


# 认证证书、认证标志使用规则

## Rules for the use of certification certificates and certification marks

编号 Number:	SCC-QP-09
受控 Controlled:	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> <b>受控文件</b>
版本 Version:	B/0
编制 Preparation:	General Department
审批 Review:	Jianqin Pang
批准 Approved:	Chaoyue Li 
发布日期 Published Date:	April 9 <sup>th</sup> , 2021
实施日期 Implementation Date:	April 9 <sup>th</sup> , 2021

## 1、中莘认证和获证组织的权利和义务

### The rights and obligations of Center certification and certified organizations

#### 1.1 获证组织的权利和义务 Rights and obligations of certified organizations

##### a) 获证组织的权利 Rights of the certified organization

——获证组织可按本文件有关规定，使用中莘认证颁发的认证证书和标志，宣传其认证资格；

——The certified organization can use the certification certificate and logo issued by Center Certification to promote its certification qualification according to the relevant provisions of this document;

——获证组织可要求获取最新版本的《认证证书、认证标志使用规则》文件；

——The certified organization may request to obtain the latest version of the document "Certification Certificate and Certification Mark Usage Rules";

——对中莘认证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。

——On the change notice of misuse of certificates and marks issued by Center Certification, you can express opinions to protect your own interests.

##### b) 获证组织的义务 Obligations of the certified organization

——始终遵守认证规范和本文件的有关规定。

——Always abide by the certification specifications and the relevant provisions of this document.

——正确的使用认证证书和认证标志。

- Correct use of certification certificates and certification marks.

——获证组织应及时向中莘认证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。

——The certified organization shall promptly report the changes it intends to implement to the management system or other changes that may affect its compliance, such as changes to the management manual, adjustments to the organization, changes to the center address, etc., so that the certification body can If you can grasp the latest change information, failure to provide these change information will be regarded as misuse of the certification certificate, and corresponding measures

will be taken in accordance with this rule.

——获证组织应及时向中莘认证 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。

——The certified organization shall report major customer complaints, major product quality accidents, safety accidents and/or environmental pollution accidents to Center Certification in a timely manner. The certified organization shall establish procedures for handling customer and related party complaints and maintain records of their handling.

——及时缴纳认证有关费用。

- Pay the certification fees in a timely manner.

## 1.2 中莘认证的权利和义务 The rights and obligations of Center Certification

### a) 中莘认证的权利 The right to be certified by Center Certification

——对认证证书和认证标志拥有所有权；

- Ownership of certification certificates and certification marks;

——制定管理体系认证证书和认证标志的使用规则；

- Formulate the rules for the use of management system certification certificates and certification marks;

——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），持续验证组织对法律法规的符合性；

——Continuously verify the organization's compliance with laws and regulations through regular surveillance audits and necessary irregular spot checks (such as major customer complaints, major product quality accidents, safety accidents and/or environmental pollution accidents in the certified organization) ;

——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。

- The right to take necessary measures to correct the misuse or misuse of certification certificates and certification marks, until revocation of certification and other legal measures.

### b) 中莘认证的义务 Obligations of Center Certification

- 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；
- Responsible for the compliance of the management system within the scope of the certification to specific standards or other referenced documents;
- 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；
- Publicly publish the list of certified organizations as required, including the name of the certified client, relevant normative documents, certification scope, geographic location or the geographic location of the headquarters and any site within the scope of multi-site certification, certificate status, and certification date , certificate number, 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 organization of the scope and location where the certification certificate and certification mark can be used, and declare that the certification certificate can only be used to prove that the management system of the certified organization within the scope of certification complies with specific standards or other reference documents;
- 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；
- Verify the compliance of the management system within the scope of certification to specific standards or other reference documents through the supervision and re-evaluation of the certified organization, thereby confirming the continued validity of the certification certificate;
- 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。
- When the certification requirements are changed, a formal notice shall be issued to the certified organization in a timely manner, and the opinions of various stakeholders shall be fully considered, and specific actions shall be agreed to confirm the continuous validity of the certification certificate.

## 2、认证证书及标志的使用 Use of certificates and marks

2.1 认证证书及认证、认可、互认标志的使用范围: The scope of use of certification certificates and certification, accreditation and mutual recognition marks:

- 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、认可、互认标志;  
Photocopying certification certificates and certification, accreditation and mutual recognition marks on envelopes, letterheads, plaques, advertisements and related publicity materials;
- b) 在对外的各种交往中展示认证证书和认证、认可、互认标志。  
Display certification certificates and certification, accreditation and mutual recognition marks in various external exchanges.

2.2 获证方禁止使用认证证书和认证、认可、互认标志的范围:

The scope of the certificate and the certification, accreditation and mutual recognition marks that the certified party is prohibited from using:

- a) 认证标志、认可标志、互认标志禁止用在产品上和内包装上、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认证;  
Certification marks, accreditation marks and mutual recognition marks are prohibited from being used on products, inner packaging and product labels, and cannot be mistaken for the certification of specific products or services of the certified organization;
- b) ISO9001/ISO14001/ISO45001 为管理体系认证,非产品认证,禁止在公司网站、宣传手册、产品的内包装/外包装等媒介宣传“本产品通过 ISO9001/ISO14001/ISO45001 认证”;  
ISO9001/ISO14001/ISO45001 is management system certification, not product certification. It is forbidden to publicize "this product has passed ISO9001/ISO14001/ISO45001 certification" on the company's website, brochures, product inner packaging/outer packaging and other media;
- c) 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 certificate of the certified party is suspended/revoked, the certified party prohibits the use of all publicity and any reference to the suspended/revoked certification certificate and logo;
- d) 禁止用于认可的计量、测试实验室和检验机构发出的报告和证书上;  
Prohibited for use in reports and certificates issued by accredited metrology and testing

laboratories and inspection bodies;

- e) 不可不带声明用在产品外包装或产品标签上。只有经中莘认证依据《认证认可条例》及相关认可规范要求，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)或广告等上；

Must not be used on the product packaging or product label without the declaration. Only after the center certification in accordance with the "certification and accreditation regulations" and the relevant recognition specification requirements, the use plan of the certified organization record audit, can be conditionally used in the packaging of the product (not to the hands of the end user of the product, such as: only for the transportation of the product large packaging box) or advertising;

不可转让、借用和出售证书、证标志、认可标志、互认标志；

Not to transfer, borrow and sell certificates, certificate marks, recognition marks, and mutual recognition marks;

- f) 不得暗示认证适用于认证范围以外的活动。

g) shall not imply that certification applies to activities outside the scope of certification.

### 2.3 中莘认证认证标志、认可标志和互认标志的使用 The use of the certification mark, accreditation mark and mutual recognition mark of Center Certification

- a) 中莘认证获得的认可标志、互认标志必须与中莘认证认证标志合并使用，不可单独使用，且认可标志的尺寸不可大于中莘认证标志尺寸；

The accreditation marks and mutual recognition marks obtained by Center certification must be used in combination with the Center certification mark, and cannot be used alone, and the size of the accreditation mark cannot be larger than the size of the Center certification mark;

- b) 认证标志和认可标志必须与组织的名称、地址同时使用；

The certification mark and accreditation mark must be used together with the name and address of the organization;

- c) 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；

Certification marks and accreditation marks must be printed on a clear background,



including all borders printed in bright colors;

互认标志、中华认证获得的认可标志和中华认证认证标志只允许使用与中华认证所提供色调一致的彩色认可、认证标志或黑白互认、认可、认证标志（根据认证组织需要中华认证提供其标志的电子版）。使用该标志时，可根据中华认证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；

Mutual recognition marks, accreditation marks obtained by Center certification, and Center certification certification marks are only allowed to use color recognition, certification marks or black and white mutual recognition, recognition, and certification marks that are consistent with the tone provided by Center Certification (according to the needs of the certification organization. Certification provides an electronic version of its logo). When using this logo, it can be enlarged or reduced proportionally according to the pattern provided by Center Certification. The logo of any size must be clearly identifiable, but it shall not be used in deformation;

2.4 对获证组织使用各类认证证书和标志的监督检查 Supervision and inspection of the use of various certification certificates and marks by certified organizations

a) 获证组织应始终按规定使用认证证书和标志，并进行有效的控制；

The certified organization should always use the certification certificate and logo as required, and carry out effective control;

b) 中华认证将按双方签订的认证服务协议在监督和再认证审核时，对获证组织使用各类认证证书和标志的实施情况进行现场检查；

Center Certification will conduct on-site inspection on the implementation of various certification certificates and marks used by certified organizations during supervision and re-certification audits according to the certification service agreement signed by both parties;

c) 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。

The relevant administrative departments of the state may supervise and inspect the use of certification certificates and marks according to their responsibilities in accordance with the provisions of the "Regulations of the People's Republic of China on Certification and Accreditation", "Administrative Measures for Certification Certificates and Certification Marks" and other documents.

2.5 对误用各类认证证书和标志的处理 Handling of misuse of various certification certificates

and marks

- a) 获证组织一经发现误用认证证书和标志/标识，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 the certified organization finds the misuse of the certification certificate and logo/logo, it should immediately stop using it and take appropriate measures to correct and eliminate the misleading influence that may have on customers and consumers;

- 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 misuse of products, product labels and other promotional materials, the certified organization shall identify the nature of misuse and evaluate the severity and scope of possible consequences of misuse, and take corresponding corrective measures. For example: Recover these products from customers, markets, other storage locations or take them locally:

——更换或撤除认证标志；

- replacement or removal of certification marks;

——报废销毁产品、产品标签和其它宣传材料；

- Scrap and destroy products, product labels and other promotional materials;

——对无法追溯的应通过媒体向社会公告和（或）向中华认证通报。

——If it cannot be traced back, it should be notified to the public through the media and/or to Center Certification.

- c) 中华认证对获证组织故意误用、转让给其他组织使用，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。

Center certification will suspend or revoke the certification if the certified organization intentionally misuses or transfers it to other organizations for use.

- d) 中华认证对下列行为，将根据国家相关法律法规规定，提出诉讼

Center Certification will file lawsuits for the following acts in accordance with relevant national laws and regulations.

——伪造认证证书和认证标志；

- Falsifying certification certificates and certification marks;



——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。

——The behavior of suspending, revoking, terminating the certification service agreement, and continuing to use the certification certificate and certification mark after the certificate expires.

## 2.6 证书的年度确认、更换和收回 Annual confirmation, replacement and withdrawal of certificates

- a) 获证组织在每次的监督审核通过后，中华认证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 each surveillance audit passed by the certified organization, Center Certification will issue a surveillance certification certificate as a license to continue to use the certificate and logo.

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

If the following situations occur within the validity period of the certificate, the certified organization should apply to Center Certification, provide relevant supporting documents, and re-issue or reissue the certificate after the assessment and approval.

——认证标准、标志的改变；

- Changes in certification standards and signs;

——组织名称/地址的变更；

- change of organization name/address;

——扩大、缩小认证范围；

- Expand or narrow the scope of certification;

——认证证书丢失或损坏。


- The certification certificate is lost or damaged.



当获证组织认证资格被暂停、注销或撤销时，中华认证将收回证书，并予以公布。

When the certification qualification of the certified organization is suspended, cancelled or revoked, Center Certification will withdraw the certificate and publish it.

## 附录 1: 获证组织对认证证书和认证标志的使用要求

## Appendix 1: Requirements for the use of certification certificates and certification marks by certified organizations

要求 Requirement	示例 Example	说明 Description
<p>1、获证组织可在网站、名片、广告、有关宣传材料、信封、信笺、牌匾及对外交往中展示认证证书和认证标志: Certified organizations can display certification certificates and certification marks on their websites, business cards, advertisements, relevant promotional materials, envelopes, letterheads, plaques and external exchanges;</p>	<p>无 none</p>	<p>除在前述允许的资料上影印认证证书和认证标志外,其他情况下(产品包装另有要求)一律不允许影印认证证书和认证标志 Except for the photocopying of the certification certificate and certification mark on the above-mentioned permitted materials, under other circumstances (the product packaging requires other requirements), photocopying of the certification certificate and certification mark is not allowed.</p>
<p>2、获证组织在使用认证标志时,需获证组织的标识(品牌或名称)+SCC获得的认可标志+SCC 认证标志合并非使用,不可单独使用,不可变形使用,可根据 SCC 提供的图样按比例放大或缩小,认证标志图样色调需与提供的图样颜色一致或黑白色。 When the certified organization uses the certification mark, it needs to use the logo (brand or name) of the certified organization + the accreditation mark obtained by SCC + the SCC certification mark. Or reduced, the color tone of the certification mark pattern should be the same as the provided pattern color or black and white</p>	<p>错误: 单独使用 Mistake: Use alone</p> 	<p>SCC 认证标志必须与认可标志、获证组织的标识一起同时使用,任何一个标志单独使用都是错误的。 The SCC certification mark must be used together with the accreditation mark and the logo of the certified organization. It is wrong to use any one of the marks alone.</p>
<p>3、管理体系认证,不可直接在产品、产品包装、产品标签上使用 管理体系认证标志;不可在公司网站、宣传手册、产品包装等媒介宣传“本产品/服务通过 ISO (GB/T) *** 认证”; For management system certification, the management system certification mark cannot be used directly on products, product</p>	<p>错误: 正确:</p>	<p>如果要认证/认可标志标注在产品包装上,必须同时在包装上标注下列语句“本公司/本组织通过了 ISO (GB/T) *** 管理体系认证” If the certification/accreditation mark is to be marked on the product packaging, the following statement must be marked on the packaging at the same time: "Our company/organization has passed the</p>

<p>packaging, and product labels; it is not allowed to publicize "this product/service has passed ISO (GB/T) *** certification on the company's website, brochures, product packaging and other media. ";</p>			<p>ISO (GB/T)***:**** management system certification</p>
<p>4、认证证书、认证/认可标志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； Accreditation certificates and certification/accreditation marks are prohibited from being used on reports and certificates issued by accredited testing and calibration laboratories and inspection agencies;</p>	<p>无 none</p>	<p>无 none</p>	<p>无 none</p>
<p>5、获证方认证证书如被暂停/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 certificate of the certified party is suspended/revoked, the certified party is prohibited from using all publicity and any reference to the suspended/revoked certification certificate and logo;</p>	<p>无 none</p>	<p>无 none</p>	<p>无 none</p>

附录 2：认证/认可标志电子版（中华认证的标志+企业标识）

Appendix 2: Electronic version of certification/approval mark (Center certification mark + corporate logo)

中华认证的证书标识 Center certification certificate logo
<p>ISO9001&amp;GB/T50430, ISO14001, ISO45001、服务体系 ISO9001&amp;GB/T50430, ISO14001, ISO45001, service system</p> <div data-bbox="718 1541 893 2094" style="border: 1px solid black; padding: 5px; display: flex; justify-content: space-around; align-items: center;"><div style="text-align: center;"><p>SCC</p></div><div style="text-align: center;"><p>企业标识 (CORPORATE LOGO)</p></div></div>