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01	01	07.01.2025	Management Representative	Managing Director	
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<p style="text-align: center;">OEQ Certification Pvt. Ltd. OEQ - Procedure</p>		
Number	: OEQ-QP-09	
Title	: Reference to Certification and Use of Marks	

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 OEQ. 	
2.0	Scope <ul style="list-style-type: none"> Applicable for all clients certified by OEQ. 	
3.0	Definitions & Abbreviations	
3.1	Top Management	: Governing body of the organization made of MD & EC
3.2	MD	: Managing Director
3.3	OEQ	: OEQ Certification Pvt. Ltd.
3.4	CAR	: Corrective Action request.
4.0	Reference Documents:	
Sr. No.	Doc Name	Doc No
1	Audit plan & Schedule-Stage-01	OEQ-QF-29
2	Audit Plan & Schedule-Stage-02	OEQ-QF-30
3	Certification Agreement	OEQ-QF-01
4	Proposal for Certification	OEQ-QF-02

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 OEQ:
 - Conforms to the requirements of OEQ 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,

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- Does not allow reference to its management system certification to be used in such a way as to imply that OEQ certifies a product (including service) or process,
- 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 OEQ 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