



**TQ Cert Services Private Limited**  
*(formerly Food Cert India Private Limited)*

PROCEDURE NO. : RMC-  
**P08**

**USAGE OF CERTIFICATES AND LOGOS**

REV.NO.      DATE:  
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**PROCEDURE FOR USAGE OF CERTIFICATES AND LOGOS**

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PREPARED BY : HEAD - QA  
SIGNATURE :  
NAME : Venugopal B

APPROVED BY : CHIEF OF  
CERTIFICATION  
SIGNATURE :  
NAME : Sampat Suri



## **1.0 OBJECTIVE**

To exercise control over the use and display of management system certificates, certification mark and logos.

## **2.0 SCOPE**

The procedure is applicable to all certified clients.

## **3.0 RESPONSIBILITY**

Contract Executive (CE) is responsible to implement this procedure.

## **4.0 PROCEDURE**

### **4.1** It is ensured that

- The logo and certificate are traceable to TQ Cert Services Private Limited
- There is no ambiguity in the logo or certificate or other documents sent to clients as to what has been certified.

### **4.2** TQ Cert has issued the conditions for use of its certificate and logo as part of the certification agreement (RMC-F06). These conditions require

- Controlled use/display of certificate/mark/logo. (It is clearly spelt out that the mark/logo shall not be used on a product or product packaging as seen by the customer, in any other way that may be interpreted as denoting product conformity).
- that the organization conforms to the requirements of TQ Cert when making reference to its certification status in any communication media such as internet, brochures or advertising or any other documents.
- That the organization does not make or permit any misleading statement regarding its certification.
- that the organization does not use or permit use of a certification document or any part thereof in a misleading manner
- That the organization upon suspension or withdrawal of its certification, it discontinues its use of all advertising matter that contains reference to certification as directed by TQ Cert.
- That the organization amends all its advertising matter when the scope of certification has been reduced.
- that the organization does not allow reference to its management system certification to be used in such a way as to imply that TQ Cert certifies the product (inclusive of any service involved) or process
- That the Organization does not imply that the certification applies to activities that are outside the scope of certification
- That the organization does not use its certification in such a manner that would bring TQ Cert or the certification system into disrepute and loss of public trust.

### **4.3** TQ Cert does not permit its marks to be applied to laboratory tests, calibrations or inspection reports.



4.4 CE shall exercise proper control of ownership and shall take suitable action for incorrect references to certification status or misleading use of documents as given below:

- Request for Correction / corrective action
- Suspension, withdrawal of certificate
- Publication of transgression
- Legal action, where necessary

4.5 Conditions for use of RMC Plant Certification Mark .Following conditions shall apply for use of RMC Plant Certification Mark

- The RMC Plant certification mark shall not be used in a manner to imply that the product (ready mixed concrete) is certified. The Mark shall not be displayed on RMC transportation vehicles. The plants can however display on the vehicles the statement "It has been produced in an RMC plant certified under the RMC Plant Certification Scheme".
- It shall be used on the Delivery Tickets/ Challans (as per requirement specified in Clause no 6.1 /S. No 158 of the Checklist included in the document "Criteria of Production Control of Ready Mixed Concrete for RMC Capability Certificate") accompanying each supply of RMC.
- The RMC Plant Scheme Certification Mark however shall not be used on other documents accompanying the supply like Test Certificate, etc.
- The Certification Mark may be used in publicity material, pamphlet, letter heads, other similar stationary, media for exchange of any communication, for promoting the awareness of the scheme, the Certification Mark, etc.
- The RMC plant may also use the RMC certificate issued by the certification body as part of publicity material.
- While using the above documents care shall be taken to ensure that the Mark is used only with respect to the RMC plant certified and it shall not give Page 3 of 8 impression that the non-certified, individual plants of a cluster or a company are also certified.
- The certified RMC Plant shall not make any misleading claims with respect to the Certification Mark.
- It shall not use the Certification Mark in such a manner as to bring the Scheme Owner, QCI, into disrepute.
- The RMC plant, upon suspension or withdrawal of its certification, shall discontinue use of the Certification mark, in any form.
- The RMC plant, upon suspension or withdrawal of its certification, shall discontinue use of all advertising matter that contains any reference to its certification status.
- In case the Certification Mark is observed to be used by a certified RMC plant contrary to the conditions specified, suitable actions shall be taken by the certification body in accordance with the relevant requirements of ISO 17065 and those specified in the documents "RMC PCS Certification Process" and "RMC PCS Requirements for Certification Bodies". Depending upon the extent of violation, the suitable actions may range from advice for corrective actions to withdrawal of certification especially in situations of repeated violations. In case the certified RMC plant does not take suitable action to address the wrong use of the Certification Mark, the certification body may suspend/withdraw the certification.



- If a certified RMC plant's certification is suspended; its certificate cancelled, withdrawn or discontinued, it is the certified RMC Plant's responsibility to discontinue the use of the Certification Mark from the date from which the certificate stands suspended, cancelled, and withdrawn or discontinuation comes into force. The certification bodies that have certified the RMC plant needs to ensure compliance as stated above
- The certified RMC plant shall sign a legally enforceable agreement with the certifying certification body, on behalf of QCI whereby it is allowed to use the Certification mark after agreeing to all the relevant conditions as described in this document.
- The certified RMC plant shall pay an annual fee per plant to QCI, for the use of RMC Plant Certification Mark as prescribed from time to time. This payment shall be made to its certification body for onward submission to

#### **5.0 REFERENCES**

Procedure for Handling Appeals and Complaints	---	QMS-P09
Procedure for Appeals and Disputes	---	QMS-P10
Procedure for certification decision and Issue of certification documents	---	RMC-P07
Procedure for Document Control	---	QMS-P01
Procedure for Records Control	---	QMS-P01

#### **6.0 RECORDS**

Contracts Executive maintains the record of agreement with certified clients about the rules for using certification marks and logos (format no. RMC-F06).