



POLICY ON THE USE OF MANAGEMENT SYSTEM CERTIFICATION MARK AND LOGO

INTRODUCTION

Standards Organisation of Nigeria (SON) Management Systems Certification has rules governing the use of certification mark/logo including 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. Accompanying information is considered as separately available or easily detachable. Type labels or identification plates are considered as part of the product.

Certification statements shall in no way imply that the product, process or service is certified by this means. The statement shall include reference to:

- identification (e.g. brand or name) of the certified client;
- the type of management system (e.g. quality, environment) and the applicable standard;
- the certification body issuing the certificate.

The regulations in this document relate to the :

- SON Management Systems Certification Mark (the “Certification Mark”), as shown in the Appendix 1 owned and licensed by SON for the purposes hereof.
- Accreditation Mark of the National Accreditation Board for Certification Bodies (NABCB) and
- FSSC 22000 Logo of The FSSC Foundation

The Certification Mark shown in Appendices are examples and it should never be used by the Client as it is. The Certification Body will provide the Client with the right logo to be used.

SON Management Systems Certification reserves the right to replace the Certification Mark as shown in the Appendix 1 by another certification mark at any time.

Use of the Certification Mark is for a renewable three-year period and is strictly limited to the Client whose management system has been successfully certified by the SON Management Systems Certification.

SON also, has rules governing any management system certification and accreditation mark that it authorizes its certified clients to use. These rules ensure, among other things, traceability back to the SON, that there is no ambiguity, in the mark or accompanying text, as to what has been certified and which Certification body has granted the certification.

The marks shall not be used on a product, product packaging or in any other way that may be interpreted as denoting product conformity.

These rules on use of certification mark and accreditation mark/logo including FSSC logo include:

- (a) The certification mark and accreditation mark/logo will only be used in the manner prescribed here, contract terms and in the Certificate.
- (b) SON is not authorized to use the NABCB logo in isolation of the accreditation number thus by extension certified clients shall comply with this requirement
- (c) The certification mark and accreditation mark/logo will be used only in relation to the certified client's scope of certification and locations covered.
- (d) The certification mark on Communication Media will not be in such a way as to create confusion between matters referred to in the scope of certification and other matters.
- (e) The certification mark and accreditation mark/logo will not be on products including laboratory test, calibration or inspection reports or certificates or packaging in order to avoid confusion with product certification.
- e) The certification mark can be on stationery such as sales and contractual documents, letterheads, business cards, invoices, compliment slips, delivery slips, on advertising such as advertisements, displays, posters, TV advertisements, promotional videos, web sites, brochures, on outdoor advertisements such as billboards and signs, on flags, on vehicles, on window stickers, on promotional goods such as pocket diaries, coffee mugs, coasters, doormats, provided they are not products of the company.
- (f) When used on flags, on vehicles, on window stickers, on promotional goods such as pocket diaries, coffee mugs, coasters, doormats, the Certification Mark **shall be used without the Accreditation Mark.**
- (h) The Certification Mark or the Accreditation Mark will not be used on test reports or certificates of compliance such as calibration certificates or certificates of analysis.
- (i) The accreditation mark shall not be displayed on vehicles except in publicity material like part of a large advertisement
- (j) The accreditation mark shall not be displayed on buildings and flags.
- (k) The accreditation mark shall not be used on visiting cards
- (l) Client will not, during the period of validity of the Certificate or thereafter, register or attempt to register the certification mark and accreditation mark/logo or any imitation thereof, make nor assert any claim of ownership to the Certification Mark and dispute the right of the Certification Body (SONMSC).
- (m) The certification mark and accreditation mark/logo shall not be altered by the client in any way.
- (n) The exact requirements of SON & that of the accreditation body (NABCB) & the FSSC foundation including those related to position, size , accompanying statements (if any) shall be followed by the client.
- (o) Mark/Logo shall not be used in conjunction with other marks unless specified in a standard
- (p) Upon the suspension, withdrawal or cancellation of a Certificate, concerned company shall forthwith discontinue the use of the Certification Mark or any reference thereto, of the Accreditation Mark and will not thereafter use any copy or imitation thereof.
- (q) In case of take-over or merger, written permission from the Certification Body (SONMSC) is mandatory in order to transfer the right to use the Certification Mark.

MONITORING OF THE CLIENT

SON Management Systems Certification may during the entire period of validity of the Certification Mark make or entrust a representative to make all checks deemed necessary.

PENALTIES AND APPEAL

In case of improper use of the Certification and accreditation mark, the SON Management Systems Certification may forthwith suspend or withdraw the certification and the right to use the Certification and accreditation Mark as provided by SON Management Systems Certification Terms and Condition. The Client may appeal the SON Management Systems Certification's decision in accordance with the appeal procedure that will be provided upon request and public available via www.son.gov.ng.

RENUNCIATION

The Client may renounce or suspend the use of the Certification Mark for a certain period of time. It will give SON Management Systems Certification written notification **30 working days in advance** and make all changes regarding its Communication Media. Based on this information the SON shall inform the Client of the terms and conditions for temporary or definitive termination of use of the Certification Mark.

CHANGES TO THE LEGISLATION

SON Management Systems Certification complies with all national and international laws, regulations and standards in force concerning the right to use the Certification Mark or the conditions for obtaining said right. It will give the Client notification of the changes thereto and the Client will be obligated to apply all modifications resulting from said changes.

CHANGES TO THE REGULATIONS GOVERNING THE USE OF THE LOGO

SON Management Systems Certification and its accreditation bodies reserve the right to modify the Regulations governing Mark/logo use at any time. It will give the Client **30 working days (or interval specified by accreditation body as applicable)** written notification of all changes thereto and the Client will be obligated to apply said changes.

TECHNICAL DETAILS

1.SON certification mark

(a) The Certification Mark shown in Appendix 1 is an example and SON Management Systems Certification will provide the Client with the right logo to be used.

(b) On documents printed in more than one color, the Certification Mark should be used in priority in black and the Nigerian Coat of Arms in color. However, the Client may also use the Certification Mark in grey (65% screened black).

- (c) On documents printed in one color exclusively, the Client may either use the Certification Mark in grey and the exclusive printing color (65% screened of the exclusive printing color).
- (d) On documents printed in more than one color or in one color exclusively, the Certification Mark may also appear on colored backgrounds when it remains clearly visible.
- (e) For web use, the Client may create and use a transparent version of the Certification Mark.
- (f) The Certification Mark can be enlarged as well as reduced as long as the text remains legible.
- (g) When used in combination with the Certification Mark, the Accreditation Mark shall be equal in size or smaller than the Certification Mark.

2.NABCB accreditation logo

- a) The NABCB Accreditation Mark shall be reproduced using NABCB logo in the proportions and the colours indicated in the Appendix 'B'. The size of the NABCB logo shall not normally be reduced below the size 15x12 mm. 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 symbol shall be reproduced based on the master supplied to each of the accredited certification / inspection body. Redrawn masters should never be used.
- b) The NABCB Accreditation Mark shall not be reproduced by a certified organization in isolation of the SON certification mark
- c) The mark shall only be printed in the colour combination or in the grey-black combination as specified in the Appendix B

3. FSSC 22000 Logo

See Appendix 3.

DISPLAYING CERTIFICATE

When labeling with respect to being certified to an ISO standard:

Don't say: "ISO certified" or "ISO certification"

Say: "ISO 9001:2015 certified" or "ISO 9001:2015 certification; ISO 14001:2015 certified" or "ISO 14001:2015 certification" (for example).

ADDITIONAL INFORMATION

For questions as to whether proposed use of the certification logo on an advertisement brochure or other promotional material is in conformity with these guidelines, a sample may be sent to SON Management Systems Certification for review.

For the use of the certification logo on electronic documentation (i.e. websites), the same rules as stated in these guidelines apply.

APPENDIX 1
SON Management Systems Certification Mark



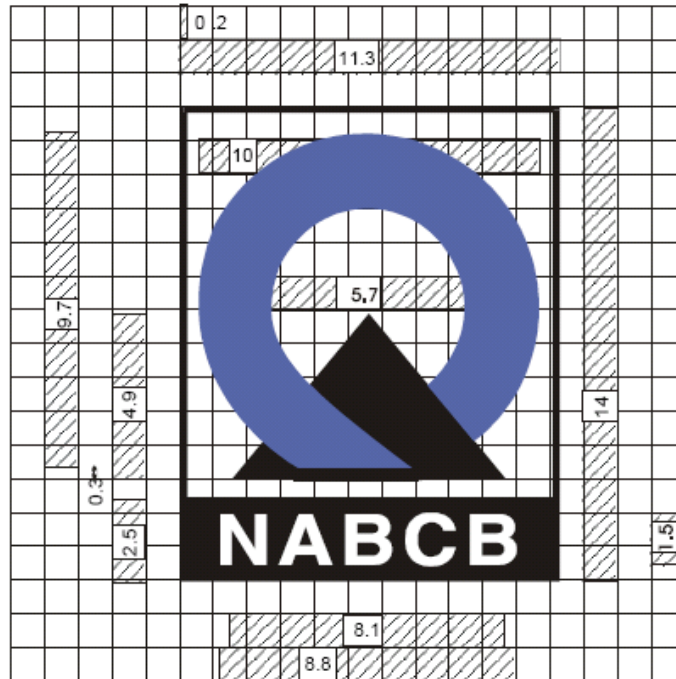
Signed _____
Director General /Chief Executive



Signed _____
Director General /Chief Executive

APPENDIX 2

NABCB Accreditation Logo



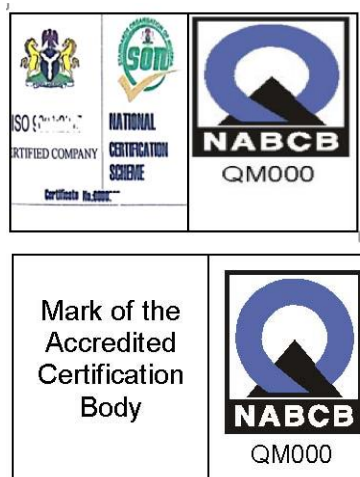
Font: Arial True type (bold)

Color: Circle - Cyan 80% Magenta 30%

Triangle and Outline - Black 100%.

Black & White: Circle - Black 40%

Triangle and Outline Black 100%



Examples of reproduction of the NABCB accreditation with the mark of the accredited certification body

APPENDIX 3
Conditions for use of FSSC logo

- SON & FSSC certified clients are entitled to use the FSSC 22000 logo.
- SON FSSC certified shall use the logo only in conjunction with SON certification mark
- SON & Certified organizations, shall use the FSSC 22000 logo only for marketing activities such as organization's printed matter, website and other promotional material and shall comply with the following specifications below:
- FSSC certified clients shall not use the FSSC 22000 logo, any statement or make reference to its certified status on a product, its labelling, its packaging (primary, secondary or any other form) or in any other manner that implies FSSC 22000 or SON approves a product, process or service.
- Certified client shall not use statements mentioning possession of FSSC 22000 certificate or make any reference such as “Produced in a FSSC 22000 certified company” on a product label, packaging, etc
- SON will audit the use of FSSC 22000 logo by certified organizations during every surveillance and re-certification audit. Any non-conformance associated with the use of the logo will require remedial action to correct the use of the logo as well as corrective action for future use.

Color	PMS	CMYK	RGB	#
Green	348 U	82/25/76/7	33/132/85	218455
Grey	60% black	0/0/0/60	135/136/138	87888a



Use of the logo in black and white is permitted when all other text and images are in black and white.

- The FSSC 22000 logo must be reproduced in the specified colours and in a size that makes all features of the logo clearly distinguishable.