Usage policy of certificate of conformity, license and mark of conformity

1 Purpose

Control the use of the granted certificate of conformity, license and mark of conformity.

2 Scope

Certified clients and licensee

3 Definition

3.1 Mark of conformity

Protected mark issued by a body performing 3rd party conformity assessment, indicating that a product is in conformity with specified requirements (e.g. product standards and certification scheme requirement).

3.2 Mark owner

Organization that has legal rights to a mark of conformity

3.3 Application Governing Rules

It is a document provided by the mark owner or prepared by GCA which includes descriptive information about rights and obligation of the licensee and in particular the limitation on the use of the mark of conformity. It includes also the specification of the mark of conformity (e.g. G Mark and SQM)

3.4 License

It is a document granted to the licensee after successful certification which state that GCA authorize its licensee to use the certificate of conformity and mark of conformity which are listed in that document.

3.5 Licensee

An organization which hold the license.

3.6 Client

He is the product manufacturer who is responsible to GCA for ensuring that certification requirements including product requirements are fulfilled.

4 Effective mark of conformity

As an approved notified body from Saudi Standards, Metrology & Quality Organization (SASO) and GCC Standard Organization (GSO) the following certification marks are granted to the clients whose product, its management system and production process under which it is manufactured can demonstrate full and continuous compliance to the applicable standards and schemes. The following mark of conformity is entitled:

Mark owner	Mark
Saudi Standards, Metrology & Quality Organization (SASO)	
GCC Standard Organization (GSO)	

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5 Application of mark of conformity:

5.1 Upon successful certification and mark owner approval, the licensee has the right to affix the applicable mark of conformity on certified products. This application shall be governed by the "Application Governing Rules". The licensee shall not redesign the mark of conformity and shall only reduce or enlarge it proportionally. These rules will be clearly communicated (in a soft copy format) to the client (or other organization which will be responsible for the application) by GCA to ensure correct application.

5.2 Product manual or instructions accompanying the product and related to the certification scheme shall be approved by GCA.

5.3 The mark of conformity shall be directly applied or affixed to each product, except where the physical size of the product doesn't permit this or when the application is not appropriate for the type of product, in which case it may be applied on the package or other accompanying information.

5.4 The licensee has the right to display the mark of conformity on:

- Advertising material (brochures, flyers, website)
- Letterheads and stationary of the organization
- Panel or roll-ups
- Internal doors and walls of the certified facility
- Company vehicles

In all way, it is advisable for the licensee to inform GCA for any intended printing or application of the mark of conformity on the advertising materials to ensure the correct application.

6 Certificate of conformity usage

6.1 The licensee may photocopy or scan the certificate of conformity for publicity purposes. Photocopies or electronic copies may be in full color and don't to be watermarked or otherwise marked as being a copy of the original.

6.2 The certificate of conformity shall not be copied in a way that would hinder its legibility.

6.3 The granted certificate concerns strictly only the licensee to which it was awarded and is not transferable.

6.4 The granted certificate of conformity shall be published and generally only be used in its entirety. If the licensee wants to publish part of it, he shall obtain a written permission from GCA.

7 Monitoring mechanism

7.1 The mark owner is responsible for protecting the mark of conformity legally against misuse or unauthorized use.

7.2 Upon successful certification GCA, as authorized notified body from the mark owner, will ensure full understanding and acknowledgment of the licensee with the approved "Application Governing Rules" which provide the rules governing the use of mark of conformity.

7.3 The mark owner and GCA monitors the use of the granted mark of conformity and certificate of conformity respectively by the licensee through several mechanisms for examples:

- Among others will be the surveillance audit conducted by GCA.
- Market feedback
- Market surveillance authority feedback
- Complains

8 Procedures

8.1 In order to maintain the certificate of conformity and mark of conformity, the licensee shall continuously comply with the certification agreement and any prescribed instruction provided by the mark owner and GCA.

8.2 The above mentioned mark of conformity are not GCA property, rather it is the mark owner property, however GCA has the right to grant those marks to client in accordance with the authorization of the relevant mark owners to GCA to be notified body.

8.3 Upon successful certification and mark owner approval, the licensee has the right to affix the certified products with the applicable mark of conformity after considering the "Application Governing Rules".

8.4 Control the use of granted certificates of conformity, license and mark of conformity by licensee will be exerted by GCA. Methods and procedures are documented and communicated to client according to the relevant GCA internal procedure.

8.5 The audit team of GCA will conduct the surveillance audit and will ensure the correctness of the use of certificate of conformity and mark of conformity.

8.6 For any alleged incorrect or misleading uses of the certificate of conformity or the mark of conformity including incorrect references to the certification scheme found in advertising or other materials, GCA will take a suitable action. These suitable actions can include but are not limited to:

- Increase surveillance frequency.
- Conduct supplementary audits
- Corrective actions request.
- Suspension of license.
- Withdrawal of license
- Publication of transgression.

Note: for products eligible to bear the mark of conformity, prior to withdrawal of a license, GCA decides upon the consequences in relation to products certified under the license, whether the mark of conformity needs to be removed from all products in stock, and perhaps even, if practicable, from products already sold, or whether a clearance of the stock of marked products is permissible within a short period of time. This may include informing the clients of the licensee, by the licensee or by the GCA.

8.7 A certain product can bear the mark of conformity in case it is comply with the applicable standards and requirements. The licensee is committed to exclusively use the mark of conformity only on certified products and consequently there will be no confusion between the certified product and non-certified product.

8.8 The licensee is responsible for implementing an effective management system which guarantees that the certified products are manufactured in full compliance with:

- The certification scheme requirements mentioned in the license
- The product standards mentioned in the license

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8.9 The licensee shall control the use of the granted certificate of conformity and the mark of conformity, take corrective actions in case of misuse and keep up a record of complaint related to the use of the certificate of conformity and the mark of conformity which shall be fully accessible to GCA.

8.10 Upon suspension, withdrawal and termination of certification, the licensee shall discontinue its use of all advertising material that contains a reference to certification and obey any prescribed instruction provided by GCA.

8.11 Upon reduction of scope of certification, the licensee shall amend all the advertising material to be harmonized with that effect.

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