

**INTERNATIONAL CERTIFICATION AUTHORITY
ICA - Procedure**



Number : **ICA-QP-09**
Title : **Reference to Certification and Use of Marks**

Reference to Certification and Use of marks

Procedure Index

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1.0	Purpose				
	<ul style="list-style-type: none"> • The purpose of this procedure is to: <ul style="list-style-type: none"> ❖ Define the requirements to be followed by all certified clients regarding usage of marks and reference to certification ❖ Define which marks to be used by clients certified by ICA. 				
2.0	Scope				
	<ul style="list-style-type: none"> • Applicable for all clients certified by ICA. 				
3.0	Definitions & Abbreviations				
3.1	Top Management	:	Governing body of the organization {Director}		
3.2	EC	:	Executive Committee		
3.3	ICA	:	INTERNATIONAL CERTIFICATION AUTHORITY.		
3.4	CAR	:	Corrective Action request.		
4.0	Reference Documents:				
Sr. No.	Doc Name	Doc No	Rev No	Rev Dt.	Retention Period
1	Audit plan & Schedule-Stage-01	ICA-QF-29	00	01.10.2022	5 Years
2	Audit Plan & Schedule-Stage-02	ICA-QF-30	00	01.10.2022	5 Years
3	Certification Agreement	ICA-QF-01	00	01.10.2022	5 Years
4	Proposal for Certification	ICA-QF-02	00	01.10.2022	5 Years

5. Procedure

- Director along with EC identifies the certification mark.
- Director along with EC has defined a policy for use of certification mark and circulated to all certified Clients through Certification Agreement.
- Following are the conditions when the client cannot use certification:
 - Not used on a product or product packaging seen by the consumer or in any other way that may be interpreted as denoting product conformity
 - Not to be applied to laboratory test, calibration or inspection reports, as such reports are deemed to be products in this context.
- Following are the conditions applicable to all certified clients of ICA:
 - Conforms to the requirements of ICA when making reference to its certification status in communication media such as the internet, brochures or advertising, or other documents,
 - Does not make or permit any misleading statement regarding its certification,
 - Does not use or permit the use of a certification document or any part thereof in a misleading manner,
 - Upon suspension or withdrawal of its certification, discontinues its use of all advertising matter that contains a reference to certification,
 - Amends all advertising matter when the scope of certification has been reduced,
 - Does not allow reference to its management system certification to be used in such a way as to imply that ICA certifies a product (including service) or process,

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- 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 ICA and/or certification system into disrepute and lose public trust.
- All the points mentioned above are incorporated by the technical Manager in the surveillance audit plan.
- Objective evidence is recorded in the surveillance audit report
- If any discrepancy is found related to certification and use of mark the following actions may be initiated
 - Requests for correction and corrective action,
 - Suspension of certificate,
 - Withdrawal of certification,
 - Publication of the transgression and,
 - If necessary, legal action as per Indian Jurisdiction
- The Client Certified by ICA cannot use the ONAC accredited symbol and/or reference to the accredited status in their publications, advertising, commercial or transactional documents.