

## Criteria for Use of Registration Mark

### 1. Application

These are criteria for controlling the use of the management system registration marks of Nippon Kaiji Kyokai (hereinafter referred to as “the Society”) for an organization whose management systems are registered in the Society in accordance with the “RULES FOR CERTIFICATION OF MANAGEMENT SYSTEMS” of the Society.

### 2. Display

- 1. The registration mark shall be designed in accordance with the example of display and the figure (display, shape of letters & layout and color) of the reproduction proof to be provided by the Society. Any other figures are not allowed to be used.

Remarks: The reproduction proof referred to means the electronic image data with the storage format and resolution (pixel) specified and provided by the Society unless otherwise indicated.

- 2. The reproduction proof to be used at reducing or magnifying size shall be in accordance the example of display provided by the Society.
- 3. When the registration mark is used together with marks of the organization, the registration mark shall be clearly distinguishable from the marks of the organization. The correlation between the arrangement and size of the registration mark and the marks of the organization shall be considered.

### 3. Duration for Use

The organizations may continue using the registration mark as long as their management system is registered to the Society.

### 4. Scope and Conditions for Use

- 1. The organization can use the registration mark on their printed matters such as explanatory notes of their management systems, publicity documents, envelopes, letter heads and business cards, etc., and on their website, etc.

In case where the registration mark is used on business cards, its use shall be limited to the personnel belonged to sites and/or departments in the scope of the management system registered.

Where the registration mark is used on the printed matters and the website, etc., the registered organization shall not imply that the certification applies to activities and sites that are outside of the scope of certification.

- 2. The organization shall not use the registration mark on a product nor product packaging nor in any other way that may be interpreted as denoting product/process conformity.
- 3. The organization shall not use the registration mark on laboratory test, calibration or inspection reports or certificates.
- 4. The organization shall control over the unacceptable use of the registration mark by sites other than those registered, and by other organizations/ personnel concerned.

## **5. Control of Reproduction Proof**

- 1 The organization shall control over the protection of duplication of the reproduction proof provided by the Society and the prevention from uncontrolled-release thereof to the outside. Further, the reproduction proof shall not be released to other parties for other purposes than those stated in the clause 4-1.
- 2 The organization shall make a request to the suppliers to control over the duplication of the reproduction proof and the prevention from uncontrolled-release thereof to the outside when providing them with the duplication of the reproduction proof for printing of the documents or for website.
- 3 The organization shall prepare a list of suppliers and present it to the Society when so requested.

## **6. Suspension and Withdrawal of Permission to Use**

- 1 Upon receiving notification from the Society on suspension of permission to use the registration mark due to the suspension of the registration of the management system, the organization shall stop using the mark immediately.  
Further, when requested by the Society to submit the proven records that show the organization withdraws the documents with the registration mark, dispose them and/or has already disposed them, the organization shall do so.
- 2 When the scope of certification has been reduced, the organization shall review and amend the use of registration mark on all the materials for advertising as appropriately.
- 3 The organization shall delete the reproduction proof supplied by the Society completely if the registration is terminated. Where the organization has supplied the other parties with the duplication of the reproduction proof, the organization shall make the same request to them.

## **7. Status of Use of Mark**

At each audit of the management systems the auditors of the Society shall confirm the status of the use of the registration mark. If any inadequate use of the registration mark is found, the related organization shall be requested by the Society to take corrections and corrective actions for it.

Where the adequate actions cannot be confirmed, the Society shall take actions to deal with incorrect use of registration marks. Such actions could include interdiction of use of the mark, withdrawal of the certification, publication of the transgression and, if necessary, legal action.