
	<b>የኢትዮጵያ የተስማሚነት ምዘና ድርጅት</b> <b>Ethiopian Conformity Assessment Enterprise</b>	Document No: POL/CD/1.3	
Title: <b>Policy on use of certification marks</b>		Copy No: Page 1 of 4	Rev No: 6 Effective date: 22 <sup>nd</sup> July 2025
<p><b>1. Introduction</b></p> <p>This policy defines the rules for the use of management system certification marks and product certification License issued by ECAE CD. This policy applies to all management system and product certification clients who have been granted certification by ECAE CD.</p> <p><b>2. Responsibility for the use of ECAE CD certification marks and certificates.</b></p> <p>2.1 ECAE CD shall provide the certified clients with the correct design, dimensions and pantone colours for the marks as applicable (for system certification).</p> <p>2.2 ECAE CD auditors are responsible for verifying during audits the use of certificates/License and certification marks.</p> <p>2.3 The Certification Director shall ensure that the use of the marks and license is monitored as determined on a regular basis.</p> <p>2.4 The certified clients shall be responsible for the correct use of the certification documents and marks.</p> <p>2.5 In case of take-over or merger, written permission from the ECAE CD is mandatory in order to transfer the right to use the certification mark (for system certification) and certification License (product certification).</p> <p><b>3. Rules for the use of certification documents</b></p> <p>3.1 The client shall not use the ECAE CD certification marks (for system certification) on laboratory test, calibration or inspection reports.</p> <p>3.2 The client shall use the ECAE certification marks (for system certification) and certificate/License (for product certification) for the scope that is certified. The certification documents and certification agreement shall be applicable to the facility that has been certified as described in the said documents. These shall not be shared to any third party for their use.</p> <p>3.3 Whenever the client makes a copy of the certification document to use as evidence of their certification, the copies shall be made for the complete set of documents.</p> <p>3.4 The certification documents are the property of ECAE CD. In the event a decision is made to suspend, terminate or withdraw certification the client is required to surrender the certification documents to ECAE CD.</p> <p>3.5 In addition, the client shall discontinue its use of all advertising materials in which reference is made to certification as required by ECAE CD.</p> <p>3.6 The certified client shall amend any advertising or publicity material whenever there is a reduction of scope of certification.</p> <p>3.7 Conforms to the requirements of the certification body when making reference to its certification status in communication media such as internet, brochures, or advertising or other documents.</p> <p><b>4. Rules for the use of the certification marks (Management system):</b></p> <p>4.1 Whenever the certified client uses the certification mark and certification document the client shall describe as it is certified by ECAE CD with the respective management system standard(s) and</p>			

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with its certification number given clearly.

- 4.2 Whenever the certified client displays the management system certification mark on letterheads, other stationery, in advertising or promotional material, on signposts or on fleet of vehicles, the client must capture the management system that is certified as applicable and the name of ECAE CD e.g. Company X: ISO 9001:2015 certified organization by ECAE CD
- 4.3 Whenever the certification statement is used on the product packaging or in accompanying information that the client has a certified management system, the statement shall in no way imply that the product, process or service is certified by this means
- 4.4 The certification statement may be accompanied by the certification mark.
- 4.5 Product packaging is considered as that which can be removed without the product disintegrating or the product being damaged or in accompanying information (separately available or easily detachable).

## 5. Rules for the use of Certificate/License (Product certification)

- 5.1 The certificate/License is granted only to products that are certified in accordance to relevant product standards.
- 5.2 The certificate/License shall not be used on products that have not been granted certification.
- 5.3 The client has the responsibility to ensure that whenever there is on-going production the products are manufactured in the same conditions and quality as products sampled and tested by ECAE CD for purposes of certification.

## 6. The right and duties of certified clients


- 6.1 The certified client has the right to use certification mark (for system certification) and certificate/license (for product certification) as per the rules to use described in this policy document and in accordance with the certification agreement OF/CD/2.13 (system certification), and OF/CD/3.13 (product certification).
- 6.2. The certified client has the duties of satisfying requirements and conditions described in this policy document regarding use of the certification document & mark, and abide by the conditions detailed in this policy document and certification agreement made on OF/CD/2.13 (system certification) and OF/CD/3.13 (product certification).

## 7. Accreditation Body logo.

- 7.1 The certified client may also display the logo of the accreditation body if ECAE CD has been accredited for the scopes in question (for system certification).
- 7.2 The certified client shall display the accreditation body logo alongside the ECAE certification mark (for system certification) according to the requirements stipulated by the certification body.

## 8. Reproduction of Logo

- 8.1 The management system certification mark shall be reproduced using an authorized copy

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obtained from the ECAE CD and shall be reprinted according to the following specifications:

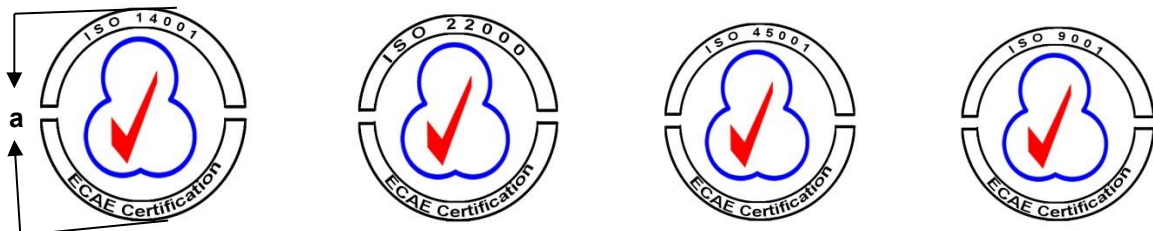
- i. in dark blue with a red colored tick inside
- ii. in a white contrasting background
- iii. in a size which may be uniformly enlarged or reduced, but with a height (principal dimension) “a” no less than 20 millimeters provided that all details are clearly legible. The certification mark may be reproduced with a size of “a” smaller than 20 millimeters with prior written consent of the ECAE CD.
- iv. The outer doubled circle shall be printed with black color having the statement inside as printed on certificate.

The product certification mark shall be reprinted according to the following specifications:

- i. in dark blue with a red colored tick inside
- ii. in a white contrasting background
- iii. Length is 5cm and height of 5cm
- iv. The mark has to be aligned with trade mark of the manufacturer
- v. Identification of the product and brand name.
- vi. Certificate number, standard number

8.2 The mark shall be used by maintaining its photographic enlargement and reduction without altering the contents as shown below.

8.3 If conditions require changing the types of colours of the mark, the licensee/applicant/ shall obtain prior approval of the ECAE CD.




8.4 Certificate holders (certified bodies) may use the certification mark/certificate and the certificate or the certification mark can be reproduced in any size so long as the legibility and the proportions are maintained.

## 9. Incorrect use of certification mark/License and Claims to certification

9.1 ECAE CD shall take appropriate action to deal with incorrect use of the certification marks and claims to certification license. The actions may one of the following:

- i. Request for corrective actions
- ii. Suspension/termination of certification for certified clients.
- iii. Legal action

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Name of the Client/ Organization: \_\_\_\_\_

Address:  
 Region \_\_\_\_\_ Sub-city \_\_\_\_\_ Wereda \_\_\_\_\_ Town \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Website: \_\_\_\_\_ E-mail: \_\_\_\_\_

Postal address: \_\_\_\_\_

**FOR THE CLIENT / ORGANIZATION**

\_\_\_\_\_  
 (Name, title and signature)  
 Authorized signatory

Date \_\_\_\_\_

**FOR THE CERTIFICATION BODY**

\_\_\_\_\_  
 (Name, title and signature)  
 Authorized signatory

Date \_\_\_\_\_