate using.

2.1.7 获证组织使用认证证书的要求 Requirement for the use of the certificate

a) 管理体系认证证书只能由获证组织在证书有效期内和获准认证范围内使用，不准以任何方式转让、出售或借用、冒用。Management system certificate should be used within validity date and approved scope, can't transfer, sell, borrow or falsely use in any way.

b) 获得公司认证的组织可以在其公开出版物、宣传品、网页等载体上展示认证证书，但应保证其清晰可辨。Certified organization could show their certificate in its publications, advertising materials, website, but ensure that is clear.

c) 认证证书有效期为三年，在有效期内，经公司监督审核已确认保持注册资格后，获证组织方可继续使用管理体系认证证书。The validity period of the certificate is three year. After our company complete the surveillance

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audit within the validity period, confirm the qualification, certified organization shall continuously use the certificate.

d) 因不符合认证要求，被暂停及撤销认证资格时，应停止使用认证证书和标识。撤销认证资格时将认证证书交回公司。Due to can't meet the certification requirement, the certificate shall be terminate use or temporarily terminate use, the organization should terminate using the certificate and logo timely, and return the certificate to our company.

2.2 认可标识、认可标识的信息和管理 management for the CCATS logo, accreditation Symbols

2.2.1 华认标准标识 CCATS certificate logo



2.2.1.1 认可标识是为了表明获证组织的某一管理体系，根据华认标准认证程序实施认证后，符合适用的管理体系标准和相关技术规范要求的特有标识。认可标识适用于认证证书和获证组织在认证的范围内宣传和使用。The requirement and scope for our company logo using. The certification logo is to indicate that the management system of certified organization meet the management system standard requirement and relevant technical requirement.

2.2.2 认可标识 accreditation Symbols

2.2.2.1 认可标识为华认标准通过认可单位之认证所获取具有认可编号的标识。华认标准使用认可标识之证书、宣传品、广告等，遵循CNAS-R01: 2017《认可标识使用和认可状态声明规则》及IAS「ACCREDITATION LOGO&SYMBOLS」等相关规定，并予管制及记录，认可单位(如CNAS、IAS)得以随时查核。The Accreditation Mark is obtained by the accreditation of the certification organization by the accreditation standard. The CCATS uses certificates, publicity products, advertisements and

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so on, Follow the CNAS-R01:2017 《The rules of state declaration for the use and approval of accreditation signs》 and IAS 「ACCREDITATION LOGO&SYMBOLS」, Control and record, Accreditation units (such as CNAS, IAS) can be checked at any time.

2.2.3 获证组织认可标识、认可标识使用规则 The requirement for certified organization to use our CCATS logo, accreditation Symbols.

a) 华认标准获得的认可标识、互认标识必须与华认标准认可标识合并使用，不可单独使用，标识大小以相同尺寸为原则；Accreditation logo and mutual recognition logo must be used combine with CCATS certification logo, they can't be separately used, and is the same size.

b) 认可标识和认可标识必须印在清晰的背景下，包括所有的边界线使用鲜明的色彩印刷；the verification logo and certification logo must be printed with clear background, including all border lines should be printed with strong colours.

c) 互认标识、华认标准获得的认可标识和华认标准认可标识只允许使用与华认标准所提供色调一致的彩色认证、认可标识或黑白互认、认证、认可标识（根据认可单位需要华认标准提供其标识的电子版）。使用该标识时，可根据华认标准提供的图样按比例放大或缩小，任何尺寸的标识都必须清晰可辨，不得变形或裁切使用，标识下方之认证注册号必须清晰可识别；the mutual recognition logo, the CCATS obtained certification logo and CCATS verification logo should be only used as same colour as CCATS colour certification/verification logo or black and white colour mutual recognition logo, certification logo, verification logo. (it should be decided by customer request). When use those logos, can magnify or shrink based on the same scale as CCATS supplied, all size logos should be clear to recognize, any deform using is not allowed. Shall not be deformed or cut to use, the logo below the registration number must be clearly identified

d) IAF MLA 标识中的字体应清晰可辨，且 IAF MLA 标识的大小不应小于 20mm 宽度；all letters in "IAT MLA" logo should be clear to recognize, and the size of "IAF MLA" logo should not be smaller than 20mm width

e) 针对 IECQ HSPM 项目，QC080000 认证的客户，需在组织任命的 IECQ 管代 DMR 负责

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下，遵守 IECQ 规则（IECQ 01A），合理使用 IECQ 标识 logo。使用 IECQ logo 时，需与证书编号一起使用，包含如下信息：For IECO HSPM project, the client which passed the QC080000 management system certification, should reasonably use the IECQ logo according to IECQ rules (IECQ 01A) and also under the lead of their DMR. IECQ logo should be used together with the number of the certificate. Follow information should be included.

1) 颁发证书的认证机构 The certification body which granted the certificate

2) 获证组织的注册批准号 The approval registration number of the certified organization

3) 检验的批号 The batch number of the certification

f) 获证组织于宣传或广告使用「认可」、「认证」时，不可混淆。例如：A certified organization can not be confused when advertising or advertising uses "accreditation" or "certification". E.g:

1) 本厂通过 XXXXX 认可的华认标准技术服务（苏州）有限公司 ISO XXXXX 认证。The factory through XXXX of CCATS (SuZhou) Co., Ltd ISO XXXXX certification.

2) 本厂通过 ISO XXXXX 认证机构:华认标准技术服务（苏州）有限公司。The factory through the ISO XXXXX certification. Certification agencies: CCATS (SuZhou) Co., Ltd

g) 认可标识可以用在有关文件、文具、邮政信件和出版物上，但不得用在产品上或以任何方式作为产品合格的说明。如要在产品外包装上使用认可标识时，应同时附有明确的声明：如上述 f 项说明等字样以避免误导该产品通过认证。the certification logo can be use in the relevant document, stationery, postal mail and publications, but can' t use on the product or as a evidence for product conformance. If you want to use the verification mark on the product packaging, you should also include a clear statement such as the above description of f to avoid misleading the product through certification

h) 华认标准不允许认可标识被使用于实验室测试、校正或检查之报告。CCATS don' t allow our certification logo to be used as test report of lab,

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calibration report and inspection report.

具体应遵循下列要求：Should follow below detail requirements:

		在产品上 On the product	在用于运输产品的大箱子等的上面 On the out-package the product	在做广告的小册子上等 Any other propaganda publication
标识的使用 The use of the logo	不带声明 Without statement	不允许 Don' t allow	不允许 Don' t allow	允许 allow
	带声明 With statemen	不允许 Don ' t allow	允许 allow	允许 allow

2.2.4 华认标准对在产品包装上或附带信息中声明获证客户的管理体系通过认证有管理规则。产品包装的判别标准是其可从产品上移除且不会导致产品分解、碎裂或损坏。附带信息的判别标准是其可分开获得或易于分离。型号标签或名牌被视为产品的一部分。声明决不应暗示产品、过程或服务以这种方式得到了认证。声明应包含对下列的引用：

The rules for the statement which certified organization maybe use on product out-package or in attachment. The judgment standard for the out-package is can be removed and can' t cause the discomposed or broken or damaged for the product. The judgment standard for the attachment information should be easy to obtain and easy to separate. Brand and model mark is regarded as a part of the product. The statement should not hint the product, process and service is verified as conformance. The statement should include below cite:

- 获证客户的标识（例如品牌或名称）；the mark of the certified organization(such as brand or name)
- 管理体系的类型（例如质量、环境）和适用标准；which management system(such as quality, environment) and applicable standard;
- 颁发证书的认证机构。which certified body granted the certificate

说明 illustration:

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1. 本身是一个有形产品或在单个包装箱、容器等的产品（具有独立包装的产品）。itself is a tangible product or in a single package, container and other products (independent packaging products).

2. 薄纸板或其他材料等做成的外包装（大包装），它到不了最终用户手中。 the package is made by thin cardboard or other materials, it will not arrive the end user.

3. 指对其适用性有基本描述的具体形式的标识。在这个意义上，仅用一个词语声明不构成标识。 refers to its applicability, has a basic description of the specific form of mark. In this sense, with only one word statement does not form a mark.

4. 是一个清楚的声明：“（该产品）是在一个质量管理体系通过 ISO9001 认证的工厂中制造的”。 it is a clear statement:” This product is produced in a ISO9001 certified manufacturer” .

5. 当允许使用认可标识时，要注意宣传认证结果时必须遵循本程序要求，不应损害认证机构的声誉，不做使认证机构认为误导或未授权的声明。

When allow use the certificate logo, the certified organization shouldn’ t harm the reputation of the certification body when propaganda the certification result. Shouldn’ t miss lead or declare which didn’ t be authorized by certification body.

2.4 对获证组织使用各类认证证书和标识的监督检查surveillance audit to certified organization on the use of certificates and marks

2.4.1 获证组织应始终按规定使用认证证书和标识，并进行有效的控制； certified organization use the certificates and marks appropriately and control

2.4.2 华认标准将按双方签订的认证服务协定在监督和再认证审核时，对获证组织使用各类认证证书和标识的实施情况进行现场检查； In the case of the certification service agreement signed by the two parties, the company will conduct on-site inspections on the implementation of various certification certificates and marks used by the certification organization.

2.5 获证组织不当或错误使用认可标识、认可标识的处理措施。 Treatment measures for improper or incorrect use the company marks, certification mark, and

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accreditation logo

2.5.1 要求获证组织不得进行被公司认为是误导顾客的错误宣传，一经发现不正确的宣传和误导使用认证证明和标识，公司将采取下列追踪措施直至撤销认证资格，包括采取法律手段：Request the certified organization don't mislead or false propaganda to their customer. Our company will take follow measures, to handle the case once we find the mislead or false use certification mark, include legal means,

a) 开出不合格报告，要求获证组织采取纠正措施限期纠正，公司予以现场认证。issue NCR, request the certified organization take action to correct within required period, our company shall confirm it on-site

b) 获证组织不能按期完成纠正，公司视其为侵权行为，暂停其认证资格，并要求获证组织作出消除影响的承诺和保证。if the certified organization can't correct within required period, our company will regard this behavior as a tort, we will terminate their certification qualification, and request the certified organization give a written commitment and warranty for the eliminate the influence.

c) 当问题严重时，公司将撤销其认证资格，并采取适当的法律手段。When serious problems occur, our company will terminate its qualification of certification, and take appropriate legal action.

d) 获证组织使用认可标识前，应将使用方案提交公司管理部备案。并应接受公司审核组对认证证书和认可标识使用的符合性的现场检查。存在不合格时，按要求予以纠正。Certified organizations use certification mark, use plan shall be submitted to the company management department for the record. And shall accept the company on-site confirms the conformity. If non-conformity occurs, should conduct corrective action.

2.5.2 认证证书和标识暂停使用和恢复。Suspending or restore use for the certificate and its mark.

a) 当获证组织被公司暂停及撤销认证注册资格时，书面通知其暂停其证书和标识的使用。

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If the certified organization has been terminated their registration qualification .Our company will send written notice to the certified organization to terminate use or temporary terminate use the certificate and its mark.

b) 当获证组织被公司获准恢复其认证资格时，由管理部书面通知其可以恢复使用认证证书和标识。If we restore the qualification of the certified organization, our management department will send written notice to the certified organization to re-use their certificate and its mark.

2.5.3 当获证组织的认证资格被暂停及撤销后，应立即停止使用认证证书和认可标识和认可标识。When the certification qualification of the certified organization has been terminated or temporarily terminated by our company, the certified organization should terminate using their certificate and logo and mark.

2.5.4 当任何团体（或个人）提出请求时，本认证机构将由管理部提供确认已授与认证之有效性的方法。When any party or personnel require,our management department will confirm the effective of the certification.