	文件编号 Document Number: AKA-P-011	Rev :4
	起草 Prepared By: 赵改花	发布 Issued: 08/10/2020
	评审 Reviewed By: 陈钰	更改 Revised: 7/12/2023
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Subject:	证书和标志的使用程序 Use Of Certificate And LOGO Procedure	

1.0 目的 **Purpose**

1.1 规定管理体系认证证书、AKA 及各种注册标志的使用程序。

To define the procedure for the use of management system assessment certificates and AKA and each registered logos and marks.

2.0 范围 **Scope**

2.1 适用于 AKA 所有注册组织。

Applies to all AKA registered clients.

3.0 定义 **Definition**

无 N/A

4.0 引用文件 **Reference Document**

None

5.0 职责 **Responsibility**

5.1 审核部对体系认证证书、AKA 标志的正确使用负责。

The assessment dept. has overall responsibility for the proper use of certificates, marks and logos both by AKA and its clients.

5.2 组织行为有违程序时，审核部有责任采取适当措施来解决。

The assessment dept. are responsible for initiating suitable action for client actions in conflict with this procedure.

5.3 组织有义务遵守这一程序。

The client shall be responsible for adhering to this procedure.

5.4 审核部有责任提供给客户证书及标志。

Assessment department are responsible for providing clients with the certificate and logos.

5.5 每次的现场审核，审核组长有责任确认标志使用的正确性。


The Lead Auditor is responsible to ensure, during each on-site assessment, proper use of logos.

6.0 程序 **Procedure**

6.1 组织依照 AKA 的要求成功完成注册后，组织有权基于体系的证书认可范围、地址的领域内,刊登和出示体系认证证书，AKA 或认可机构的标志证书上注明的申请组织范围、地点用在推广材料、信笺和广告上。组织在传播媒介（如互联网、宣传册或广告）或其他文件中引用认证状态时，应符合 AKA 的要求；企业不允许有关于认证资格的误导性说明；企业不允许以误导的方式使用证明文件或其任何部分。

证书、AKA 标志，以及其它相关认可委标志不能用于以下情况：

Upon successful completion of the AKA registration process, clients are entitled to publish and display the

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Certificate of System Assessment and AKA/accreditation body logo(s) on promotional materials, correspondence and advertising with strict adherence to the fields of application, scope, and location specified in the Certificate of System Assessment. The client shall conform to the requirements of the AKA when making reference to its certification status in communication media such as the internet, brochures or advertising, or other documents; The client shall not make any misleading statement regarding its certification. The client shall not use a certification document or any part thereof in a misleading manner.

Certificates, AKA logo, and other relevant logo cannot be used in the following situations:

- a) 公开文件上必须描述是组织管理体系获得注册，不能暗示或声明是组织的产品或服务的注册，不能混淆授予的注册；该声明应包括：1) 获证客户的标识（如品牌或名称）；2) 管理体系类型（如质量、环境）和适用标准；3) 颁发证书的认证机构。

The published documents shall describe the approval of the client's management system and shall not imply or state registration of the client's product or service, therefore not misrepresenting the registration awarded. The statement shall in no way imply that the product, process or service is certified by this means. The statement shall include reference to: 1) identification (e.g. brand or name) of the certified client; 2) the type of management system (e.g. quality, environment) and the applicable standard; 3) the CAB issuing the certificate.

- b) AKA 和认可机构的标志不可以使用在实际产品上和个体包装上。为了证明管理体系的有效状态，航空和海运的集装箱可以出现标志。

The AKA and/or accreditation body logos may not be used on the actual product, or on the product's individual packaging. Larger shipping containers may accept the logos only if accompanied by a statement that the certification applies only to the management system.


- c) 如果是产品测试和分析行业，测试/分析报告被作为一个产品。AKA 和认可机构的标志不可以出现在报告和证明上。

In case of product testing/analysis, the test/analysis report is considered a product. Therefore, the AKA and/or accreditation logos must not appear on the report or certificate.

- d) 体系认证证书并不能免除组织的一切法定职责；

The Certificate of System Assessment does not exempt the client from legal obligations.



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6.2 标志的使用 The use of LOGO

按要求，应提供给已注册的组织 AKA 的标志。在使用时应：

The client shall be provided with the AKA logo upon registration. The following conditions apply:

a) 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的印刷；

The logos must be reproduced on a clearly contrasting background, in its entirety, including all "border lines," in the predominant color of the letterhead or printing.

d) 标志必须清晰可辨；

The logo must be in a size which makes all features of the mark clearly distinguishable.

c) 不可以扭曲标志的形状; Without distortion of its dimensions

e) 标志的复制，应：

The AKA logo shall be reproduced:

- 其中绿色色号如下：R0, G120 , B83

The green color codes are as follows: R0, G120 , B83

6.3 若体系认证证书、标志、审核报告的使用与上述规定不符，审核部将采取适当措施。措施中包括组织的纠正措施，也可能包括暂停或撤销和必要的法律措施。这些措施将呈文于组织。

The Assessment Department shall determine and initiate suitable action against a client if the use of the Certificate and/or logo(s) and /or audit report is not in compliance with this procedure. This action shall include supplier corrective actions and may include suspension or withdrawal and potential legal action. These actions shall be documented to the client.

6.4 在其认证被撤销时，组织必须停止使用体系认证证书和标志。When the certificate is withdrawn, the client shall refrain from any use of the Certificate of System Assessment and logos.

6.5 在认证范围被缩小时，修改所有的广告材料； Modify all advertising materials when the scope of certification is reduced;


6.6 不得暗示认证适用于认证范围以外的活动和场所； Do not imply that certification is applicable to activities and places outside the scope of certification;

6.7 在使用认证资格时，不得使认证机构和（或）认证制度声誉受损，失去公众信任。The use of certification qualification shall not damage the reputation of certification body and / or certification system and lose public trust

7.0 记录 **Records**

a) 各体系认证证书

Management system assessment certificates

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- e) 标志样本
LOGO sample

历史更改记录表 Revision History Sheet

日期 Date	变更简述 Description of Change	发起人 Originator
03/01/2020	初始建立 Initial establishment	赵改花
08/10/2020	更新标志 Update the LOGO	赵改花
02/26/2021	更新标志 Update the LOGO	赵改花
7/12/2023	更新标志 Update LOGO	赵改花