

	国恒认证检测（广东）有限公司 G-Eternal Certification & Inspection(GuangDong) Co.,Ltd	编号 Doc. No.: GEC-PD-04 更新日期 Update date: 2023/6/1
	公开文件--认证/认可标识（牌）使用及认证证书管理规定 Certification/Accreditation Mark (Brand) Use and Certification Certificate Management Requirements	版本/次 Version/Edition: A/3

公开文件

Public documents

受控状态：受控 ☒ 非受控 ☐

Controlled condition:

受控文件



编制：技委会 Prepared by: Technical Committee

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文件依 ISO/IEC17021-1:2015 《合格评定 管理体系审核与认证机构的要求 第1部分：要求》

（CNAS-CC01:2015）及 IAS、国家认监委、认可委有关的认证认可规则、指南及综合公司实际编制

This document is prepared in accordance with ISO/IEC 17021-1:2015 Conformity assessment —

Requirements for bodies providing audit and certification of management systems — Part 1: Requirements

(CNAS-CC01:2015) and the relevant certification and accreditation rules and guidelines of the IAS、CNCA、

CNAS and GEC'S operation regulations.



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G-Eternal Certification & Inspection(GuangDong) Co.,Ltd

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公开文件--认证/认可标识（牌）使用及认证证书管理规定

Certification/Accreditation Mark (Brand) Use and Certification Certificate Management Requirements

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文件修改历史记录

Revising C.V.

[illegible]

	<p style="text-align: center;">国恒认证检测（广东）有限公司 G-Eternal Certification & Inspection(GuangDong) Co.,Ltd</p>	<p>编号 Doc. No.: GEC-PD-04 更新日期 Update date: 2023/6/1</p>
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1. 目的 Objective

为使通过本公司质量、环境及职业健康安全管理体系认证的获证组织了解认证/认可标识（牌）使用及认证证书管理规定，特制定本说明。

This note is prepared for the purpose of enabling the certified organizations that have passed the QMS & EMS & OHSAS management system certification of the Company to understand the regulations on the use of certification/recognition marks (plates) and the management of certification certificates.

2. 适用范围 Appropriate Scope

适用于所有通过本公司质量、环境及职业健康安全管理体系认证的获证组织在认证/认可标识（牌）使用及认证证书的使用过程。

It is applicable to all the certified organizations that have passed the company's QMS, EMS, OHSAS management system certification in the certification/recognition mark (brand) use and certification certificate use process.

3. 权责 Responsibility

获证组织：认证/认可标识（牌）及认证证书的使用。

本公司：认证/认可标识（牌）及认证证书的使用规定制定及公开和对获证组织的监督。

监管单位：对使用过程的例行/非例行检查和监管。

Certified organization: The use of certification/accreditation marks (brand) and certification certificates.

Our company: Establishment and publication of requirements for the use of certification/accreditation marks (brand) and certification certificates and supervision of licensed organizations.

Supervisory unit: Routine/non-routine inspection and supervision of the use process.

4. 定义 Definitions

参考相关行政制度及本公司文件规定。

Refer to relevant administrative system and company documents.

5. 管理程序 Management Process

5.1 本公司颁发的管理体系认证证书，用来证明获证组织的管理体系符合证书确定的标准，并在确定的管理体系认证范围内获得认证注册，同时如属本公司在 IAS 认可范围内的，本公司将颁发带 IAS 标识和国际互认(IAF-MLA)标识的证书（目前仅限质量、环境、职业健康安全管理体系）。

The management system certificates be issued by GEC and to prove that the management system of the certified organization meets the standards, and obtains the certification registration within the scope of the management system certification, after being accredited, GEC will issue certificates in its accredited business scope with the recognition combined logos of IAF MLA Mark and the accredited body and GEC.

5.2 认证认可标识：

5.2.1 国恒认证检测（广东）有限公司（GEC）的标识

The certification mark of GEC is as follows:



5.2.2 IAF 和 IAS 认可标识

Basic layout of IAF、IAS accreditation symbols



MSCB-XXX

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5.3 获证组织使用认证标识及认证证书规定, 获证组织有权在认证证书有效期内并按照本文件的要求使用管理体系认证证书、公司认证标志, 获证组织可以在互联网、广告、展销会、宣传册、会议、报刊、电视等贸易、宣传场合使用认证证书和认证标志, 宣传自己的形象, 宣传自己的管理体系水平, 其要求如下:

Requirements for the use of certification marks and certificates by certified organizations

5.3.1 本公司拥有 GEC 认证标识的所有权。

The Company owns the ownership of the GEC certification mark.

5.3.2 获证组织应按本公司颁发认证证书界定的注册范围（产品、区域、活动）进行宣传, 不可笼统地声称获证组织通过了 XX 标准/准则（标准号）认证。

The certified organization shall conduct publicity according to the registration scope (products, regions, activities) defined by the certification issued by the company, and shall not generically claim that the certified organization has passed the XX standard/criteria (standard number) certification.

5.3.3 获证组织可以在广告、宣传品同比例缩放使用国恒认证检测（广东）有限公司公司和 IAS 的认证标识（GEC 标识），并保证其完整不变形。

The certified client can use the mark of G-Eternal Certification & Inspection(GuangDong) Co.,Ltd. in the same scale in advertisements and promotional materials, and ensure its integrity without deformation.

5.3.4 管理体系认证获证组织不可将管理体系认证标志标注在产品或产品的包装、标签、铭牌上, 也不可使用于实验室或任何测试场所或检测报告等, 或以任何其他可解释为产品符合性的方式使用, 只有在注明获证组织通过相关管理体系认证的情况下方可在用于运输的外包装上标注管理体系认证标志。

The management system certification organization shall not use the management system certification mark on the product or the package, label, nameplate of the product, not to be used for lab or any other testing location, inspection report, or use it in any other way that can be interpreted as product conformity. Management system certification marks can only be marked on the outer packaging used for transportation under the condition that the certified organization has passed the relevant management system certification.

5.3.5 获证组织不得将公司的认证标志用在与认证证书无关的范围进行宣传而造成误导; 不得暗示认证适用于认证范围以外的活动和场所;

The certified organization shall not use the company's certification mark in the scope irrelevant to the certification for publicity and misleading; It shall not be implied that the certification is applicable to activities and places outside the scope of certification;

5.3.6 获证组织不得做出有关认证资格误导性的说明, 也不得以误导性方式使用认证证书或认证证书的某一部分;

The certified organization shall not make misleading statements about the certification qualification, nor use the certification certificate or a part of the certification certificate in a misleading manner;

5.3.7 获证组织的认证证书被撤销时, 应立即停止对认证资格的宣传及对认证证书的使用。

When the certification of the certified organization is revoked, the publicity of the certification qualification and the use of the certification marks must be stopped immediately;

5.3.8 获证组织的认证范围缩小时, 应及时修改宣传材料, 并确保在认证范围内进行宣传。

When the certification scope of the certified organization is reduced, the publicity materials shall be modified in time and publicity within the certification scope shall be ensured.

5.3.9 获证组织在引用管理体系认证资格时, 不得暗示认证机构对产品(包括服务)或过程进行了认证, 不可使人误认为公司对获证组织的特定产品或服务进行了认证。

The certified organization shall not imply that the certification authority has certified the products (including services) or processes, and shall not mislead the public to believe that the company's specific products or services has been certified.

5.3.10 获证组织在使用认证资格时, 不得使认证机构和(或)认证制度声誉受损, 失去公众信任。

When using the certification qualification, the certified organization shall not damage the reputation of the certification authority and / or certification system and lose public trust.

5.3.11 管理体系认证证书、认证标志不准以任何方式转让、出售、借用或冒用;

The management system certification certificate and certification mark shall not be transferred, sold, borrowed or falsely used in any way.

5.3.12 本公司随证书给获证组织提供可使用标志电子档和本文件及“GEC-07-02 证书查询说明”

Along with the certificate, the Company provides the certified organization with a useable logo electronic file and this document and the "GEC-07-02 Certificate Enquiry Note".

注: 注明获证组织通过相关管理体系认证情况的文字举例:

“广东省 XX 公司进行 XX（注册的认证范围）的管理体系通过了由 GEC 或国恒认证检测（广东）有限公

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司依据 XX 标准/准则（标准号）进行的认证”。

Note: Examples of text indicating that the certified organization has passed the relevant management system certification:

"The management system of XX (registered certification scope) conducted by XX Company in Guangdong Province has been certified by GEC or G-Eternal Certification & Inspection(GuangDong) Co.,Ltd according to XX standard/criteria (standard number)".

5.4 获证组织使用认可标识的规定

Requirements for the use of accreditation marks by certified clients

5.4.1 IAF（国际认可论坛）和 IAS（国际认可服务公司）拥有 IAF MLA 和 IAS 认可标识的所有权，按照认可合同的约定，在本公司经 IAS 认可的认证领域及业务范围内且能达到认证要求的组织可获颁带 IAF MLA 和 IAS 认可标识如证书。

IAF: International Accreditation Forum and IAS: International Accreditation Service have the ownership of IAF MLA and IAS accreditation marks, according to the agreement of the accreditation contract, in its accredited fields and business scopes by the IAS, the certified organization will be issued a certificate with IAF MLA and IAS accreditation marks.

5.4.2 IAF MLA 和 IAS 认可标识不可单独使用，应依后续要求与本公司认证标识在同一页面上使用，并保证其完整不变形,认可标识尺寸大小不能超过认证标志尺寸大小。

IAF MLA and IAS accreditation marks cannot be used alone, should be in accordance with the next described requirements and along with the GEC's certification logo used on the same page, and ensure its integrity without deformation. The size of the approved mark shall not exceed the size of the certified mark.

5.4.3 认证标识（GEC）、认可标识（IAF MLA and IAS）使用不应使相关方误认为本公司或认可机构（IAF MLA and IAS）对获证组织的管理体系、产品、过程、服务等进行了批准。

The use of certification marks (GEC) and accreditation marks (IAF MLA and IAS) shall not lead the relevant parties to believe that the Company or the accreditation body (IAF MLA and IAS) has approved the management system, products, processes, services, etc., of the certified organization.

5.4.4 获证组织不得当使用国际互认标识（IAF-MLA）及其联合认可标识。

Certified clients shall not improperly use the International Mutual Recognition Mark (IAF-MLA) and its combined recognition mark.

5.4.4 获证组织使用 IAS 及 GEC 标识时需联合使用，同时可注明证书编号或具体管理体系标准如 ISO9001、ISO14001、ISO45001

Certified clients shall is required to use the combined recognition marks of IAS and GEC, the certificate no and specified management system be certified should be labelled. Eg: ISO9001、ISO14001、ISO45001.



Cert. No:

ISO9001、ISO14001、ISO45001



Cert. No:

ISO9001、ISO14001、ISO45001



5.5 认证证书和标识（牌）使用的日常监督管理

Daily supervision management of the use of certificates and mark(brand)

注 1：本公司关于认可标识使用规定暂以 IAS 为例说明。

Note 1: At present, the use of accreditation marks are temporarily illustrated by taking IAS as an example.

注 2：IAS 认可标识的基本式样参见 5.6。

Note 2: The basic style of IAF MLA and IAS accreditation marks refer to the 5.6

5.5.1 认证证书和标识（牌）使用的监督管理由本公司市场客服部负责。

The marketing and customer Service Department of the company is responsible for the supervision and management of the use of certificates and marks (brands).

5.5.2 认证证书有效期为三年。（获证组织自发证之日起，12 个月内应接受第一次监督审核，每次监督审核合格并按期交纳监督审核费及年金后，公司向获证组织寄发 “GEC-07-05 保持/恢复认证资格通知书” 和 “监督合格” 不干胶防伪标贴，获证组织需将标贴粘贴于认证证书指定位置，认证证书方继续有效。

The certificate is valid for three years. The certified organization shall accept the first supervision and audit within 12 months from the date of issuing the certificate. After passing the supervision and audit and paying the supervision and audit fee and annuity on time, the company shall send the "GEC-07-05 Notice to maintain/restore

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the certification qualification" and the "qualified Supervision" self-adhesive anti-counterfeit label to the certified organization. The certified organization shall paste the label on the designated position of the certification certificate. The certification party continues to be valid.

5.5.3 获证组织应按规定使用标识（牌），并报本公司备案。

The certified clients shall use the logo (plate) according to the regulations and report to the company for record.

5.5.4 认证证书和标识（牌）使用不当，又不报告或不纠正者，经本公司调查属实，将撤销认证证书。出版物侵权或触犯法律而引起严重后果的将采取必要的法律手段。

Certification certificate and mark (brand) improper use, and do not report or do not correct, the company's investigation verified, will revoke the certification certificate. If the publication infringes or violates the law and causes serious consequences, necessary legal measures will be taken.

5.5.5 当获证组织的体系（注册名称、生产和服务场所、产品范围、区域范围、活动范围、经营范围、产品类型）发生变化时，应及时向本公司报告有关情况，申请换发认证证书。

When the system of the certified clients (registered name, production and service sites, product scope, regional scope, activity scope, business scope, product type) changes, it shall report the relevant situation to the Company in time and apply for the replacement of the certification certificate.

5.5.6 对超过规定时限仍不能接受本公司的监督的，将暂停其使用认证证书和认证标识（牌）。

For those who cannot accept the supervision of the Company within the prescribed time limit, the use of certification certificates and certification marks (brands) will be suspended.

5.5.7 对未按期交纳认证费用，经指出后仍未予以交纳的，将停止其使用认证证书和认证标识（牌）。

For those who fail to pay the certification fee on time and still fail to pay it after being pointed out, the use of certification certificates and certification marks (brands) will be stopped.

5.5.8 撤销认证注册后，获证组织应停止使用认证证书和认证标识（牌），并在规定的期限内将认证证书交回本公司，本公司将在相关媒体上予以公告。获证组织无正当理由不交回认证证书，本公司将保留追究法律责任的权利。

After the withdrawal of the certification registration, the certified clients shall stop using the certification certificate and certification mark (brand), and return the certification certificate to the Company within the prescribed period, the company will make a public announcement on the relevant media. If the certified clients fails to return the certificate without a valid reason, the company will reserve the right to pursue legal liability.

5.5.9 接到暂停、撤销认证证书的通知后，获证组织应立即停止涉及认证内容的广告及相关宣传活动，违规宣传所引起严重后果的，本公司有权要求其承担由此给本公司及认可机构造成的全部损失和法律责任。

After receiving the notice of suspension and revocation of the certification, the certified clients shall immediately stop the advertising and related publicity activities involving the certification content. In case of serious consequences caused by the violation of the publicity, the Company has the right to require it to bear all the losses and legal liabilities caused to the company and the accreditation agency.

5.5.10 接到缩小/变更认证范围通知后，获证组织应使用缩小/变更范围后的认证证书，并按缩小/变更的认证范围修改其广告及相关宣传材料。

Upon receipt of the notice of reduction/change in scope of certification, the certified clients shall use the reduced/changed certification certificate and modify its advertising and related promotional materials in accordance with the reduced/changed scope of certification.

5.5.11 本公司在监督审核、再认证和特殊审核中对获证组织的认证标识、认可标识和认证证书的使用情况进行检查，如果发现违反上述规定的行为，将根据误用、滥用、误导等情节的轻重作出处理，包括提出不符合报告、暂停或撤销认证注册、提出法律诉讼。

The company inspects the use of the certification marks, recognition marks and certification certificates of the certified clients in the surveillance audits, recertification and special audit. If it finds violations of the above provisions, it will deal with the situation according to the seriousness of the misuse, abuse, misdirection and other circumstances, including putting forward the non-conformity report, suspending or revoking the certification registration, and bringing legal proceedings.

5.5.12 获证组织或个人应对误用、滥用或伪造认证标识、认可标识、认证证书以及误导宣传认证结果导致本公司及认可机构产生的损失进行赔偿。

The certified clients or individual shall compensate for the loss caused by the misuse, abuse or falsification of the certification mark, certification mark, certification certificate and misleading publicity of the certification result.

5.6 认证机构(CAB)对认可标识的使用

Use of the accreditation marks by the CAB(Accredited Conformity Assessment Body)

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其中,IAF: 国际认可论坛,其标志中的文字意指:多边互认协议成员,IAS: 国际认可服务公司,“Accredited Management Systems Certification Body”意指: 被认可的管理体系认证机构, MSCB-XXX 指被认可的证书号。

IAF: International Accreditation Forum, words in the logo: member of multilateral recognition arrangement, IAS: International Accreditation Service, Accredited Management Systems Certification Body, MSCB-XXX: accreditation certificate no.

5.6.1 总则 General

CAB 不能将 IAF MLA 标志与 IAS 认证标志分开使用。

CABs cannot use the IAF MLA Mark in isolation from the IAS accreditation symbol.

CAB 只能将 IAF MLA 标志与 IAS 认证符号结合使用, 且其组合标识只能在 IAS 认可的主范围和子范围内使用。

CABs can only use the IAF MLA Mark in combination with the IAS accreditation symbol as a combined mark. The combined mark can only be used in association with activities for which the CAB is accredited by IAS and are within the IAS IAF MLA main scopes.

组合标记只能由 CAB 在认证证书上使用, 其中范围书包括 IAF MLA 子范围。

The combined mark may only be used by CABs on accredited certificates where the scope of the certificate includes an IAF MLA sub-scope.

CAB 可以在信笺、报价文件、广告宣传中使用 IAS/ IAF MLA 的组合标记, 其主要范围及子范围基于已获 IAS 认可。

The combined mark may be used by CABs in letterheads, quotations for work, advertisements, or websites where the CAB is accredited within the IAS IAF MLA main scope or main scope and sub-scope.

CAB 不得允许经其认证的客户使用 IAS/ IAF MLA 组合标识。

The CAB shall not allow its customers to use the combined mark.

CAB 必须在 IAS 符号下注明其 IAS 认可编号

The CAB must indicate their IAS Accreditation number under the IAS symbol.

5.6.2 经认可的 CAB 只能按照 IAF ML 2 《IAF MLA 标志使用通则》中规定的方式, 并依据经 IAF MLA 签署认可的主范围和子范围要求将 IAF MLB 标志与其认证机构标志一起使用;

The accredited CAB shall only use the IAF MLA Mark together with their accreditation body symbol in the manner set out in IAF ML 2 General Principles on Use of the IAF MLA Mark and in accordance with the main scopes and sub scopes of the IAF MLA of which the licensed IAF MLA Member is a Signatory, and for which the CAB has been accredited;

5.6.3 IAF MLA 标志可从获得许可的 IAF MLA 成员处获取授权副本进行, 并应遵循以下规范进行复制和重新印刷

- 1) 黑色和白色, 或者国际标准色卡 2747 (深蓝色) 和国际标准色卡 299 (浅蓝色) 的颜色,
- 2) 基于有明显对比的背景,
- 3) 尺寸应能使 IAF MLA 标记的所有文字清晰可辨, 印刷媒体的 IAF MLB 标记宽度不小于 20 毫米, 数字媒体的宽度不小于 75 像素。

The IAF MLA Mark shall be reproduced using an authorized copy obtained from the licensed IAF MLA Member and shall be reprinted according to the following specifications:

- 1) in black and white or in the colours Pantone 2747 (dark blue) and Pantone 299 (light blue),
- 2) on a clearly contrasting background,
- 3) in a size which makes all the words of the IAF MLA Mark clearly distinguishable, with the width of the IAF MLA Mark no less than 20 millimetres for printed media and 75 pixels for digital media

5.6.4 提议的许可使用是非排他性的;

The proposed permitted use is non-exclusive;

5.6.5 被授权认可的 CAB 使用上述 IAF MLA 标志的许可是不可转让的;

The permission granted to the accredited CAB to use the said IAF MLA Mark is non-transferable

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	公开文件--认证/认可标识（牌）使用及认证证书管理规 定 Certification/Accreditation Mark (Brand) Use and Certification Certificate Management Requirements	版本/次 Version/Edition: A/3

5.6.6 经认可的 CAB 不得在任何文件上使用 IAF MLA 标志，除非与获得许可的 IAF MLA 会员的认可标志和经认可的 CAB 的名称或标志同时显示，并且其的大小比例保持相同；

注：文件可以是任何形式或类型的介质。

The accredited CAB shall not use the IAF MLA Mark on any documentation unless the licensed IAF MLA Member's accreditation symbol and the accredited CAB's name or logo are included on the same displayed. page and all are of approximately the same size;

Note: The documentation can be in any form or type of medium

5.6.7 经认可的 CAB 应严格按照 IAF MLA 成员要求或 IAF 提供的说明、条件、质量标准和 IAF MLA-Mark 规范使用 IAF MLA-Mark；并适用其可能随时修订的要求。

The accredited CAB shall use the IAF MLA Mark in strict accordance with the instructions, conditions, standards of quality and IAF MLA Mark specifications supplied by the licensed IAF MLA Member or the IAF at anytime and from time to time;

5.6.8 经认可的 CAB 应向 IAF MLA 成员（IAS）提供其使用 IAF MLA 标志的样本（提交组合标志将出现的所有模板的样本，如证书），以供审查；

The accredited CAB shall supply specimens of its usage of the IAF MLA Mark (submit samples of each template on which the Combined Marks will appear, e.g. certificate) for review to IAF MLA Member (IAS);

5.6.9 经认可的 CAB 不得允许其经认证的组织使用 IAF MLA 标志；

The accredited CAB shall not allow its certified organizations to use the IAF MLA Mark;

5.6.10 经认可的 CAB 应监督并采取适当措施来控制其对 IAF MLA 标志的使用，并防止其自身或被其认证的客户任何不正确的参考、使用或误导；

The accredited CAB shall monitor and take suitable action to control its use of the IAF MLA Mark and to prevent any incorrect references or misleading use by itself or its certified organizations;

5.6.11 经认可的 CAB 承认并同意其对 IAF MLA 标志没有所有权、所有权或利益；

The accredited CAB acknowledges and agrees that it has no proprietary right, title or interest in the IAF MLA Mark;

5.6.12 经认可的 CAB 同意与获得许可的 IAF MLA 成员和/或 IAF 全面合作并给予充分信任，以确定和保护 IAF 关于 IAF MLA 标志使用的权利；

The accredited CAB agrees to co-operate fully and in good faith with the licensed IAF MLA Member and/or IAF for the purpose of securing or protecting IAF's right in the IAF MLA Mark

5.6.13 经认可的 CAB 进一步同意不直接或间接质疑 IAF 在 IAF MLA 标志中的权利、所有权或利益。

The accredited CAB further agrees not to challenge directly or indirectly IAF's right, title or interest in the IAF MLA Mark.

6. 参考文件 Reference Document

6.1 《GEC-MP-01 认证公正性管理程序》

6.1 GEC-MP-01 Certification Impartiality Management procedure

6.2 《GEC-MP-04 管理体系认证申请及评审控制程序》

6.2 GEC-MP-04 Management System Certification Application and Review Management Procedure

6.3 《GEC-MP-05 初次认证审核程序》

6.3 GEC-MP-05 Initial Certification Audit Management Procedure

6.4 《GEC-MP-06 监督、再认证审核程序》

6.4 GEC-MP-06 Surveillance and Recertification Audit Procedure

6.5 《GEC-MP-07 授予、保持、更新、暂停、撤销认证或缩小程序》

6.5 GEC-MP-07 Granting, Maintaining, Renewing, Suspending, Withdrawing, Changing (including special temporary audit), Restoring Certification Management Procedure

6.6 《GEC-MP-08 申、投诉和争议处理程序》

6.6 GEC-MP-08 Appeals, Complaints and Dispute Handling Management Procedure

6.7 《GEC-MR-14 认证决定小组工作规则》

6.7 GEC-MR-14 Rules for the Work of Certification Determination Team

6.8 《GEC-MR-15 申诉调查小组工作规则》

6.8 GEC-MR-15 Rules for the Work of the Complaint Investigation Team

6.9 《GEC-MR-16 认证信息报送管理规定》

6.9 GEC-MR-16 Certification Information Submission Management Regulations

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7. 相关记录 Using Record

上述文件涉及的所有记录

All records covered by the above documents