**INSTRUCTION FOR DISPATCH OF CERTIFICATE AND LOGO AND MONITORING THEIR USE.**

1. Prepare draft copy of certificate and send to customer for any corrections. On receipt of any corrections from the customer, make corrections if any.
2. Select the appropriate logo.
3. Obtain clearance from the certification manager and Finance for dispatch of certificate and logo.
4. Send soft copy of the certificate, accreditation mark of the accreditation body and NVTQC logo along with the rules for their use. Rules in respect of ANAB accredited certificates are given in Annexure A. Rules in respect of NABCB accredited certificates are given in Annexure B.
5. Lead Auditor shall verify correct usage of certificate and the accreditation mark/logo during each surveillance visit and report any misuse to the certification manager.
6. Certification Manager shall also monitor use of certificate and accreditation mark/logo in the electronic media. In case of any misuse, Certification Manager shall instruct the client and ensure appropriate action to correct the same
7. In case of persistent misuse, Certification Manager shall report the matter to MR and CH/CEO for necessary penal action.
8. Certification Manager shall take appropriate action to ensure that :
9. Use of certificate/accreditation mark/ logo is discontinued in the event of suspension/ withdrawal of certificate.
10. Certificate and accreditation mark/logo are returned to NVT-QC in case of withdrawal.
11. Amended certificate shall be issued only after return of existing certificate.
12. Use of any advertising material which contains a reference to certification is discontinued in the event of suspension/ withdrawal of certificate.
13. Advertising material is amended to reflect the correct situation in case scope of certificate is reduced.
14. AQMS certificate holders notify their customers of any change in the status of their certification.

**Reference:**

1. Conditions for use of Accreditation Mark (Logo) of NABCB BCB 202
2. PR 1018 for ANAB dated 20 Feb 2020
3. NVT/QP/2/005 Procedure for Certification Process

**Evidence:**

1. Audit Reports
2. Internal Audit Report