

Guidelines - Rules Governing Use of Certificate and Logo Kompleye

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ABSTRACT This guide defines the use of the Kompleye Attestation LLC (hereinafter Kompleye) Certificate; Kompleye Mark of Accredited Registration and Advertising Logo to ensure compliance with Kompleye and applicable accreditation body's requirements.

APPROVED

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CEO



The information contained in this document cannot be changed without the express authorization of the CEO of the Organization.

Table of Contents

1. Purpose	3
2. Scope	3
3. Advertising Logo	3
4. Kompleye Mark of Accredited Registration	3
5. Regulations	4
6. Suspension or Withdrawal of Registration	4
7. Termination of Registration	4
8. Appendix 1 – Policy on Use of ANAB Accreditation Symbols and Claims of Accreditation Status.....	5
8.1 USE OF SYMBOLS AND REFERENCES TO ACCREDITATION	5
8.2 Technical Requirements	6
8.3 Additional Requirements for Management Systems Certification Bodies	7
8.4 Suspension and Withdrawal of Accreditation.....	7
8.5 Enforcement	7
8.6 Changes to the Accreditation Symbol.....	8
9. Annex 2. Conditions for Use of the ANAB Name and Accreditation Symbol by Organizations Holding an ANAB-Accredited Management Systems Certification.....	8

1. Purpose

This guide defines the use of the Kompleye Attestation LLC (hereinafter Kompleye) Certificate; Kompleye Mark of Accredited Registration and Advertising Logo to ensure compliance with Kompleye and applicable accreditation body's requirements.

This guide establishes the rules and requirements for the use of Certification Mark/Logo issued by Kompleye to its clients. Consistent with applicable laws and corporate policies, Kompleye must ensure that the Mark is used properly and correctly.

2. Scope

This guide applies to all Marks of Accredited Registration, Advertising Logos and Certificates issued by Kompleye.

3. Advertising Logo

The Certification Mark is owned and controlled by Kompleye. All certificated companies may use the appropriate logo's issued by Kompleye.

4. Kompleye Mark of Accredited Registration

Where audited activities are within Kompleye scope of accredited operations, certified companies may use the Kompleye Mark of Accredited Registration on stationery and literature. The control, use, withdrawal and cancellation of this registration mark are governed by the regulations published by the Accreditation Body governing the use of the accreditation mark in the document "Conditions for Use of the ANAB Name and Accreditation Symbol - PR 1018" (8 Appendix 1 – Policy on Use of ANAB Accreditation Symbols and Claims of Accreditation Status).

Where certified company uses the Kompleye Mark of Accredited Registration, the Kompleye Mark of Accredited Registration shall be on the same sheet of paper as the company's own name or logo. The Kompleye Mark of Accredited Registration shall not take prominence over the company's own name or logo, and may not be less than 20 mm, unless specifically agreed in writing.

The Kompleye Mark of Accredited Registration shall not be used on any document unless the document relates in whole or in part to activities within the scope of registration. This shall not prevent inclusion of the logo on stationery or marketing literature.

Kompleye will not permit its marks to be applied by certified clients to laboratory test, calibration or inspection reports or certificates.

5. Regulations

Where certification is issued within the scope of Kompleye accreditation, certified companies are sent Regulations Governing Use of the Certificate, Kompleye Mark of Accredited Registration and Logo “Conditions for Use of the ANAB Name and Accreditation Symbol - PR 1018” (See 8 Appendix 1 – Policy on Use of ANAB Accreditation Symbols and Claims of Accreditation Status).

Where certification is outside the scope of Kompleye accreditation, Kompleye will not issue the accredited certificate. Kompleye certificate will not contain accredited registration mark.

6. Suspension or Withdrawal of Registration

Kompleye reserves the right to suspend or withdraw registration upon evidence of a breach of the Certification Rules or misuse of the Kompleye Mark of Accredited Registration or Advertising Logo.

Kompleye may prescribe corrective actions to remedy the breach within a realistic time limit for implementation in accordance with Kompleye Rules of Certification.

Certificated companies have the right of appeal as indicated in the Certification services.

7. Termination of Registration

Both Kompleye and certified companies have an individual right to terminate the contract for registration as per any specific contract terms included in the Certification Agreement and any other agreement pertaining to each client.

Upon termination of registration howsoever determined, the company shall forthwith:

- Cease use and distribution of any stationery or literature bearing the Kompleye Mark of Accredited Registration.
- Cease use or application of the Kompleye Mark of Accredited Registration and Advertising Logo.
- Return to Kompleye appropriate Certificate(s) of Registration or confirm in writing the withdrawal and subsequent destruction of the documents.

8. Appendix 1 – Policy on Use of ANAB Accreditation Symbols and Claims of Accreditation Status

8.1 USE OF SYMBOLS AND REFERENCES TO ACCREDITATION

8.1.1 ANAB Accreditation Symbols and references to ANAB accreditation may be used only after accreditation has been granted. While a CAB is accredited by ANAB, it shall have the right to use the accreditation certificate (including the scope of accreditation) and the ANAB Accreditation Symbol, and reference ANAB accreditation, in accordance with this policy.

8.1.1.1 Applicants for accreditation shall not verbally or in writing use the ANAB Accreditation Symbol, ANAB business name, or ANAB business acronym to claim accreditation or imply accredited status in connection with the application for accreditation until ANAB grants accreditation.

8.1.2 Instances in which use of the ANAB Accreditation Symbol is required may be outlined in program specific accreditation requirements. All ANAB-accredited CABs are encouraged to display their accreditation status using the ANAB Accreditation Symbol(s) provided to them by ANAB.

8.1.3 Accredited CABs shall use only the ANAB Accreditation Symbols provided by ANAB.

8.1.4 References to or descriptions of accreditation shall include, at a minimum:

- a) Applicable accreditation program (e.g., testing, calibration, product certification, management systems, personnel certification, sampling, validation and/or verification)
- b) Accreditation standard to which the CAB is accredited, and
- c) Statement that the accreditation is issued by ANAB.

8.1.5 If the CAB has multiple scopes of conformity assessment and one or more are not accredited by ANAB, the ANAB Accreditation Symbol cannot be used with and references to ANAB accreditation cannot be made for the unaccredited scopes of activity.

8.1.6 ANAB accreditation symbols and references to ANAB accreditation shall be used only under the name or registered trade name of the legal entity that holds the accreditation.

8.1.6.1 The ANAB-accredited CAB is not authorized, and is expressly prohibited from, transferring the right to use or allowing use of the ANAB name or accreditation symbol to or by another entity regardless of the relationship to or with any such entity, including but not limited to an affiliated company (such as a parent or subsidiary company), outsourced company, or subcontractor.

- 8.1.7 ANAB-accredited CABs shall not use the ANAB Accreditation Symbol or make references to ANAB accreditation in any way that brings ANAB into disrepute and shall not make any statement regarding their accreditation that ANAB may consider inaccurate, misleading, or unauthorized.
- 8.1.8 When an ANAB-accredited CAB refers to its ANAB accreditation in any medium – including but not limited to advertising, marketing materials, quotes, proposals, certificates, reports, stationery, and literature in hard copy or electronic format or on websites – by use of an ANAB Accreditation Symbol, ANAB business name, or ANAB business acronym, the CAB shall ensure:
- a) The accreditation symbol or statement used is specific to the applicable ANAB accreditation program.
 - b) The symbol, name, or acronym is used only in relation to activities within the scope of accreditation and not associated with other activities in which the CAB or its parent or other related entity may be involved. If the CAB has multiple scopes of conformity assessment and one or more are not accredited by ANAB, the ANAB Accreditation Symbol cannot be used with and references to ANAB accreditation cannot be made for the unaccredited scopes of activity.
- 8.1.9 The CAB shall not give the impression that it is accredited for any unaccredited activity.
- a) Such reference is neither misleading nor includes any unauthorized representation of accreditation status.
 - b) Such reference includes no implication that ANAB accepts responsibility for or approves of results or any opinion or interpretation derived from those results.
 - c) Such reference includes no implication that a product, item, process, service (or any part of it), management system, or person is approved or certified by ANAB.
 - d) The accreditation symbol is not affixed on its own to any product or its labelling or packaging.

8.2 Technical Requirements

- 8.2.1 To ensure high-quality reproduction, the accreditation symbol shall be based on the original artwork provided to the accredited CAB by ANAB. Copying the symbol from other documents or sources is prohibited.
- 8.2.2 The ANAB Accreditation Symbol shall be reproduced on a background that will not impede readability:
- a) In black or blue (PMS 286 or equivalent) and red (PMS 485 or equivalent) on a white or light colored background, or white on a dark colored background;
 - b) In a size that makes all features of the symbol clearly distinguishable; and
 - c) Without distortion to its dimensions

8.3 Additional Requirements for Management Systems Certification Bodies

- 8.3.1 The ANAB-accredited certification body shall use the ANAB Accreditation Symbol only in conjunction with its own certification mark associated with its accredited certification activities, subject to the conditions in this document.
- 8.3.1.1 When using the ANAB Accreditation Symbol, its size shall not exceed the size of the CAB's logo or mark.
- 8.3.2 The ANAB Accreditation Symbol shall not be used on any document unless the document relates in whole or in part to activities that are accredited by ANAB. This does not preclude an ANAB-accredited CAB from including the accreditation symbol on its letterhead or business cards.
- 8.3.3 An ANAB-accredited management systems certification body or validation or verification body may provide the ANAB Accreditation Symbol and conditions for its use (including Annex 2 of this policy) to its clients that have ANAB-accredited activities.
- 8.3.3.1 CABs can incorporate Annex 2 within their own documentation or provide it as a separate document to their clients that have ANAB-accredited activities. For ease of understanding, Annex 2 may be provided without the full text of this document

8.4 Suspension and Withdrawal of Accreditation

- 8.4.1 Upon suspension of ANAB accreditation, the CAB shall immediately cease issuing certificates or reports containing the ANAB accreditation symbol or reference to ANAB accreditation for the suspended portion of the scope for the duration of the suspension.
- 8.4.2 Upon withdrawal of ANAB accreditation, the CAB shall immediately cease use of the ANAB accreditation symbol (including its use on certificates) and any references to ANAB accreditation.

8.5 Enforcement

- 8.5.1 Any use of the ANAB accreditation symbol or reference to ANAB accreditation that ANAB determines does not conform to the conditions in this policy will be considered a misuse of the symbol for which ANAB will require the CAB to cease and desist the nonconforming activity and may:
- a) Inform the CAB of proper use and provide a deadline by which the entity shall conform.
 - b) Suspend accreditation activities until the CAB conforms with its obligations.

- c) Require the CAB to temporarily or permanently cease using the accreditation symbol and certificate and scope of accreditation and return or destroy the certificate and scope to ANAB.
- d) Refuse to issue a certificate and scope of accreditation.
- e) Require corrective action.
- f) Publish notice of the CAB's transgression.
- g) Take legal action.

8.5.2 If a CAB whose accreditation has been withdrawn continues to use the accreditation symbol or reference to ANAB, ANAB will issue a cease-and-desist order, and may publish a notice on its website indicating that the CAB is making a false claim of accreditation, in addition to any other available legal actions

8.6 Changes to the Accreditation Symbol

8.6.1 Upon any modifications to an ANAB accreditation symbol, ANAB will inform accredited CABs of the changes and proper use, and CABs shall conform to all modifications in a timely manner.

9. Annex 2. Conditions for Use of the ANAB Name and Accreditation Symbol by Organizations Holding an ANAB-Accredited Management Systems Certification

9.1 Terminology

- a) Activity: An ANAB-accredited management systems certification (e.g., ISO 9001), validation, or verification (e.g., GHG verification).
- b) Conformity assessment body (CAB): Management systems certification body (CB) or validation/verification body (VVB).
- c) Entity: Organization or intended user that has been granted ANAB-accredited certification or issued a validation or verification opinion or statement.

9.2 Entities with ANAB-accredited activities may choose to use the ANAB Accreditation Symbol and in doing so agree to follow this Annex.

9.3 Entities with ANAB-accredited activities shall use the ANAB Accreditation Symbol only in conjunction with the accredited CAB's mark on the entity's stationery and literature and in its marketing, subject to the conditions in this annex and the CAB's conditions for use of its mark.

9.3.1 VVBs shall conform to ISO 14065 Annex B.

- 9.4 Entities shall use only approved accreditation symbols provided by their ANAB-accredited CAB.
- 9.5 The ANAB accreditation symbol shall be reproduced on a background that will not impede readability:
- a) In black or blue (PMS 286 or equivalent) and red (PMS 485 or equivalent) on a white or light-colored background, or white on a dark-colored background;
 - b) In a size that makes all features of the symbol clearly distinguishable; and
 - c) Without distortion of its dimensions.
- 9.6 The entity may not place the ANAB Accreditation Symbol in isolation from the CAB's mark, and the size of the ANAB symbol must not exceed the size of the CAB's mark.
- 9.7 The ANAB Accreditation Symbol shall not be used on a product or packaging or in such a way as to suggest that the CAB and/or ANAB have certified or approved any product, process, statement, claim, or service of an entity, or in any other misleading manner.
- 9.8 Upon withdrawal of the ANAB-accredited activity or the CAB's ANAB accreditation, the entity shall immediately discontinue use of the ANAB Accreditation Symbol, ANAB's name, and claims of accredited certification in any medium, including letterhead, electronic media, etc., and return or destroy any ANAB accredited documents (e.g., certificates) referring to ANAB accreditation as required by the CAB or ANAB.
- 9.8.1 If the entity continues to use the ANAB Accreditation Symbol or reference to ANAB, ANAB will issue a cease-and-desist order and, if the order is not met, may publish a notice on its website indicating that the entity is making a false claim of ANAB-accredited activity, and ANAB may take legal action.

Source: PR 1018, Policy on Use of ANAB Accreditation Symbols and Claims of Accreditation
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