



苏州莱标标准认证有限公司
Suzhou LQA Standard Certification Co., Ltd.

证书和标志使用控制程序
SOP for usage of certificate and logo

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A0	首版发布 First Published	2016-3-1	夏守艳	李惠、周延冲	
B/0	结合 CNCA 最新要求进行改版	2020.05.06	陈菊珍	夏劫清	
B/1	增加 CNAS 认可相关要求	2021.1.10	陈菊珍	夏劫清	
C0	IECQ 办公室评审后, 文件格式修订, 重新发布 After IECQ office assessment, update the format of doc and republish it 全文翻译 (王丽丽) Translation by Wang Cindy	2022.09.12	陈菊珍	周延冲	

1 目的: Purpose

为规范管理体系认证证书和相关认可标识、授权标识及 LQA 标志管理,使证书及标识的使用符合国家有关法律、法规的规定,特制定本程序。

Ensure to govern management system certification marks (accreditation marks, LQA mark) that it authorizes certified clients to use. So as to the certification marks shall be used compliance with the relevant laws and regulations of the State.

2 范围: Scope

适用于公司的认证证书、标志的管理,及获证组织使用认证证书、标志的监督。

Applicable to the management of certificates and mark of LQA, and the surveillance of the certificates and marks of certified clients.

3 职责: Responsibilities

3.1 审核部应监督获证组织使用认证证书、标志使用的正确性。

Audit Department shall supervise the correctness of the certification certificates and mark used by the certified organization.

3.2 获证组织的行为有违程序时,审核部应采取适当措施加以解决。

Audit Department shall take appropriate actions to resolve any incorrectly used by the certified organization.

3.3 技术部负责证书的制作,管理部在核对证书及标志信息后,发放给获证组织。

Technical Department is responsible for the certificates making, Administration Department issue the certificates to the certified clients after checking the certificates and mark.

3.4 现场审核时,审核组应说明证书及标志的使用规定,并监督获证组织证书、标志使用状态。

During the on-site audit, audit team shall state the using regulations of the certificates and mark, and shall supervise the use status of certificates and marks of certified organizations.

4 程序: Process

4.1 认证证书和标志只证明获证组织的管理体系符合申请认证的管理体系标准的要求,不能证明获证组织生产的产品、活动符合其产品标准或产品安全认证标准的要求。获证组织可以将认证合格证书和标志作为符合管理标准要求的证明文件加以应用,但不得将该标志用在产品上,或作为产品的合格说明。获证组织不得将标志用于实验室检测、校准或检查的报告。

The certification certificates and mark only demonstrate that the management system(s) of the certified organization meet(s) the requirements of the management system standard, not demonstrate that the products, activities meet the criteria of products or products' safety certification standard. The certified organization can use the certificates and mark in the documents as the compliance with the management systems requirements. But this logo / mark shall not be used on a product nor product packaging nor in any other way that may be interpreted as denoting product conformity. Certified clients shall not permit its marks to be applied by certified clients to laboratory test, calibration or inspection reports or certificates.

4.2 获证组织可以将证书和标志用在公开出版物、函件(包括信纸、信封)、传播媒介(如互联网、宣传册或广告)上,但不得引起产品(包括服务)或过程已通过管理体系认证的误解。

Certified organization can use certificates and marks in publications, letters(including the notepaper, envelope), communication media (such as the internet, brochures or advertising), but does not use in a misleading manner imply that the product, process or service is certified.

4.3 获证组织可以在产品包装上或附带信息中声明其管理体系通过认证的管理规则,但不应暗示产品、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:

- 获证组织的标识(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;
- 本机构名称。

the use of any statement on product packaging or in accompanying information that the certified client has a certified management system. Product packaging is considered as that which can be removed without the product disintegrating or being damaged. The statement shall in no way imply that the product, process or service is certified by this means. The statement shall include reference to:

- a) identification (e.g. brand or name) of the certified client;
- b) the type of management system (e.g. quality, environment) and the applicable standard / technical specification;
- c) the name of LQA.

4.4 获证组织如果以某种方式明确说明了“生产该产品的管理体系通过了由莱标认证依据 GB/Txxxxx、YY/Txxxxx或 ISOxxxxx或 IECQ QC 080000 进行的认证”，则可将标志使用在运输产品的大箱子上（不能用在有形产品或在单个包装箱、容器等上面，及在测试/分析活动中所出具的测试/分析报告上）。

If the certified organization in some way clearly states that "management system for the products certified by LQA according to GB/TXXX, YY/TXXXX or ISOXXXX or IECQ QC 080000 system", the mark may be used on the large box in which the product is to be transported (not on a product or on a single packing box, container,etc., and on the test/analysis reports)

4.5 获证组织不得将认证标志使用在超出认证范围各类业务及其各类宣传载体上，进行误导宣传。The certified organization shall not use the certification mark on all kinds of business and publicity carriers outside the scope of certification. or misleading in the promotional material.

4.6 获证组织在使用认证标志时应接受莱标认证对认证证书和认证标志的正确使用的监督检查。

When using the certification marks, the certified organization shall accept the surveillance and inspection to the correct use of the certificates and marks from LQA.

4.7 当获证组织的名称、地址或认证要求发生变化时，应提出申请换发认证证书，莱标认证将重

新签发认证证书及附件。

When any changes about the name, address/location/site, or certification requirements of the certified clients, they shall apply for new certificates, and LQA shall reissue the certificates and the attachments.

4.8 获证组织如需使用认可标识, 必须与莱标认证的标志同时使用, 使用时应注明组织在莱标认证的证书注册号。

If the certified organization needs to use the accreditation marks, it must be used together with the LQA mark, and shall remark the registration number of LQA.

4.9 使用申请 the usage of application

业务部负责受理认证标志和认可标识的使用申请。获证组织如需使用认证标志或认可标识, 需与业务部联系, 并说明使用的原因及方案。经业务部确认不违反标志、标识的使用规定时, 向获证组织提供电子版的认证标志/认可标识。如有问题, 应在收到申请后十五天内回复。

Marketing Department is responsible for accepting applications for the use of certificates and marks. If the certified organization needs to use the accreditation marks, can contact with Marketing Department and explain the reason and and scheme for the usage of marks. When Marketing Department confirms that it does not violate the regulations on the use of marks, shall provide the electronic version of the certification/accreditation marks to the certified organization. if any problem, reply within 15 days after the application.

5 违规处理 Handling for transgression

如发现获证组织对认证证书、标志、认可标识等使用不符合要求、误用、错用认证标志或发生对莱标认证认证制度的不正确宣传时, 莱标认证将根据其情节的轻重和引起不良影响后果, 做出处理, 包括: 口头或书面警告、要求纠正或采取纠正措施、暂停证书、撤销证书资格和公告违规行为, 必要时采取法律措施。

撤销证书资格的组织必须终止使用体系认证证书和/或标志。证书和/或标志须归还 LQA。

If any non-compliance, misuse, incorrectly use and advertise of certification marks, LQA mark

and accreditation marks, LQA shall take actions to deal with incorrect references according to the impact or consequence, Such actions could include requests for oral or written warnings, correction and corrective action, suspension, withdrawal of certification, publication of the transgression and, if necessary, legal action.

The clients whose certificates are revoked must stop using the certification marks.

Certificates and/or marks must be returned to LQA.

6 记录: Records

序号 SN	表格编号+版本号 Form No (w/ Version No)	中文记录名 Record name in Chinese	英文记录名 Record name in Chinese
1	LQA-JL-08-01-02	体系认证证书 一个地址	certificate with one Site
2	LQA-JL-08-02-02	体系认证证书 二个地址	certificate with two Sites
3	LQA-JL-08-03-02	体系认证证书 附件	Attachment of certificate
4	LQA-JL-08-04-02	苏州莱标标准认证有限公司认证标志	LQA mark/logo