



上海挪亚检测认证集团有限公司

Shanghai Noa Test & Certification Group Co., Ltd.

认证证书、认证标志及审核 报告使用规则

Rules for Use of the Certificate, Certification Mark and Audit Report

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认证证书、标志及审核报告使用规则

Rules for Use of the Certificate, Certification Mark and Audit Report

1 目的 Purpose

为了进一步规范认证证书，互认标志、认证标志、认可标志和审核报告的使用和管理，依据 ISO/IEC 17021-1:2015 以及 AR02《ANAB 名称与认可的使用条件》、AR03《ANAB 标志与 IAF 互认标志的结合使用》、AR19《新的 ANAB 认可标识转换规则》、CNAS-R01《认可标识使用和认可状态声明规则》、IECQ-01A IECQ 指南-IECQ 标识和符合性标识的使用指南等认可规则文件的要求，编制本规则。

This Rule is to standardize the use and administration of certificate, IAF MLA Mark, certification mark, accreditation mark and audit report in accordance with ISO/IEC 17021-1:2015, and AR02 Conditions for Use of the ANAB Name and Accreditation, AR03 Combined Use of ANAB Symbol and IAF MLA Mark, AR19 Transition to the New ANAB Accreditation Symbol, CNAS-R01 Rules of for the Use of Accreditation Symbols and Reference to Accreditation, IECQ01A IECQ Guide-Guidance for the use of the IECQ Logo and IECQ Mark of Conformity.

2 适用范围 Applicable scope

适用于 NOA 认证的获证组织使用质量/环境/职业健康安全/食品安全/信息安全管理 体系/有害物质过程管理体系领域的认证证书、认证标志、互认标志、认可标志（除特定专门描述外，认证标志、互认标志、认可标志在本规则中统称认证标志）以及审核报告的管理。

It applies to the certificate, IAF MLA Mark, certification mark, accreditation mark, audit report issued by NOA to certified clients(except specific description, in this rule the certification logo, IAF MLA Mark, accreditation mark are called by a joint name as certification mark)

3 定义 Definition

3.1 NOA 和获证组织的权利和义务

3.1.1 获证组织的权利和义务

a) 获证组织的权利

——获证组织可按本文件有关规定，使用 NOA 颁发的认证证书、标志、审核报告，宣

传其认证资格；

——获证组织可要求获取最新版本的《认证证书、认证标志及审核报告使用规则》文件；
——对 NOA 发出的误用证书、标志和审核报告的更改通知，可发表意见，以保护自身利益。

b) 获证组织的义务

——始终遵守认证规范和本文件的有关规定。

——正确的使用认证证书、认证标志和审核报告。

——获证组织应及时向 NOA 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、组织机构的调整、中心地址的变更等，以便认证机构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。

——获证组织应及时向 NOA 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。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。

——及时缴纳认证有关费用。

3.1.2 NOA 的权利和义务

a) NOA 的权利

——对认证证书、认证标志和审核报告拥有所有权；

——制定管理体系和一般工业产品认证证书、认证标志和审核报告的使用规则；

——通过定期的监督审核检查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），持续验证组织对法律法规的符合性；

——对误用或错用认证证书、认证标志和审核报告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。

b) NOA 的义务

——对所颁发的认证证书在认证范围内的管理体系和一般工业产品认证对特定标准或其他引用文件的符合性负责；

——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；

——告知获证组织认证证书、认证标志和审核报告可使用的范围、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和一般工业产品认证符合了特定的标准或其他引用文件；

——通过对获证组织的监督和复评来验证认证范围内的管理体系和一般工业产品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；

——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。

4 规则程序 Procedures

4.1NOA 认证标志及获得的国际互认标志、认可标志 NOA's Certification Mark, IAF MLA Mark and accreditation mark

4.2NOA 的认证标志 Certification mark of NOA



4.3 NOA 的 ANAB 认可标志（需获得 ANAB 正式认可批准后方可使用，另外涉及 IAF MLA 标志的领域，只有签署 IAF MLA 协议后才可使用）

ANAB Accreditation mark for NOA (Shall not used before getting the approval of ANAB accreditation, and in addition, for the scheme involved in IAF MLA, the mark shall not be used before signing the IAF MLA agreement)



4.3.1NOA 认证 ISO9001 获得的 ANAB 认可标志



4.3.2 NOA 认证 ISO14001 获得的 ANAB 认可标志



4.3.3 NOA 认证 OHSAS18001 获得的 ANAB 认可标志



4.3.4 NOA 认证 ISO22001 获得的 ANAB 认可标志



4.4 NOA 的 CNAS 认可标志（需获得 CNAS 正式认可批准后方可使用，另外涉及 IAF MLA 标志的领域，只有签署 IAF MLA 协议后才可使用）

CNAS Accreditation mark for NOA（Shall not used before getting the approval of CNAS accreditation, and in addition, for the scheme involved in IAF MLA, the mark shall not be used before signing the IAF MLA agreement）

4.4.1 NOA 认证 ISO9001 获得的 CNAS 认可标志



4.4.2 NOA 认证 ISO14001 获得的 CNAS 认可标志



4.4.3 NOA 认证 OHSAS18001 获得的 CNAS 认可标志



中国认可
管理体系
MANAGEMENT SYSTEM
CNAS C051-M

4.4.4 NOA 认证 ISO27001 获得的 CNAS 认可标志



中国认可 · 国际互认 · 管理体系
MANAGEMENT SYSTEM
CNAS C051-M



4.5 NOA认证HSPM获得IECQ 认可标志



IECQ-H IECQCB 11.0001

<Figure 1图一>



IECQ-H IECQCB 11.0001

<Figure 2图二>

以上图样可选择其中一个使用。图样下方编码“**IECQ-H IECQCB 11.0001**”仅为示例，使用时应更改为贵公司的 IECQ 认证编码，详见认证证书 IECQ Certificate No。

One of the mark samples above could be chosen for using. “**IECQ-H IECQCB 11.0001**” below is only shown as sample, which shall be changed into your IECQ certification code. Please find certificate IECQ Certificate No. for more details.

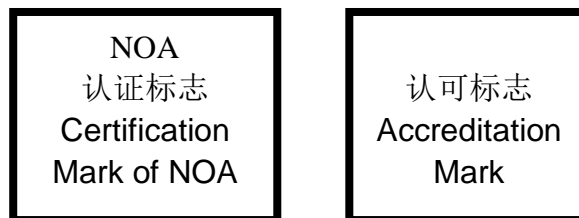
4.6 认证标志的使用 Use of certification mark and accreditation mark

4.6.1 获证组织不允许使用国际认可论坛多边互认协议标志（IAF MLA 标志）

The certified organizations are not allowed to use the combined mark (IAF MLA mark)

4.6.2 当获证组织仅将 NOA 认证标志和认可标志二者使用方式时，NOA 认证标志和认可标志应采用如下方式排列，注意不得将 NOA 认证标志和 ANAB/CNAS 认可标志分开使用：

The certified organization only applies the NOA's Certification mark and accreditation mark, the marks should be arranged as follows, but never place the ANAB/CNAS accreditation mark in isolation from the NOA's mark.:



4.7 认证证书及认证标志的使用 The use of certificates and marks

4.7.1 认证证书及认证标志的使用范围：

The application scope of the certificates and certification mark

a) 在信封、信笺、牌匾、广告和有关宣传材料上影印认证证书和认证标志；

Printing the certificate and the certification marks on the envelope, stationery, tablet, advertisement and relevant publicizing materials;

b) 在对外的各种交往中展示认证证书和认证标志。

Displaying the certificates and the certification marks on the occasion of various external exchanges;

4.7.2 获证方不可使用认证证书和认证标志的范围：

The scopes that the certified party shall not use the certificate and the certification marks

a) 认证标志、认可标志、互认标志不可直接用在产品上和包装上、产品标签上，不可使人误认为对获证组织的特定产品或服务进行了批准；

Certification marks, accreditation marks, mutual recognition marks shall not be used directly on the products, package and product label, it cannot make people mistakenly consider that the specific products and service of the supplier/organization are approved;

b) ISO9001:2015/ISO14001:2015/OHSAS18001/ISO22001/ISO27001 为管理体系认证，非产品认证，禁止在公司网站、宣传手册、产品包装等媒介宣传“本产品通过 ISO9001:2015/ISO14001:2015/OHSAS18001/ISO22001/ISO27001 认证”；

ISO9001:2015/ISO14001:2015/OHSAS18001/ISO22001/ISO27001 are management system certification, not product certification, give publicity on the company website, brochures, packaging that "This product has passed the ISO9001:2015/ISO14001:2015/OHSAS18001/ISO22001/ISO27001 certification" is not permitted.

c) 禁止在认证证书以外使用 IAF MLA 标志；

Using IAF MLA logo excluding certificate is prohibited.

d) 如获证方认证证书被暂停/撤销，获证方禁止使用一切关于被暂停/撤销认证证书及标志的宣传及任何引用；

If the certification of certified client is suspension/withdrawal, all publicity and reference about the suspension/withdrawal certificate and mark are prohibited.

e) 禁止用于认可的检测、校准实验室和检验机构发出的报告和证书上；

Using marks on the reports and certificates of testing/calibration laboratory and inspection body is prohibited.

f) 不可不带声明用在产品包装上或附带信息上。只有经 NOA 依 ISO/IEC 17021-1:2015 以及《AR02 ANAB 名称与认可的使用条件》、《AR03 ANAB 标志与 IAF 互认标志的结合使用》、《AR19 新的 ANAB 认可标识转换规则》、CNAS-R01《认可标识使用和认可状态声明规则》、IECQ-01A IECQ 指南-IECQ 标识和符合性标识的使用指南等文件的要求，对获证组织的使用方案备案审核后才可以有条件地使用在产品的包装(不会到产品的最终用户手中，如：只是用于运输产品的大包装箱)或附带信息上；

产品包装的判别标准是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可分开获得或易于分离。型式标签或铭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：

- 获证客户的标识（例如品牌或名称）
- 管理体系的类型（例如质量、环境）和适用标准；
- 以及发证机构 NOA。

Certification mark, accreditation mark, mutual recognition mark and marks shall not be used on the product package and accompanying information without statement. Only after NOA

conducts an audit to the supplier/organization's appliance scheme according to ISO/IEC 17021-1:2015 and AR02 Conditions for Use of the ANAB Name and Accreditation, AR03 Combined Use of ANAB Symbol and IAF MLA Mark, AR19 Transition to the New ANAB Accreditation Symbol, CNAS-R01 Rules of for the Use of Accreditation Symbols and Reference to Accreditation, IECQ01A IECQ Guide-Guidance for the use of the IECQ Logo and IECQ Mark of Conformity, they would be used on the products package (cannot reach the end user, e.g. only used on the big packing case of transport products) or accompanying information.

Product packaging is considered as that which can be removed without the product disintegrating or being damaged. Accompanying information is considered as separately available or easily detachable. Type labels or identification plates are considered as part of the product. The statement shall in no way imply that the product, process or service is certified by this means. The statement shall include reference to:

- identification (e.g. brand or name) of the certified client;
- the type of management system (e.g. quality, environment) and the applicable standard;
- NOA issuing the certificate.

g) 不可转让、借用和出售证书和认证标志；

No transferring, lending and selling.

h) 不得暗示认证适用于认证范围以外的活动。

Do not imply that the certification is applicable to the activities beyond certification scope.

4.7.3 NOA 认证标志和认可标志的使用 Use of certification mark of NOA and accreditation marks

a) NOA 获得的认可标志必须与 NOA 认证标志合并使用，不可单独使用，且 NOA 标志的尺寸不可大于认可标志尺寸；（NOA 互认标志不强制要求与认证标志、认可标志同时使用）

The accreditation marks of NOA shall be used in conjunction with NOA certification mark and they cannot be used individually. In addition, the size of NOA mark shall not be bigger than the size of accreditation mark (IAF MLA mark for NOA is not forced to use with certification mark and accreditation mark)

b) 认证标志必须与组织的名称、地址同时使用；

Certification mark and accreditation mark shall be used concurrent with the organization's

name and address;

c) 认证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；

Certification mark and accreditation mark shall be printed on the clear settings including all “border lines” in the predominant color of the letterhead or printing.

d) 互认标志、NOA 获得的认可标志和 NOA 认证标志只允许使用与 NOA 所提供色调一致的彩色或黑白互认、认可、认证标志（根据获证组织需要 NOA 提供标准的认证认可标志的电子版）。使用该标志时，可根据 NOA 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，但不得将其变形使用。

IAF MLA mark , the acquired accreditation mark of NOA and its certification mark are only allowed to be used the consistent color which NOA provided, or black and whitemark NOA will provide the electronic edition of mark according to the supplier/organization's requirement). The mark can be amplified or shorten as the sample provided by NOA for appliance, and the mark in any size shall be distinguished clearly but cannot be used with deformation.

4.8 IECQ 认可标识的使用

4.8.1 IECQ 标识的使用范围 Where the IECQ Mark can be used

IECQ 标识可使用在其他文件上或其相应附件上，但这些材料不能表明电子元部件，过程以及相关的材料符合宣称的 IECQ 体系技术标准和规范：

The IECQ Mark may be used on or with the following provided that there is no inference that components, assemblies, processes and related materials conform to declared technical Standards and Specifications under the IECQ System when they are not:

- 手册 Brochures
- 网站 Websites
- 名片 Business cards
- 信纸 Letterheads
- 正式报告，与产品符合性无关的报告 Formal reports, reports not related to product compliance
- 培训或宣传资料 Training or promotional presentation material

4.8.2 认证标识使用方法 Use of Certification Mark

标识必须清晰，尺寸无严格限制； Mark must be clear without size limit

可使用一种或多种颜色。 One or more colors could be used.

4.8.3 IECQ 标识使用者 Who May Use the IECQ Mark

凡是通过 NOA 的 HSPM 认证的企业和组织均可使用 IECQ 标识。

Any company and organisation acquired registration through NOA may use the IECQ mark.

4.9 审核报告的使用 The use of audit report

NOA 发放的所有审核报告、计划等认证文件的所有权属于 NOA，获证组织不得误用或未经允许进行引用。

The ownership of all NOA issued certification documents including audit report, audit plan etc. belongs to NOA, the certified organization shall not misused or quote without permission.

4.10 对获证组织使用的认证证书、认证标志以及审核报告的监督检查

Surveillance on the use of various certificates, marks and audit report

4.10.1 获证组织应始终按规定使用认证证书,认证标志和审核报告，并进行有效的控制；

The supplier/organization shall use the certificate, mark and audit report consistently according to the provisions, and control it effectively;

4.10.2 NOA 将按双方签订的认证服务合同在监督和再认证审核时，对获证组织使用认证证书、认证标志和审核报告的实施情况进行现场检查，以下内容将在双方签订合同中得到规定：

Upon the certification service contract, NOA shall carry out the on-site inspection for the use of various certificates, marks and audit report during the surveillance and recertification, below content shall be stipulated in the signed contract:

a) 可以在广告、会议、报刊、网络、电视等贸易、宣传场合使用认证证书宣传其管理水平，但必须符合《认证证书、认证标志和审核报告使用规则》的管理要求；

Use the certificate for publicizing its management level on the occasion of trading and publicizing such as advertisement, meeting, newspaper, network, television and so on, but should conforms to the management requirement of “Rules for Use of the Certificate, Mark and Audit Repot”.

b) 不可用作解释其产品的技术特性等的误导性说明；

Not use the misleading instructions for explaining its product’s technical features.

c) 不允许以误导的方式使用认证证书以及审核报告；

Be not permitted to use certificate and audit report in the way of misleading.

d) 在公司对其做出撤消认证的决定后，须停止使用任何广告宣传，并根据要求归还认证证书；

After Noa makes the certification decision of withdrawal, the certified organization must stop using any advertisement for publicizing and return the certificate according to the requirements.

e) 在认证范围被缩小时，应立即修改所有的引用认证资格的广告宣传材料；

When certification scope is reduced, the certified organization shall amend all advertising materials quoting certification qualification.

f) 认证只能用来表明其管理体系满足标准要求，而不能证明其产品或服务也已经过认证；

The certification is only used to indicate that its management system meets the requirements of standard, and it cannot indicate its products or service is also certified.

g) 不允许暗示认证也适用于组织其他认证范围以外的活动；

The certified organization is not permitted to imply that the certification also applies to organize other activities beyond certification scope.

h) 在使用认证证书,认证/认可标志和审核报告时，不得有误导和有损公司名誉的宣传；

When the certificate, marks or audit report are used, the certified organization shall not have the publicizing that may mislead and affect Noa's reputation.

4.10.3 国家有关行政主管部门可根据《中华人民共和国认证认可条例》、《认证证书和认证标志管理办法》等文件的规定，按照其职责对认证证书和标志使用情况进行监督检查。

4.10.4 认可机构根据依据ISO/IEC 17021-1:2015以及AR02《ANAB名称与认可的使用条件》、AR03《ANAB标志与IAF互认标志的结合使用》、AR19《新的ANAB认可标识转换规则》、CNAS-R01《认可标识使用和认可状态声明规则》、IECQ-01A IECQ 指南 - IECQ标识和符合性标识的使用指南的要求规定，按照其职责对认证证书和认证标志使用情况进行监督检查。

According to ISO/IEC 17021-1:2015 and AR02 Conditions for Use of the ANAB Name and Accreditation, AR03 Combined Use of ANAB Symbol and IAF MLA Mark, AR19 Transition to the New ANAB Accreditation Symbol, CNAS-R01 Rules of for the Use of Accreditation

Symbols and Reference to Accreditation, IECQ 01A IECQ Guide-Guidance for the use of the IECQ Logo and IECQ Mark of Conformity, it shall carry out the surveillance for the use of certificates and mark

4.11 对误用各类认证证书、认证标志和审核报告的处理

The disposition for misuse of various certificates, certification marks and audit report.

a) 获证组织一经发现误用认证证书、认证标志和审核报告,应立即停止继续使用,并采取适当措施予以纠正和消除可能对客户和消费者产生的误导影响;

Once finding misuse, it shall stop using certificate, mark and audit report, and take suitable actions for correcting and eliminating the misleading influences on clients.

b) 获证组织对在产品、产品标签和其它宣传材料上误用的,要识别误用的性质和评估误用可能产生的后果的严重性和影响范围,采取相应的纠正措施。如:从客户、市场、其他贮藏地回收这些产品或就地采取:

For the supplier/organization's misuse on the products, product label and other promotional materials, it shall identify the character of misuse and evaluate the severity of consequences as well as the influencing scope, and take relevant corrective actions, for instance, recycling these products from client, market and other storage site or taking following methods on the spot;

—更换或撤除认证标志; Replacing and removing mark;

—报废销毁产品、产品标签和其它宣传材料;

Scraping and destroying the products, product label and other publicizing materials;

—对无法追溯的应通过媒体向社会公告和(或)向 NOA 通报。

For the untraceable, it shall provide a public notice to society by media and (or) report to NOA

c) NOA 对获证组织故意误用、转让认证证书和认证标志给其他组织使用,故意误用或未经允许引用审核报告,发现后未及时采取纠正措施的或纠正措施未取得明显效果的,将暂停或撤销认证资格。

NOA shall suspend or withdraw certification when it find that supplier/organization deliberately misuse or transfer the certificate and mark to other organizations for use, or deliberately misuse or quote audit report without permission, and they do not immediately take corrective actions or these actions have not obvious effect;

d) NOA 对下列行为, 将根据 ANAB 有关认可规则、国家相关法律法规规定, 提出诉讼:
Upon the relevant statutes, ANAB accreditation rules and regulations of nation, NOA shall lodge an appeal against followings:

—伪造认证证书和认证标志; Forging certificate and mark;

—暂停、撤销期间、终止认证服务协议、证书到期后继续使用认证证书和认证标志的行为。

Continually using the certificate and mark during certification suspension and withdraw, terminating certification service agreement and after the certificate expiration.

4.12 证书的年度确认、更换和收回 Certificate's annual confirmation, replacement and reclaim

a) 获证组织在每次的监督审核通过后, NOA 将发给监审认证证书, 作为其继续使用证书和标志的许可证明。

After the supplier/organization's surveillance audit is considered qualified, NOA shall update the certificate as the evidence of continuous use of certificate and mark.

b) 在证书有效期内发生如下情况, 获证组织应向 NOA 提出申请, 提供有关证明文件, 经评定批准后换发或补发证书。

Within the validity of the certificate, the supplier/organization shall submit an application to NOA and provide relevant documentary evidences if the following situations arise. The certificate shall be renewed or reissued after approval;

—认证标准、标志的改变; Changes of certification criterion and mark;

—组织名称/地址的变更; Changes of organization name/ address;

—扩大、缩小认证范围; Extending and reducing certification scope;

—认证证书丢失或损坏。Certificate's losing and damage.

c) 当获证组织认证资格被暂停、注销或撤销时, NOA 将收回证书。

NOA shall reclaim the certificate when the certification qualification is suspended, cancelled or withdrew.