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<b>DOCUMENT TYPE:</b> POLICY	<b>DOCUMENT No:</b> BOBS/MS/01/POL7
<b>FUNCTION:</b> CERTIFICATION UNIT	<b>ISSUE No:</b> 02 <b>TITLE:</b> SUSPENSION/TERMINATION/ANNULMENT OF CERTIFICATION

**Botswana Bureau of Standards**




**BOBS/MS/01/POL7**

**Policy on Suspension/Termination/Annulment of Certification**

Approved By: 

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 Deputy Managing Director

2008/08/29  
 Date of Approval (YY/MM/DD)

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## 1.0 Introduction

BOBS is entitled to suspend/terminate/annul the certification licence if the Client violates his/her contractual or financial obligations towards BOBS. This document has been designed to guide in matters relating to such incidences.

## 2.0 Events that can lead to suspension/termination/annulment of the certification licence:

### A. Suspension

A.1 BOBS is entitled to suspend a certificate for a specified period of time if the Client violates his contractual or financial obligations towards BOBS, particularly if:

- (i) corrective actions to the management system have not been carried out or effectively implemented within the agreed upon time frame;
- (ii) the appointments suggested by BOBS for audits necessary for the maintenance of the certification have not been complied with;
- (iii) the usual time limit of six (6) months since the previous audit has been exceeded without reasons deemed acceptable by BOBS;
- (iv) BOBS has not been informed in a timely manner about planned changes to the management system, or other changes which could affect the management system, or other changes which affect the system's conformity with the Standard or specification which forms the basis for assessment;
- (v) The BOBS certificate or certification logo has been used in a misleading manner.

A.2 BOBS shall first announce a possible suspension in writing to the Client. If the reason(s) for suspension are not eliminated within the specified time BOBS shall inform the Client again in writing about the suspension of the certification, stating the reason(s) as well as the corrective actions necessary for the certification to be reinstated.


A.3 Certifications are suspended for a specified period (not more than six months). If the required measures have been implemented and demonstrated effectively by the established deadline, the suspension of the certification is uplifted.

### B. Termination

B.1 BOBS is entitled to terminate the certificates after giving a written notice of intent, or to declare them invalid if:

- (i) the suspension period of the certificate has been exceeded;
- (ii) the conformity of the management system with the standard or specification on which it is based is not ensured;
- (iii) the Client continues to use the certification for promotion following the suspension of the certificate;
- (iv) The Client uses the certification in such a way as to undermine the reputation of BOBS;

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- (v) The preconditions which led to issuing the certificate no longer apply or the Client is not prepared to eliminate the nonconformities;
- (vi) The Client effectively terminates the contractual relationship with BOBS.

**C. Annulment**

C.1 BOBS is entitled to annul certificates or retroactively declare them invalid, if:

- (i) it subsequently turns out the preconditions required for issuance of the certificate had not in fact been fulfilled;
- (ii) the Client has compromised the certificate procedure so that the objectivity, impartiality or independence of the assessment results are in question.

**3.0 Consequences of suspension/termination/annulment of certification**

Upon suspension, termination or annulment of the certification licence, however determined, the Client shall:

- (i) Discontinue its use forthwith and withdraw all promotional and advertising matter which contains any reference thereto.
- (ii) Not fly the BOBS certification flag;
- (iii) Not claim BOBS certification in any documentation including tenders;
- (iv) Discontinue the use of the certification logo (and accreditation logo, if applicable);
- (v) Return the certification licence and all copies thereof to BOBS.
- (vi) Adhere to any specific instructions which BOBS may include with this action.