

Guidelines on the Use of Certification Documents and Symbols  
[RE-4]

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**1. Revision Record**

Revision No.	Revision Date	Revised Sections	Reasons for Revision
0	11.01.2016	-	Newly enacted
1	10.16.2017	Overall	Corrected typographical errors, etc.
2	12.01.2017	Overall	Reviewed overall provisions with the expansion of accreditation range to Wind Turbine Type Certification and Wind Farm Certification.

## 2. Applicability

- 2.1 This guideline sets forth the provisions on the use of certification documents and symbols in product certification operations.

## 3. Certification Document

- 3.1 Registrants who have received certification of their product may not reproduce or redistribute the certification document issued by ClassNK without permission.
- 3.2 The certification document may not be copied unduly. In addition, when copying the document, only certification documents with their entirety copied shall be deemed effective, and partial copies of the certification documents shall be deemed invalid.
- 3.3 Registrants who have received certification for their product may not publish the certification document issued by ClassNK on explanatory materials, print materials such as publicity materials, websites, etc.
- 3.4 Registrants shall guarantee that the requirements described in sections 3.1 to 3.3 are followed by themselves and their stakeholders including customers.
- 3.5 If ClassNK recognizes that a registrant has been found or notified to have committed an act that goes in conflict with sections 3.1 to 3.3, ClassNK shall request the registrant for correction. If the registrant does not comply with ClassNK's request for correction within 30 days, ClassNK shall take the appropriate measures such as cancellation of certification, announcement of violation, necessary legal procedures, etc.

## 4. Certification Seal (Only Applicable to Small Wind Turbine Type Certification)

- 4.1 If the registrant will ship a small wind turbine that has received type certification from its manufacturing site, the registrant shall apply to ClassNK for issuance of a certification seal. The application shall not be submitted any later than 30 days from the day of shipment.
- 4.2 The registrant shall make sure to attach the certification seal issued by ClassNK to each small wind turbine machine that has been certified. ClassNK does not approve the validity of the certification document for small wind turbines without a certification seal attached.
- 4.3 The registrant shall promptly apply for re-issuance of the certification seal to ClassNK if it, by any chance, loses the certification seal or if the attached certification seal loses its functionality due to damage or deterioration.
- 4.4 ClassNK recommends the certification seal to be attached, as a general rule, to either the main unit, controlling device, or inverter of the wind turbine included in the scope of certification where it can be visually spotted from ground level and on a place that has little likelihood of exposure to wind and rain.
- 4.5 Registrants shall make sure to promptly remove and dispose the certification seal attached to the small wind turbine machine in the case of cancellation or termination of certification.
- 4.6 An example of the certification seal is shown in Figure 1.



Figure 1 Certification Seal

## 5. Certification Mark (Only Applicable to Small Wind Turbine Type Certification)

- 5.1 Registrants may use the certification mark on explanatory materials on the small wind turbine, print materials such as publicity materials, and websites, etc. Registrants shall submit an application to ClassNK if they wish to use the certification mark.
- 5.2 The ownership of the certification mark shall belong to ClassNK, and reproduction and redistribution of the certification mark are strictly prohibited.
- 5.3 Registrants may not use the certification mark in a way that would mislead others that the registrant's organization has been certified.
- 5.4 If registrants will use the certification mark on their print materials, websites, etc., they shall do so in a way that prevents misunderstanding between small wind turbine types that have and have not been certified.
- 5.5 No changes to the certification mark are allowed, including but not limited to changes to the display, font, placement, or color scheme of the mark, other than the repro provided by ClassNK. Registrants may not change the ratio of the vertical and horizontal size when enlarging or shrinking the repro display.
- 5.6 Registrants shall create a list of subcontractors to which they will provide a copy of the repro in the case of providing a copy of the repro to subcontractors to create print materials, websites, etc. and shall file an application to ClassNK for the said provision of copies.
- 5.7 Registrants shall request subcontractors to properly manage the copy of the repro for protection and prevention of leakage when permitted by ClassNK to copy and redistribute the repro to subcontractors.
- 5.8 Registrants using the certification mark shall submit a sample of all print materials and websites on which they have used the certification mark in an annual report submitted to ClassNK every year.
- 5.9 ClassNK shall check the status of use of the certification mark when conducting surveillance of registrants. ClassNK shall request correction to registrants when finding inappropriate use of the certification mark. If the registrant does not comply with ClassNK's request for correction within 30 days, ClassNK shall take the appropriate measures such as cancellation of certification, announcement of violation, necessary legal procedures, etc.
- 5.10 Registrants may use the certification mark only within the period of ClassNK's certification of the small wind turbine type.
- 5.11 Registrants shall promptly dispose all print materials on which the certification mark is used and delete the certification mark from websites, etc. when the certification has been canceled or terminated. Registrants shall promptly notify ClassNK after completing these steps.
- 5.12 The certification mark that can be used by registrants is shown in Figure 2.



Figure 2 Certification Mark

**6. JAB Accreditation Symbol (Only Applicable to Small Wind Turbine Type Certification)**

- 6.1 JAB refers to Japan Accreditation Board.
- 6.2 Registrants may use the JAB accreditation symbol shown in Figure 3 on explanatory materials on the certified products, print materials such as publicity materials, and websites, etc. Registrants shall submit an application to ClassNK if they wish to use the JAB accreditation symbol.



Figure 3 JAB accreditation Smbol

- 6.3 The ownership of the JAB accreditation symbol shall belong to JAB, and reproduction and redistribution of the symbol are strictly prohibited.
- 6.4 The JAB accreditation symbol shall always be used together with the certification mark shown in Figure 4 in case of small wind turbine type certification, and shown in Figure 5 in case wind turbine certification and wind farm certification.



Figure 4 Small Wind Turbine Type Certification



Figure 5 Wind Turbine Type Certification and Wind Farm Certification



- 6.5 Registrants may not use the JAB accreditation symbol in a way that would cause misunderstanding that their organization has been certified or accredited or their management system or processes have been certified.
- 6.6 If registrants will use the JAB accreditation symbol on their print materials, websites, etc., they shall do so in a way that would prevent misunderstanding between products that have and have not been certified.
- 6.7 No changes to the JAB accreditation symbol are allowed, including but not limited to changes to the display, font, placement, or color scheme of the symbol, other than the repro provided by ClassNK. Registrants may not change the ratio of the vertical and horizontal size when enlarging or shrinking the repro display.
- 6.8 Registrants shall create a list of subcontractors to which they will provide a copy of the repro in the case of providing a copy of the repro to subcontractors to create print materials, websites, etc. and shall file an application to ClassNK for the said provision of copies.
- 6.9 Registrants shall request subcontractors to properly manage the copy of the repro for protection and prevention of leakage when permitted by ClassNK to copy and redistribute the repro to subcontractors.

- 6.10 Registrants using the JAB accreditation symbol shall submit a sample of all print materials and websites on which they have used the JAB accreditation symbol in an annual report submitted to ClassNK every year.
- 6.11 ClassNK shall check the status regarding the use of the JAB accreditation symbol when conducting surveillance of registrants. ClassNK shall request correction to registrants if it finds an inappropriate use of the JAB accreditation symbol. If the registrant does not comply with ClassNK's request for correction within 30 days, ClassNK shall take the appropriate measures such as cancellation of certification, announcement of violation, necessary legal procedures, etc.
- 6.12 Registrants may use the JAB accreditation symbol only during the period in which ClassNK certifies products by obtaining products certification during JAB's accreditation period.
- 6.13 Registrants shall promptly dispose all print materials on which the JAB accreditation symbol is used and delete the JAB accreditation symbol from their websites, etc. when the certification has been canceled or terminated. Registrants shall promptly notify ClassNK after completing these steps.

## 7. ClassNK's Logo

- 7.1 Only the registrants who have received certification for their product may use ClassNK's logo.
- 7.2 If registrants wish to use ClassNK's logo, they must file a request to that effect to ClassNK.
- 7.3 Registrants shall follow ClassNK's requirements when using its logo.
- 7.4 Registrants shall use ClassNK's logo on their print materials, website, etc. in a way that would not cause misunderstanding.
- 7.5 No changes to ClassNK's logo are allowed, including but not limited to changes to the display, font, placement, or color scheme of the mark, other than the repro provided by ClassNK. Registrants may not change the ratio of the vertical and horizontal size when enlarging or shrinking the repro display.
- 7.6 Registrants shall create a list of subcontractors to which they will provide a copy of the repro in the case of providing a copy of the repro to subcontractors to create print materials, websites, etc. and shall file an application to ClassNK for the said provision of copies.
- 7.7 Registrants shall request subcontractors to properly manage the copy of the repro for protection and prevention of leakage when permitted by ClassNK to copy and redistribute the repro to subcontractors.
- 7.8 ClassNK shall request correction to registrants when finding inappropriate use of its logo. If the registrant does not comply with ClassNK's request for correction within 30 days, ClassNK shall take the appropriate measures such as cancellation of certification, announcement of violation, necessary legal procedures, etc.
- 7.9 The logo of ClassNK Renewable Energy is shown in Figure 6.



Figure 6 Nippon Kaiji Kyokai Renewable Energy Logo