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<b>DOCUMENT TYPE:</b> POLICY	<b>DOCUMENT No:</b> BOBS/MSC/01/POL6
<b>FUNCTION:</b> CERTIFICATION UNIT	<b>ISSUE No:</b> 01 <b>TITLE:</b> USE OF CERTIFICATION LICENCE AND LOGO

## Botswana Bureau of Standards




**BOBS/MSC/01/POL6**

### Policy on Use of Certification Licence and Logo

Approved By:   
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 Deputy Managing Director

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 Date of Approval (YY/MM/DD)

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## 0.0 Introduction

This Policy document outlines conditions for the use of the Certification Logo and how BOBS certified organizations can make reference to the certification. The Certification Licence and Logo may only be used once certification has been granted.

The Certification Licence granted by BOBS bears the relevant Management Systems Certification Logo, and states the address of the organization's premises at which the certification has been granted, and the scope of certification of the organization at that address.

On being issued with a Certification Licence, a certified organization shall have the right, subject to the Scheme, to state it is a BOBS certified organization, and display the relevant Certification Logo


## 1.0 Use of Certification Licence

- The use of the Certification Licence is restricted to the scope of certification and the period of validity of the certification.
- The Certification Licence and its annex are specific to the organization to which they have been issued, and the Client shall not transfer any right to them nor give permission to a third party to use the Certification Licence.
- The certification licence shall not be photocopied or in any way reproduced for the purposes of public display.
- A certified organization may also display the logo of the accreditation body if BOBS has been accredited for that sector. Such display must be according to the requirements of the accreditation body.
- The certification licence and all copies thereof remain at all times the property of BOBS and shall immediately be surrendered to BOBS upon suspension, termination or annulment of the certification.
- The certified organization shall not dispose of, sub-licence, assign, transfer or otherwise deal with its certification, nor confer any privileges, benefits or rights (if any) arising therefrom.

## 2.0 Use of Certification Logo

- The certified organization may display the certification logo .
  - a) on letterheads and stationery;
  - b) in advertising or promotional material
  - c) on a panel or hoarding that identifies his premises or the nature of his business;
  - d) on a flag, obtainable from BOBS to be displayed at such premises; and
  - e) on a fleet vehicle or delivery vehicle, on condition that it is clear from such display that the certification logo relates to the subject of certification.
- The certified organization may print the following wording on a fleet vehicle or container, packaging, or covering of the Client, provided the name of the organization is printed together with such wording: **'BOB XXX Certified Organization,'** where XXX is the full code of the relevant management system standard.

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- The certified organization shall not use the Certification Logo on a product or product packaging as this may be interpreted as denoting product conformity.
- The use of the Certification Logo on publicity material 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.

### 3.0 Making Reference to the Certification

- The certified organization shall only claim that he/she is holding a certification licence in respect of the capability which is the subject of the licence and which relates to the processes in accordance with the licence requirements.
- Where the certified organization wishes to make reference to its BOBS certification instead of using the Certification Logo, it shall without variation use the following phrase:

a **BOBS XXX Certified Organization, No. YYY,** where XXX is the full code of the relevant management system standard, and YYY is the Certificate Numberq

- The certified organization shall not use the certification licence in any manner to which BOBS may object and shall not make any statement concerning the authority of the certified organizations use of the certification licence which in the opinion of BOBS may be misleading.
- The certified organization shall submit to BOBS for approval the way in which it proposes to use the certification licence or proposes to make references to it.
- No person may, by claiming certification by BOBS 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 BOBS or that the product is BOBS certifiedq

### 4.0 Dealing with incorrect use of Certification Licence and Logo

- BOBS shall take appropriate action to deal with incorrect use of the Certification Licence and Logo or reference to the 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 if necessary
  - d) legal action in accordance with the Standards Act.