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认证证书及认证标志使用规则 Certification certificate and certification mark usage rules	编号	EQO-CP20		
	版本	A	密级	中

1 亿科和获证组织的权利和义务 The right and obligation of EQO and certified client

1.1 获证组织的权利和义务 The right and obligation of certified client

a) 获证组织的权利 The right of certified client

——获证组织可按本文件有关规定，使用公司颁发的认证证书和标志，宣传其认证资格；The certified client has the right to use the certificate and logo that awarded by EQO to propaganda their certified qualification.

——获证组织可要求获取最新版本的 EQO-CP20《认证证书及认证标志使用规则》文件；The certified client has the right to achieve the newest version document EQO-CP20 <The use rules for certificate and logo>.

——对公司发出的误用证书和标志的更改通知，可发表意见，以保护自身利益。The certified client has the right to give suggestion to EQO for the notice of misusing certificate and logo, to protect their own interest via

b) 获证组织的义务 The obligation of the certified client

——始终遵守认证规范和本文件的有关规定。Always abide by certification provision and relevant rules of this document.

——正确的使用认证证书和认证标志。Proper use the certificate and logo.

——获证组织应及时向公司报告其对管理体系拟实施的更改或其他可能影响其符合性的更改，如管理手册的更改、组织结构的调整、认证地址的变更等，以便公司能掌握最新的变更信息，未能提供这些变更信息的将被视为对认证证书的误用，并按本规则采取相应措施。For EQO can get the newest change information ,the certified client should report to EQO in time if they want to conduct any change in management system or other changes may impact conformity, such as any change for manual, for o-chart, for main address. If the certified client didn't submit those change information, will be regarded as misusing the certificate. EQO will take relevant action according to this document.

——获证组织应及时向公司报告重大的顾客投诉、重大的产品质量事故、安全事故和/或环境污染事故、食品安全事故等。获证组织应建立处理顾客和相关方投诉的程序并保留其处理记录。The certified client should report to EQO for any serious customer complain, any serious product quality

accident, security accident and environmental pollute accident Food safety accidents, etc.. The certified client should establish procedure for handle the complain from customer and interested party and preserve all handle records.

——及时缴纳认证有关费用。The certified client should pay certification relevant fee timely.

1.2 亿科的权利和义务 The right and obligation of EQO

a) 亿科的权利 The right of EQO

——对认证证书和认证标志拥有所有权；Has the own right for certificate and logo

——制定管理体系认证证书和认证标志的使用规则；Has the right to set up the use rules for the certificate and logo

——通过定期的监督审核和必要的不定期抽查（如：获证组织出现重大的顾客投诉、重大的产品质量事故、安全事故和/或环境污染事故等），持续认证组织对法律法规的符合性；Has the right to monitor the conformity of certified client abiding by laws and rules via regular surveillance and necessary random inspection.(eg. The certified client occur serious customer complain, serious product quality accident, security accident or environmental pollute accident)

——对误用或错用认证证书和认证标志有权采取必要的措施予以纠正，直至撤销认证和采取其他法律手段。Has the right to take action for misuse certificate and logo to correct, till terminate the certification and take other law tools.

b) 亿科的义务 The obligation of EQO

——对所颁发的认证证书在认证范围内的管理体系对特定标准或其他引用文件的符合性负责；EQO should be responsible for the conformity of the specific standard or other quoted standard that within the certification scope.

——按规定公开发布获证组织名录，包括获证客户名称、相关的规范性文件、认证范围、地理位置或多场所认证的范围内的总部和任何场所的地理位置、证书状态、获证日期、证书编号等；Publish the certified client list, including certified client name, relevant normative document, certificate scope, geographical location or multiple location, certificate status, certified date, certificate No. etc.

——告知获证组织认证证书和认证标志可使用的范围、地点，声明认证证书只能用来证明获证组织在认证范围内的管理体系符合了特定的标准或其他引用文件；Inform the certified client that the certificate can be used scope, location, and make statement that the certificate just can be declared that the management system of the certified client is conform to specific standard or other normative document.

——通过对获证组织的监督和再认证来验证认证范围内的管理体系对特定标准或其他引用文件的符合性，从而确认认证证书的持续有效性；Confirm the continuous valid of the certificate via

surveillance audit to verify the conformity of the specific standard or other normative document within certification scope.

——当认证要求发生变更时，及时向获证组织发出正式的通知，并充分考虑各利益方意见，商定具体行动，从而确认认证证书的持续有效性。If any change for certification, should send official notice to certified client, and consider the suggestion of all interested parties, discuss detail action, to confirm the continuous valid of the certificate.

2 认证证书和标志管理 management of certificate and logo

2.1 认证证书的信息及管理要求 Information and management requirement for certificate.

2.1.1 公司的认证证书是由公司颁发给受审核方，证明其管理体系符合相应认证标准要求的证明文件，分中文、英文两种版本。The certificate of EQO Testing and Certification Co., Ltd. is granted to certified organization, to prove the management system of certified organization meet the requirement of standard. The certificate has two version, Chinese version and English version.

2.1.2 管理体系认证证书的内容 The content of the management system certificate

- a)证书名称（管理体系认证证书）；
 - b)获准认证组织的名称、地址；
 - c)授予、扩大或更新认证日期和（或）换发证书的日期；
 - d)认证有效期或与认证周期一致的应进行再认证的日期；
 - e)认证注册号；
 - f)依据的管理体系标准和 / 或其他引用文件的编号与版次；
 - g)管理体系认证所覆盖的范围；
 - h)认证公司名称、地址及联系电话、网站；
 - i)认证标准和（或）其他规范性文件所要求的任何其他信息；
 - j)认证公司 CEO 的签字；
 - k)认证标识、认证标志。
- a) The name of the certificate(management system certificate) .
 - b) The name and address of the certified organization.
 - c) The granting, expanding or updating or renew certificate date .
 - d) The validity period for the certification or the recertification date.
 - e) The registration number of the certification.
 - f) The number and version of management system standard/other normative reference.
 - g) The scope covered by the management system certification.

- h) The name 、 address、 telephone number and website of the certification body.
- i) All other information required by the certification standard or other normative reference.
- j) The signature of the CEO of certified body.
- k) The logo of certification body and the symbols of accreditation body.

2.1.3 认证证书的签发 Issue certificate

a) 认证决定人员作出认证决定后，经 CEO 签发认证证书，给予认证注册。after the decision maker make certification decision, CEO shall issue certificate and register the certification.

b) 通常对同一个组织实施同一个管理体系认证，只赋予一个注册号，发放一张证书，若获证组织有两个名称，可在证书上注明，但不能赋予两个注册号，颁发两张证书。General speaking, our company will grant one registration number, just grant one certificate if the certified organization just implement one single management system. If the certified organization has multiple name, will remark on the certificate, rather than grant two registration number and grant two certificate.

c) 对于多场所认证，根据需要，可颁发同一注册号的子证书或证书附件，并在证书附件上描述管理体系所覆盖的全部场所的名称、地址和认证范围；如颁发子证书，应表明与主证书的关系。If multiple site certification, could grant sub certificate or attachment with a same registration number. Should describe all site name, address and certification scope, if need grant sub certificate, should mark clearly the relationship with the main certificate.

d) 证书一般同时使用中文和英文打印，需要时也可发出与中文内容一致的其他文种的证书。Our company will grant you Chinese and English version certificate, if other language needed, we will grant you the other language certificate with the same content.

e) 认证证书生效日不得在认证决定日期之前。 The effect date of the certificate shouldn't be prior to the certification decision date

2.1.4 认证证书的更换 Change for the certificate

在认证证书有效期内，发生下列情况之一，获证组织可向公司提出换证申请： Within the validity period, if follow status occur, certificated organization could apply for change certificate:

- a) 证书持有者变更；
 - b) 扩大或缩小认证范围；
 - c) 组织所在地变更；
 - d) 认证依据的标准改变或换版。
- a) the owner of the certificate changed
 - b) Expanding or reducing certification scope

c) The address of the certified organization changed

d) The certification standard changed or new version updated

上述变更证书申请，宜在正常的监督审核前提出，在正常的监督审核中同步确认变更。认证证书有效期满，经再认证审核，确认保持注册资格，书面通知给予换发证书。Above status need change the certificate, the certified organization should apply before the surveillance audit, will confirm the change with the surveillance audit. When the certificate is out of date, after recertification, confirm the qualification, written notice the new certificate.

2.1.5 补发认证证书 Certificate supplement

当获证组织认证证书遗失或损毁时，应向公司提出书面申请，说明理由，经公司总经理核定后补发认证证书。When the certified organization lost or damaged their certificate. They should submit the written application to the company and explain the reasons; we can supplement a certificate after got approval from our general manager.

2.1.6 认证暂停、撤销的通报 Notice certificate terminate use or temporary terminate use

认证证书的暂停及撤销、对到期未申请再认证以及其他变更信息由人事行政部在公司网站上公布。Our Human Resource Department shall make written notice on our website if the certificate of the certified organization need to be terminate using or temporary terminate using.

2.1.7 获证组织使用认证证书的要求 Requirement for the use of the certificate

- a) 管理体系认证证书只能由获证组织在证书有效期内和获准认证范围内使用，不准以任何方式转让、出售或借用、冒用。Management system certificate should be used within validity date and approved scope, can't transfer, sell, borrow or falsely use in any way.
- b) 获得公司认证的组织可以在其公开出版物、宣传品、网页等载体上展示认证证书，但应保证其清晰可辨。Certified organization could show their certificate in its publications, advertising materials, website, but ensure that is clear.
- c) 认证证书有效期为三年，在有效期内，经公司监督审核已确认保持注册资格后，获证组织方可继续使用管理体系认证证书。The validity period of the certificate is three year. After our company complete the surveillance audit within the validity period, confirm the qualification, certified organization shall continuously use the certificate.
- d) 因不符合认证要求，被暂停及撤销认证资格时，应停止使用认证证书和标志。撤销认证资格时将认证证书交回公司。Due to can't meet the certification requirement, the certificate shall be terminate use or temporarily terminate use, the organization should terminate using the certificate and logo timely, and return the certificate to our company.

2.2 认证标志、认可标志的信息和管理 management for the EQO logo, accreditation Symbols

2.2.1 亿科体系认证标志 EQO management system certificate logo



2.2.1.1 认证标志是为了表明获证组织的某一管理体系，根据认证程序实施认证后，符合适用的管理体系标准和相关技术规范要求的特有标志。认证标志适用于认证证书和获证组织在认证的范围内宣传和使用。The requirement and scope for our company logo using. The certification logo is to indicate that the management system of certified organization meet the management system standard requirement and relevant technical requirement.

2.2.2 认可标志 Accreditation Symbols

2.2.2.1 认可标志为公司通过认可机构之认可所获取具有认可号码之标志。公司使用认可标志的证书、宣传品、广告等，应遵循认可机构相关规定，并予管制及记录。The accreditation symbols are a symbol of the certification number obtained by accreditation organization.

2.2.3 获证组织认证标志、认可标志使用规则 The requirement for certified organization to use our EQO logo, accreditation Symbols.

a) 公司获得的认可标志、互认标志必须与公司认证标志合并使用，不可单独使用，标志大小以相同尺寸为原则； Accreditation logo and mutual recognition logo must be used combine with EQO certification logo, they can't be separately used, and is the same size.

b) 认证标志和认可标志必须印在清晰的背景下，包括所有的边界线使用鲜明的色彩印刷； The certification logo and accreditation logo must be printed with clear background, including all border lines should be printed with strong colours.

c) 互认标志、公司获得的认可标志和公司的认证标志只允许使用与公司所提供色调一致的彩色认证、认可标志或黑白互认、认证、认可标志（根据认证组织需要，公司提供其标志的电子版）。使用该标志时，可根据公司提供的图样按比例放大或缩小，任何尺寸的标志都必须清晰可辨，不得变形或裁切使用，标志下方之认可注册号必须清晰可识别； the mutual recognition logo, the EQO obtained certification logo and EQO verification logo should be only used as same colour as EQO colour certification/verification logo or black and white colour mutual recognition logo, certification logo, verification logo.(it should be decided by customer request). When use those logos, can magnify or shrink based on the same scale as EQO supplied, all size logos should be clear to recognize, any deform using is

not allowed. Shall not be deformed or cut to use, the logo below the registration number must be clearly identified

d) IAF MLA 标志中的字体应清晰可辨,且 IAF MLA 标志的大小不应小于 20mm 宽度; all letters in "IAF MLA" logo should be clear to recognize, and the size of "IAF MLA" logo should not be smaller than 20mm width

e)获证组织于宣传或广告使用「认证」、「认可」时,不可混淆。A certified organization can not be confused when advertising or advertising uses "accreditation" or "certification".

f) 认证标志可以用在有关文件、文具、邮政信件和出版物上,在标志或伴随的文字中,应明确展现所认证的是什么,以及是哪一家认证机构授予认证。此标志不应使用于产品或产品包装上,或以任何其他可被解释为表示产品符合规定方式的使用。The certification mark may be used in the relevant documents, stationery, postal mail and publications. The logo or accompanying text shall clearly demonstrate what has been verified and which certification body is to be accredited. This mark shall not be used on the product or product packaging or in any other manner that may be construed as indicating that the product is in compliance with the regulations.

g) 标志不得用于实验室,检验机构,能力认证提供者,标准物质生产者,认可机构和医疗诊断服务提供商颁发的报告和证书。National accreditation symbols for certification activities shall not be used on reports and certificates issued by Laboratories, Inspection Bodies, Proficiency Testing Providers, Reference Material Producers, verification bodies and Medical Diagnostic Service Providers

2.2.3.1 公司对在产品包装上或附带信息中声明获证客户的管理体系通过认证的管理规则。The rules for the statement which certified organization maybe use on product out-package or in attachment.

产品包装的判别标准是其可从产品上移除且不会导致产品分解、碎裂或损坏。附带信息的判别标准是其可分开获得或易于分离。型号卷标或名牌被视为产品的一部分。声明决不应暗示产品、过程或服务以这种方式得到了认证。声明应包含对下列的引用: The judgment standard for the out-package is can be removed and can't cause the discomposed or broken or damaged for the product. The judgment standard for the attachment information should be easy to obtain and easy to separate. Brand and model mark is regarded as a part of the product. The statement should not hint the product, process and service is verified as conformance. The statement should include below cite:

- 获证客户的标志(例如品牌或名称); the mark of the certified organization(such as brand or name)
- 管理体系的类型(例如质量、环境、职业健康安全)和适用标准; which management system(such as quality, environment, Occupational Health and Safety) and applicable standard;
- 颁发证书的认证机构。which certified body granted the certificate

说明 illustration:

(1)本身是一个有形产品或在单个包装箱、容器等的产品（具有独立包装的产品）。

itself is a tangible product or in a single package, container and other products (independent packaging products).

(2)薄纸板或其他材料等做成的外包装（大包装），它到不了最终用户手中。

the package is made by thin cardboard or other materials, it will not arrive the end user.

(3)指对其适用性有基本描述的具体形式的标志。在这个意义上，仅用一个词语声明不构成标志。

refers to its applicability, has a basic description of the specific form of mark. In this sense, with only one word statement does not form a mark.

(4)是一个清楚的声明：“（该产品）是在一个质量管理体系通过 ISO9001 认证的工厂中制造的”。
it is a clear statement:” This product is produced in a ISO9001 certified manufacturer”.

(5)当允许使用认证标志时，要注意宣传认证结果时必须遵循本程序要求，不应损害公司的声誉，不做使公司认为误导或未授权的声明。

When allow use the certificate logo, the certified organization shouldn't harm the reputation of the Company when propaganda the certification result. Shouldn't miss lead or declare which didn't be authorized by Company.

具体应遵循下列要求： Should follow below detail requirements:

标志的使用 The use of the logo	声明情况 Statement situation	在产品上 On the product	在用于运输产品的大箱子等的上面 On the out-package the product	在做广告的小册子上等 Any other propaganda publication
	不带声明 Without statement	不允许 Don't allow	不允许 Don't allow	允许 allow
	带声明 With statement	不允许 Don't allow	允许 allow	允许 allow

※声明应包含对 2.2.3.1 所提及的引用 with the statement should contain references to 2.2.3.1

编写

肖超

发行单位

亿科检测认证有限公司

亿科检测认证有限公司
修订记录

文件编码	EQO-CP20		文件名称	认证证书及认证标志使用规则
版本	制订日期	制/修订人	制订或修订主要内容概要	
A	2022/01/10	肖超	新制定	