

1. Purpose

This Guideline establishes requirements for the use of statement for reference to the certificate and the use of logo of both AITF and Accreditation Body

2. Scope

This Guideline is applicable to all management system certification.

3. Description:

AITF certification logo is proprietary symbol registered with the India patent and Trade Mark Office.

The AITF certified client shall not use certification in such a manner as to bring the AITF into disrepute, and shall not make any statement regarding its certification which AITF may consider misleading or unauthorized.

A company certified by AITF may use the certificate, AITF Logos, and statement for reference to the certification subject to following conditions:

1. Certified client can use the accredited certificate and the logo only for scope and sites mentioned in the certificate issued by AITF.
Note: IF AITF has certified subsidiaries, divisions, departments or offices of a client's company but not the company as a whole then clients must exercise care in the use of certificate, certification logo and marks for the scope and sites covered under certification with ensuring that there is no misrepresentation of scope/sites.
2. The symbol shall not be used on a product, packaging, calibration or inspection report, laboratory test reports or in any way that may be interpreted to denote product conformity.

Client can use AITF's logo on visiting card, letter heads or other stationary material, for certified address and scope.

The AITF logo shall not be used on the Product, packaging of a product, labels, and written announcements etc, that in any way suggest that the AITF has certified or approved any product, process or service of the certified organisation or in any other misleading manner.

Type labels or identification plates are considered as part of the product.

When using symbols or logos, adequate attention should be paid to avoid infringement of rules covered in appropriate places of this guideline.

3. Use of statement on product packaging

Statement on product packaging indicates that the organisation has certified a management system shall adhere to the following rules:

This could be over-packaging made of cardboard etc. that can be reasonable considered as that which can be removed without the product disintegrating or being damaged, Accompanying information is considered as separately available or easily detachable.

This could be a clear statement that "(This product) was manufactured in a plant whose management system is certified as being in conformity with ISO 9001". 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 client;
- The type of management system (e.g. quality, environment) and the applicable standard;
- Name of AITF

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4. Use of NABCB Mark/Logo

- a. NABCB logo can be used only when the client’s SCOPE is covered under NABCB accreditation by AITF .
- b. The NABCB mark shall only be used in conjunction with and not in isolation from AITF logo. When utilizing the symbols, the NABCB mark size must not exceed the size of the AITF Certification logo or certified clients logo / symbol.
- c. The logo shall not be used in any way that it misleads the reader about the accredited status of the certification body or the certified client.
- d. The accreditation body’s logo shall not be used on the packaging of a product, labels, publicity material, and written announcements etc, that in any way suggest that the accreditation body has certified or approved any product, process or service of the certified body or in any other misleading manner.
- e. The logo shall not be displayed on vehicles except in publicity material like part of large advertisement.
- f. The logo shall not be displayed on buildings and flags.
- g. All quotations and contracts by AITF having the logo shall clearly indicate the portion of activities that are not accredited by the board.
- h. NABCB logo shall not be used on the visiting cards.
- i. NABCB logo in conjunction with AITF logo can be used for stationary material.

5. Discontinuation of the AITF Logo and/or NABCB Logo

Upon suspension or withdrawal of certification (however determined), client shall discontinued use of all advertising matter that contains any reference to certification status.

Upon suspension of the certification by AITF, the certified client shall immediately cease to use its stationery, certificates and other publicity material that has AITF /NABCB logo on it. The use can be restarted only after the suspension is revoked by the board.

A client certified by AITF shall discontinue the use of the AITF certification logo and / or NABCB accreditation mark immediately when any of the following conditions exist:

- A lapse of certification, suspension or withdrawal;
- The client has made a change to his management System which has not been accepted by AITF, and which could reasonably be expected to affect the client’s qualification for certification;
- The client has failed to implement a change to the system requirements issued by AITF;
- Any other circumstances, which arise, which could reasonably be expected to adversely affect the client’s management System certified by AITF, as identified in the contract agreement.

6. Misuse and Penalty

Misuse of AITF certification logo and / or NABCB accreditation mark would lead to corrective action, withdrawal of certification, publication of the transgression and, if necessary, other legal action.

AITF requires that the client organization-

- a) Client is not permitted to make changes to granted certificate, if client have any such need then client can apply for same to AITF.
- b) Conforms to the requirements of the certification body when making reference to its certification status in communication media such as the internet, brochures or advertising, or other documents,
- c) Does not make or permit any misleading statement regarding its certification,
- d) Does not use or permit the use of a certification document or any part thereof in a misleading manner,
- e) Upon suspension or withdrawal of its certification, discontinues its use of all advertising matter that contains a reference to certification,
- f) Amends all advertising matter when the scope of certification has been reduced,

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- g) Does not allow reference to its management system certification to be used in such a way as to imply that the certification body certifies a product (including service) or process,
- h) Does not imply that the certification applies to activities that are outside the scope of certification, and Does not use its certification in such a manner that would bring the certification body and/or certification system into disrepute and lose public trust.

7. Exercise for control of ownership

AITF will exercise proper control of ownership and shall take action with investigation if any information for breach of this guideline or incorrect references to certification status observed. Formal verification will be carried out by AITF auditor during periodical audits for misleading use of certification documents, marks or audit reports.

NOTE: Such action taken either by AITF top management, Management representative or certification manager; action could include requests for correction and corrective action, suspension, withdrawal of certification, publication of the transgression and, if necessary, legal action.

8. Sample of Logo:



Note: Client can use AITF’s logo as provided below on visiting card. However, NABCB Logo is not allowed to use on visiting card.

