



## TANZANIA BUREAU OF STANDARDS MANAGEMENT SYSTEM CERTIFICATION

### MSC/POL/05: POLICY FOR CONDITIONS FOR THE USE OF CERTIFICATION MARKS

#### 1. INTRODUCTION

This policy sets out the rules for proper use of Management Systems Certification marks provided by TBS CB.

#### 2. RULES

##### 2.1 Use of certificates

- i) The CB will provide to client a correct design, dimensions and pantone colors of the mark(s). The use of marks and certificates is restricted to the scope and period of validity of the certification and the current normative standard.
- ii) Certificate and certification agreement are specific to the organization to which they have been issued, and the Client shall not transfer any right nor give permission to a third party to use the Certificate.
- iii) The client may photocopy or scan their current certificate of registration for publicity purposes and as evidence of their certification.
- iv) Photocopies or electronic copies may be in full color, and do not need to be watermarked or otherwise marked as being a copy of the original
- v) The certificate and copies thereof remain at all times the property of TBS CB and shall immediately be surrendered to TBS upon suspension, termination or annulment of the certification.

##### 2.2 Use of the certification mark

The certified client may display the certification mark -

- i) on letterheads and stationery;
- ii) in advertising or promotional material
- iii) on a panel or signpost that identifies client's premises or the nature of the client's business;
- iv) on a fleet vehicle or delivery vehicle, on condition that it is clear from such display that the certification mark relates to the subject of certification.

- v) the certified client may print the wording on a fleet vehicle or container packaging provided the name of the organization is included in the wording as indicated here under;

'XXX: YYY: ZZZ Certified Organization,' where XXX is the name of the certified client and YYY is full code of the relevant management system standard and ZZZ is the TBS CB. E.g. **Company XXX: ISO 9001:2015** certified organization by **TBS CB**.

**Note:** This wording may be accompanied by the certification mark.

- vi) The TBS CB controls the use of any certification statement on product packaging or in accompanying information that the certified client has a certified management system. Product packaging is considered as that which can be removed without the product disintegrating or being damaged. Accompanying information is considered as separately available or easily detachable. Type labels or identification plates are considered as part of the product. The statement shall in no way imply that the product, process or service is certified by this means. The statement shall include reference to:

- a) Identification (e.g. brand or name) of the certified client
- b) The type of management system (e.g. quality, environment) and the applicable standard
- c) The certification body issuing the certificate.

- vii) The use of the Certification mark on publicity materials is subject to the certified organization identifying the specific areas for which it is certified, and ensuring that the certification is not implied for non-certified activities.

- viii) A certified organization may also display the logo of the accreditation body where TBS CB is accredited for that specific scope. Such display must be according to the requirements of the accreditation body.

- ix) The right to use the certification mark by the organization cannot be assigned to or acquired by any other person, entity, or corporation (including through a change of ownership of the organization) without the CB's prior written consent.

- x) Upon a reduction of the scope of certification, the client shall amend all advertising material referring to its certification to properly reflect the reduced scope.

- xi) Upon suspension, termination and annulment of its certification, the client shall discontinue the use of materials that contain reference to certification, as directed by TBS CB.

- xii) The client shall not redesign the certification mark and shall only enlarge or reduce it proportionately

- xiii) The use of the certification mark is restricted to the period of validity of the certification and the current normative standard.


- xiv) Certified client is not permitted to use certifications marks to laboratory test, calibration or inspection reports or certificates.

### 2.3 Making Reference to the Certification

- i) The certified organization shall only claim that it's holding a certification in respect of the capability which is the subject of the certification and which relates to the processes in accordance with the certification requirements.
- ii) Where the certified organization wishes to make reference to its certification without using the Certification mark, it shall without variation use the following phrase: 'a TBS XXX Certified Organization, No. YYY,' where XXX is the full code of the relevant management system standard and YYY is the Certificate Number'.
- iii) No person may, by claiming certification by TBS CB or by referring to the management systems standards in an advertisement or other form of publicity, give the impression that the 'product has been approved by TBS or that the product is 'TBS CB certified'.

### 2.4 Dealing with incorrect use of Certification and mark

- i) TBS CB shall take appropriate action to deal with incorrect use of the Certification and mark or reference to certification. The action(s) may include:
  - a. Request for corrective actions;
  - b. Suspension/termination of certification, in case of certified organizations;
  - c. Publication of transgression; and
  - d. If necessary legal action
- ii) For questions as to whether proposed use of the certification marks on an advertisement, brochure or other promotional material is in conformity with these conditions, a sample may be sent to TBS CB for review.
- iii) For the use of the certification mark on electronic documentation (i.e. websites), the same conditions applies.

Signed:  .....

Dr. Ngenya A. Y

**DIRECTOR GENERAL**