

MTIC INTERCERT INDIA PRIVATE LIMITED

No.116, 2nd Floor, 3rd Main Road, 11th Cross, Margosa Road,
Malleswaram, Bengaluru – 560 003.

This document becomes a part of the legally enforceable agreement by signing the contract (P06/09) you deemed to have agreed to the terms and conditions mentioned below.

1 Certification Conditions

1.1 Introduction

The Client shall comply with the following conditions governing the use of the Certificate of Quality Approval and mark/symbol of the Certification Body.

1.2 Use of Certificate of Quality Approval

- (a) The certificate shall remain the property of the Certification Body.
- (b) Certificates are valid for three years from the date of the certificate issue, subject to satisfactory annual surveillance assessments.
- (c) Certificates are not transferable.
- (d) The certificate shall only be displayed at the location applicable to the certificated scope of supply.
- (e) The certificate shall not be used to imply certification of any location other than that detailed on the certificate.
- (f) The certificate shall not be used in any way to imply product approval.
- (g) The certificated client must advise the Certification Body of any changes which may affect the scope of supply.
- (h) The certified client shall inform the certification body, without delay, of matters that may affect the capability of the management system to continue to fulfil the requirements of the standard used for certification. These include, for example, changes relating to
 - a) the legal, commercial, organizational status or ownership,
 - b) organization and management (e.g. key managerial, decision-making or technical staff),
 - c) contact address and sites,
 - d) scope of operations under the certified management system, and
 - e) major changes to the management system and processes.
- (i) If the Client changes operating site then the certification body shall conduct a surveillance visit to check the Management System is operating to the requirements of ISO 9001:2015 & AS 9100D:2016.
- (j) In the case of AQMS audits, MTIC shall inform the other party that the report is available in the OASIS database.
- (k) AQMS-certified organizations shall allow MTIC to provide Tier 1 and Tier 2 data to the OASIS database.
- (l) Organizations shall provide access to the data in the OASIS database to customers/authorities unless a justification is provided.
- (m) If an organization loses its AQMS standard certificate, it shall provide immediate justification to the customers.
- (n) Organizations shall identify an OASIS administrator and be responsible for notifying the certification body of significant changes in the organization.

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- (o) Failure to comply with the above shall result in withdrawal from both the ICOP scheme and the OASIS database.

1.3 Use of MTIC InterCert India Private Limited / NABCB Mark

The Certification body mark



- The mark above shall always be used on certificates issued in conjunction with the Client's name and have the certificate number adjacent to it.
- The mark may be reproduced in any size provided the configuration is strictly adhered to, including the surrounding frame.
- The mark may be used as per table below:
- Use NABCB Mark when the client is issued an NABCB accredited certificate will follow the following requirement:**

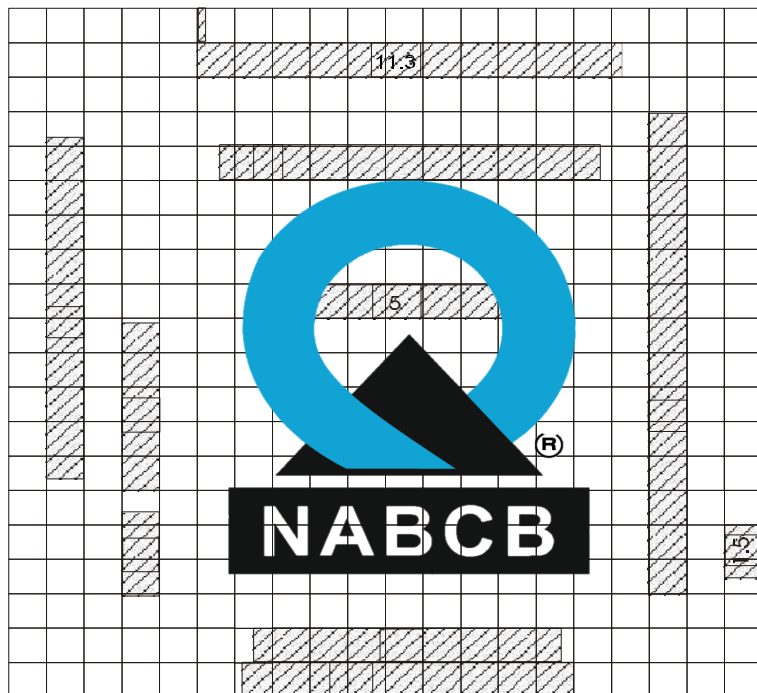
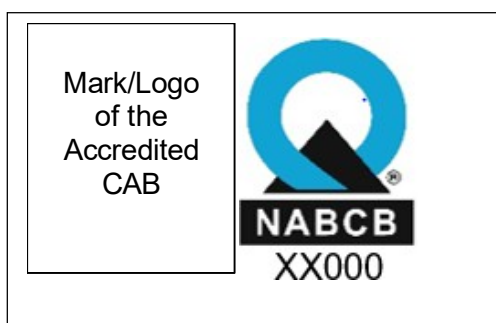
Use of Logo with or without NABCB mark			
Sr	Use	Permitted Without NABCB Mark	Permitted With NABCB Mark
1	Product	No	No
2	Packaging of the product	No	No
3	Labels	No	No
4	Publicity Material	No	No
5	Advertisements – Large	Yes	Yes
6	Buildings	Yes	No
7	Flags	Yes	No
8	Visiting Cards	Yes	No
9	Letter Head and related stationeries	Yes	Yes
10	Brochures	Yes	Yes
11	Use of accreditation mark alone	-	No
12	laboratory test, calibration or inspection reports	No	No
13	promotional products such as calendars, diaries, coasters, etc	Yes	No

Please refer the Conditions for use of Accreditation Mark (logo) of NABCB BCB 202 – Feb 2023 in the QCI website (www.qcin.org)

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- Upon suspension of the accreditation, the certified body shall immediately cease to use its stationery and other publicity material that has accreditation logo on it. The use can be restarted only after the suspension is revoked by the Board.
- Upon termination of the certification accreditation on account of non-renewal/withdrawal of the certification certified body shall immediately cease to use its stationery and other publicity material that has certification logo on them.
- The logo shall be reproduced in the proportions and the colours indicated below The size of the logo shall not normally be reduced below the size 15x12mm. In the event of reproduction in smaller size owing to limitation of space, the logo shall be legible with no infilling of space and letters. The logo shall be reproduced based on the master supplied to each of the accredited certification body. Redrawn masters should never be used. Please request the certification body if the master has not been supplied.
- The logo shall only be printed in the colour combination or in the grey-black combination as specified below
- For AQMS certification, mention of the relevant SMS AQMS certification/registration requirement as per which the audit was performed. Logo of the SMS/ National AEROSPACE Industrial Association or a statement that MTIC is accredited under this scheme (ICOP), confirm that audit was performed as per AS 9104/1.
- In the case of marks or logos misuse, by a CB accredited by an SMS approved AB, the AB shall take appropriate action up to and including suspension or withdrawal of the CB.



1.4 Use of the MTIC InterCert India Private Limited Symbol

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- (a) The symbol shall be used in conjunction with the NABCB logo
- (b) The symbol shall always be used in conjunction with the Client's name.
- (c) The symbol shall be used on stationery, such as headed letter paper, advertising brochures, and only in connection with the International Quality System Standard and scope of supply listed on the Certificate.
- (d) The symbol Shall not be used on Visiting Cards, test certificates, Confirmity of the product, vehicles, buildings or flags which bear the name or emblem of the Client.
- (e) The symbol shall not be used in any way to imply product approval.
- (f) The certified Client shall, upon reasonable notice, discontinue any use of the symbol which is considered to be unacceptable to the Certification Body.
- (g) Upon termination of the certification, for whatever reason, the Client shall discontinue all use of the symbol immediately.
- (h) Kindly log onto the website www.mtic-group.in for checking the certificate details.
Once logged in kindly select Certificate Database ThenType Certificate No.,Select the standard and Client Name .

1.5 Failure to Comply with the Certification Conditions

Suspension and withdrawal of certificate approval

If the Client/certificate holder fails to maintain compliance with the requirements of certified standard such as ISO 9001, those requirements detailed in Certification Conditions Document form P 08/04 and those commercial and operating requirements of the certification body then;

- The client/certificate holder is formally informed in writing/fax/phone/email about the failure of compliance to the above conditions and asked to detail corrective action.
- If the client refuses to respond to correct the failure of non-compliance to the above conditions then the Scheme manager shall contact the client and inform the client that the certificate may be suspended initially for 6 months and after 6 months the client is informed that the certificate is cancelled and would the client return the certificates and cease to use and distribute any literature, stationary, etc., referencing the certificate of Certification Body mark/symbol.
- If the period of surveillance exceeds the contracted period 6m or the recertification period exceeded the three year period the rules of suspension also apply.

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Special Audits

- **Extension to scope** – MTIC shall review the application for extension to the scope of certification in **situation's like Addition of one or more sites, Increase of production of product other than under certified scope, Addition of design activity** and shall determine the need of any audit activities. Depending on the complexity of there change this may require a special visit or may be conducted in conjunction with a surveillance audit.
- **Reduction of scope of certification** – MTIC shall review the extent of reduction of scope of certification either on client information or during on-site surveillance **situation's like closure of one or more sites, Stoppage of production of product other than under certified scope, Stoppage of design activity** and the Scheme Manager will determine the need of any audit activities. MTIC shall contact the client and ask him to return the certificate and then re-issue a certificate with the reduced scope.
- **Short-notice audits** – MTIC reserve the right to conduct short notice audits on certified clients to investigate complaints, in response to changes or as follow up on suspended clients.

KNOW YOUR CERTIFICATION STATUS

Client Name:

Certificate Number :

Certificate Original Issue Date: First Issue:

Certificate Issue Date:

Certificate Expiry Date:

1st Surveillance Audit to be completed within :

2nd Surveillance Audit to be completed within:

Re-Certification Audit Due: (It is always recommended to submit application for Re-certification atleast 3 months prior to audit due date.