

**TANZANIA BUREAU OF STANDARDS**



**MANAGEMENT SYSTEM CERTIFICATION**

**MSC/POL/05: POLICY FOR CONDITIONS FOR THE USE OF CERTIFICATE AND CERTIFICATION MARK**

**1. INTRODUCTION**

This policy sets out the conditions for proper use of management systems certificates and certification marks provided by the TBS CB.

**2. CONDITIONS FOR THE USE OF CERTIFICATES AND CERTIFICATION MARK**

**2.1 Use of certificates**

- a) The use of a certificate is restricted to the scope and period of validity of the certification and the current normative standard.
- b) 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.
- c) A client may share a copy of the valid certificate with the third party as the evidence of certification.
- d) Client is not permitted to alter or tamper with a certificate.
- e) The certificate is the property of TBS CB and shall immediately be surrendered to TBS CB upon withdrawal of the certification.

## 2.2 Use of the Certification Mark

The certified client may display the certification mark:

- a) on letter heads and stationery;
- b) in advertising or promotional material;
- c) on a panel or signpost that identifies client's premises or the nature of the client's business;
- d) 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.
- e) Certification mark shall be used on secondary and tertiary product packaging for non-food products in a way that may not be interpreted as denoting product conformity.
- f) For Food Safety Management Systems, certification marks and statements relating to certification is prohibited in the product, primary and secondary packaging
- g) 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
- h) The certified client can make reference to certification by indicating the full code of the relevant management system standard. For example, a client certified on the Quality management system can refer to it as **ISO 9001:2015** certified.
- i) The client can use the wording referred to in (g) accompanied by the certification mark.
- j) TBS CB monitors the use of certification statement and mark on product packaging and in the accompanying product information.
  - i) Product packaging is considered as that which can be removed without the product disintegrating or being damaged.
  - ii) Accompanying information is considered as separately available or easily detachable.
  - iii) Type labels or identification plates are considered as part of the product.
- k) The statement shall in no way imply that the product, process or service is certified by this means. The statement shall include reference to:
  - i) Identification (e.g. brand or name) of the certified client
  - ii) The type of management system (e.g. quality, environment) and the applicable standard
  - iii) The certification body issuing the certificate
- l) 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.
- m) A certified organization may also display the mark of the accreditation body if TBS CB has been accredited in that particular scope. Such display must be according to the requirements of the accreditation body.

- n) 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 prior written consent of TBS CB.
- o) 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.
- p) Upon suspension and withdraw of its certification, the client shall not use materials that contains reference to certification.
- q) The client shall not redesign the certification mark and shall only enlarge or reduce its proportionality.
- r) The use of the certification mark is restricted to the period of validity of the certification and the current normative standard.
- s) 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

- a) The certified organization shall claim that it is holding a certification according to the certification agreement.
- b) The certified client shall not, 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 the product is 'TBS CB certified'.

### 2.4 Dealing with Misuse of Certification and mark

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

Approved by;

DR. ASHURA A. KATUNZI  
Director General

Signature: .....