

1.0 PURPOSE

Aim of this procedure is to define the requirements of the use of certificates, letters of confirmation, logos and the advertisement methodology for the programs accredited against TS EN ISO17065 as well as non-accredited programs that USB Certification is authorized for.

2.0 SCOPE

This procedure covers all organizations audited and certified against the following standards by USB Certification.

- BRCGS for Food Safety, with any associated Additional Voluntary Modules (AVMs)
- BRCGS *START!*
- BRCGS Gluten-Free Certification Program (GFCP)
- BRCGS Plant-Based
- BRCGS Consumer Products
- IFS Food
- IFS Progress (IFS Progress Food)

3.0 RESPONSIBILITIES

All organizations shall be responsible for adhering to this procedure and requirements listed in their signed *"Certification Agreement"* concerning the use of certificates, letters of confirmation, logos, and trademarks.

Operation Assistant is responsible for informing the organizations about these requirements.

4.0 PROCEDURE

4.1 Use of Certificate/Letter of Confirmation

4.1.1 In case that an audited organization is awarded a certificate/letter of confirmation, it will be valid until the validity date specified on the certificate, provided that the following matters are guaranteed.

- No deviation or change in the organization's production method, products and/or operation.
- *"Certification Agreement"* is not terminated for any reason.

4.1.2 The company may use the certificate issued by USB Certification for advertising or promotional purposes such as publishing on company's website.

4.1.3 Use of the scheme names and any implication to the site's certification status (e.g., "BRCGS", "IFS certificated", "BRCGS Food", "IFS Food certificated" or similar) are not allowed to be communicated on finished products which are available to the end consumer.

4.1.4 The organization is not allowed to imply that the activities outside the scope of certification are also certified and must not use the certificate in a way that these activities are included in the scope.

4.1.5 USB Certification has the ultimate responsibility for certification, maintenance, extension, suspension, and withdrawal in any case.

4.1.6 The organization will not use its certificate/letter of confirmation in a way that it will risks the reputation of USB Certification, scheme owners and accreditation bodies, which may lead to lose of public trust.

4.2 Use of BRCGS Logos

4.2.1 BRCGS logos and trademarks are allowed to be used only by sites that have achieved BRCGS certification.

4.2.2 Organizations wishing to use the BRCGS logo shall contact submissions@brcgs.com e-mail address to use or have any questions regarding the logo. They must follow the requirements of “*Use of the BRCGS Logos for Certificated Sites Guideline*” that can be found on BRCGS website.

4.2.3 Organizations wishing to use free-from trademarks of Gluten-Free and Plant-Based certification programs must contact labels@brcgs.com to get approval or ask questions regarding the trademarks. They must follow the requirements of “*BRCGS Free-From Trademark Guideline*” that can be found on BRCGS website.

4.2.4 Indicated terms and conditions shall be checked by the auditor during the audit and results of this check shall be described in the company profile of the audit report as a mandatory field.

4.3 Use of IFS Logos

4.3.1 IFS logos are allowed to be used only by sites that have achieved IFS certification.

4.3.2 Logos can be downloaded via the secured section of the IFS Database by the organizations wishing to use the logo. Organizations need to follow the terms and conditions which can be downloaded from IFS Database.

4.3.3 Indicated terms and conditions shall be checked by the auditor during the audit and results of this check shall be described in the company profile of the audit report as a mandatory field.

4.4 Use of Accreditation Logos

4.4.1 Any logos, marks, symbols owning by the accreditation body DAkkS are allowed to be used only by authorized certification bodies. Use of these by certified organizations or other third parties are not allowed.

4.4.2 The rules for the use of the accreditation company logo by USB Certification are set out in the “*Rules for accredited conformity assessment bodies on the use of the accreditation certificate, the accreditation symbol of the Deutsche Akkreditierungsstelle GmbH as well as other references to the accreditation*” document.

4.4.3 The logo of the accreditation company is not used in the program certificates which are not within the scope of accreditation. If the accreditation audit is successful, the new certificate is issued by adding the accreditation company logo. In order to obtain approval from the accreditation company, two certificate copies, both with and without the accreditation logo, are prepared and submitted to the accreditation company.

4.5 Misuse and Infringements

4.5.1 Misuse and infringements are capable of damaging the reputation of certification schemes, accreditation body and USB Certification. E.g., if the logo or certificate was used in a misleading way, if false or misleading reference to certification was made by an organization.

4.5.2 USB Certification penalises misuse and infringements against the rules which are declared in this document based on the severity of breach with the following sanctions.

- 1st step: Written warning,
- 2nd step: Written warning including the corrective action,
- 3rd step: Suspension or withdrawal of the right to use certificate, logo and trademark according to “*Issue, Suspension, Withdrawal and/or Cancellation of Certificate(s) Procedure*”.

5.0 RELATED DOCUMENTS AND RECORDS

ORGANIZATION USE OF REGISTRATION AND LOGO PROCEDURE

Document Number	Title or Description
-	Use of the BRCGS Logos for Certificated Sites
-	BRCGS Free-From Trademark Guideline
UOF-FOOD-BRC-EN-4060	Certificate Agreement (BRCGS Food)
UOF-FOOD-IFS-EN-4060	Certificate Agreement (IFS Food)
UOF-FOOD-EN-4060	Certificate Agreement (BRCGS-IFS Food)
UOF-FOOD-BRCCP-EN-4060	Certificate Agreement (BRCGS Consumer Products)
UOP-FOOD-EN-4040	Issue, Suspension, Withdrawal and/or Cancellation of Certificate(s) Procedure
71 SD 0 011	Rules for accredited conformity assessment bodies on the use of the accreditation certificate, the accreditation symbol of the Deutsche Akkreditierungsstelle GmbH as well as other references to the accreditation