	GLOBAL INSPECTION AND CERTIFICATION NETWORK **- CGLOBAL -**		
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GENERAL REGULATION ON USE OF CERTIFICATION MARKS AND VERIFICATION / VALIDATION MARKS

Certification body:	**GLOBAL INSPECTION AND CERTIFICATION NETWORK (CGLOBAL) PTE. LTD.**		
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DOCUMENT REVISION LOG

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![Global Certification & Inspection logo]	**GENERAL REGULATION ON USE OF CERTIFICATION MARKS AND VERIFICATION / VALIDATION MARKS**		
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1. Purpose

- This document regulates the use and management of management system standard conformity certification marks, product standard conformity marks and customer's Validation/verification marks after being issued a CGLOBAL's verification and verification certificate.

- CGLOBAL determines that verification/validation activities are performed as certification activities and also follow the basic procedures stated in PRC.09 – Procedure for auditing and certification of Management System and additional procedures and instructions in PRC.11 - Verification procedure.

- The output results returned to customers of verification/valodation activities (are certificates for the validation results/ verification certificates)

- These regulations are provided to customers, updated and widely announced on CGLOBAL's website (https://cglobal-sg.com/) so that customers can access, learn and comply.

2. Scope

This procedure applies to Global Inspection and Certification Network (CGLOBAL) PTE. LTD. and all customers who are granted Certification, validation and verification certificate by CGLOBAL.

3. References

- MS.CG - Handbook Of System Management And Operational Risk Management;

- PRC.09 – Procedure for auditing and certification of management system

- PRC.11 – Procedure for Validation, verification

- IEC/ISO 17065: 2012, Conformity assessment – required for bodies certifying products, process and services.

- ISO/IEC 17021-1:2015, Conformity assessment - Requirements for bodies providing audit and certification of management systems - Part 1: Requirements

- ISO/IEC 17021-2:2016, Part 2: Competence requirements for auditing and certification of environmental management systems

- ISO/IEC 17021-3:2017, Part 3: Competence requirements for auditing and certification of quality management systems

- ISO/IEC 14066:2011- Greenhouse gases - Competence requirement for greenhouse gas validation teams and verification teams.

- ISO/IEC 14065:2020 - General principles and requirements for bodies validating and verifying environmental information;

- ISO/IEC 14064-3:2019: Greenhouse gases: Part 3 - Specification with guidance for the verification of greenhouse gas statements.

- ISO/IEC 17029:2019: Conformity assessment — General principles and requirements for validation and verification bodies.

4. Content

4.1. General requirements

- CGLOBAL is a certification, appraisal/validation/verification and inspection body operating in accordance with Vietnamese law.

- The use of certification, validation, and verification marks will demonstrate CGLOBAL's reputation and competence and is objective evidence that the manufacturer is audited and certified in accordance with Standards or Technical Regulations;

- CGLOBAL does not allow certified manufacturers to use certification marks to deceive customers and affect the reputation of certification activities.

- CGLOBAL does not allow the use of the ISO logo in certification marks of quality management systems, food safety, etc.

4.2. Mark template of management system standards conformity certification

a) Customers use statements that they have a certified management system on the product packaging or in the information accompanying the product (e.g. instructions for use, advertising catalogs, etc.).

Customer statements about a certified management system must not imply that the product, process or service is certified. The statement must refer to:

- Identification marks (e.g. trademarks or names) of certified customers;

- Type of management system (e.g. quality, environmental) and applicable standards;

- The certification body is CGLOBAL.

b) Through a legally binding agreement (through a Service Contract, which states that customer are responsible for complying with CGLOBAL's certification regulations) CGLOBAL requires certified customers to comply with:

- CGLOBAL's requirements when citing its certification status in media such as the internet, brochures or advertisements or other materials.

- Do not make or allow false statement about the Certificate, nor the scope of the Certificate.

- Do not use or permit the use of the certification document or any part of the certification document in a misleading manner;

- Immediately upon cancellation of certification, stop using all forms of advertising mentioning the certification, as required by CGLOBAL;

- Adjust all advertising content when certification has been narrowed (if CGLOBAL decides to narrow the scope)

- References to management system certification are not permitted in a manner that implies that CGLOBAL certifies products (including services) or processes.

- Do not imply that certification applies to activities and locations not cover in the scope of certification;

- Certification must not be used in a manner that could lead CGLOBAL and/or the certification system to disrepute and lose public trust.

The management system certification mark is shown as Figure 01:

Figure 01. Shape of the management system certification mark issued by CGLOBAL to customers

Note:

-        Depending on the certification standard, the corresponding standard number will be written in the blank space in the ... mark according to the form above.

-        Depending on whether the organization issuing the management system standard is ISO or any organization/society/association, the code of the organization issuing the standard is adjusted accordingly (replace ISO with the abbreviation of the organization issuing other standards)

-        The line CGLOBAL.xx.yy.zzzz is the certification certificate code issued by CGLOBAL to each individual customer.

Choose a use option: Depending on the needs of printing on print and advertising media, customers can use options to print the certification mark + CGLOBAL's brand logo according to the instructions at F01-REG .03 – Notification for using management system certification mark.

Note: Customers are not allowed to simply place the Management System certification mark on the product label, leading to the misunderstanding that the product complies with the System Standard. The certification mark can only be used on documents, advertising and communication media of customers.

Each organization that promulgates System Standards will have its own/additional requirements on rules for using marks. Therefore, when developing system standard certification programs of these organizations, CGLOBAL will issue additional regulations, instructions and notices on the use of marks.

- CGLOBAL's certification department needs to consistently use the management system certification mark in this section 4.2 with the certification mark printed on the certificate issued to customers (it is not allowed to use the certification mark printed on another certificate) with the marks template specified in section 4.2).

4.3 Mark template of product conformity certification

The product standard conformity certification mark is shown as Figure 02:

Figure 02. The shape of the standard product mark

Note:

-        Depending on the certification standard, the corresponding standard number will be written in the blank space in the ... mark according to the form above.

-        Depending on whether the organization issuing the management system standard is ISO or ASTM or JIS or which organization/coaliation/association, the code of the organization issuing the standard is adjusted accordingly (replace ISO with the abbreviation name of organizations issued other standards.

-        The line CGLOBAL.xx.yy.zzzz is the certification certificate code issued by CGLOBAL to each individual customer.

Choose a use option: Depending on the needs of printing on print and advertising media, customers can use options to print the certification mark + CGLOBAL's brand logo according to the instructions at F02-REG .03 – Notification for using products certification mark.

Each organization that promulgates System Standards will have its own/additional requirements on rules for using marks. Therefore, when developing system standard certification programs of these organizations, CGLOBAL will issue additional regulations, instructions and notices on the use of marks.

As for GlobalGAP certification, CGLOBAL complies with the requirements and instructions for using the mark of the standard-owning organization FoodPlus, specifically according to **F03-REG.03 – Sublicense and certification agreement.**

4.4. Marks template of the Verification and Validation program

a) When customers use statements that there is an object subject to be verified according to the Verification and Validation program on the product packaging or in the accompanying information, products (for example, instructions for use, advertising catalogs, ...).

Customer statements about a certified management system must not imply that the product, process or service is certified. The statement must refer to:

- Identification marks (e.g. trademarks or names) of certified customers;

- Type of standard to be verified/validated and subject to verification/validation

- The organization issuing the verification/verification results or reporting the verification and verification results is CGLOBAL.

b) Through a legally binding agreement (through a Service Contract, which states that customer are responsible for complying with CGLOBAL's verification/validation regulations) CGLOBAL requires certified customers to comply with:

- CGLOBAL's requirements when citing its validation/verification status in media such as the internet, brochures or advertisements or other documents;

- Do not make or allow false statements about verification or validation results certificates or reports on verification or validation results, as well as the scope of verification/validation.

- Do not use or permit the use of verification/validation documents or any part of the verification/validation documents in a misleading manner;

- Immediately upon canceling the certificate of validation or verification results or reporting the results of validation and verification, stop using all forms of advertising that mention the certificates of validation or verification results or Report the results of validation and verification, according to CGLOBAL's request;

- Do not imply that verification applies to activities and locations not covered in the scope of verification;

- Do not use validation and verification results in a way that could lead CGLOBAL and/or the validation and verification system to disrepute and lose public trust.

CGLOBAL's verification/validation mark shown on the certificates of verification/ validation results or report of verification/validation results is shown as Figure 03:

Figure 03. The shape of the verification/validation program results marks issued by CGLOBAL to customers

Note:

- Depending on which standard is verified and validated, the corresponding standard number will be written in the ... blank follow the form above.

- Depending on the organization that promulgates the standard used as a benchmark for validation/verification activities, whether it is ISO or any organization/coaliation/association, the code of the organization that promulgates the standard is adjusted accordingly (replace ISO with Abbreviated name of the organization issuing the other standard.

- The line CGLOBAL.xx.yy.zzzz is the certification certificate code issued by CGLOBAL to each individual customer.

Choose a use option: Depending on the needs of printing on print and advertising media, customers can use options to print the results of the validation/verification program + CGLOBAL's brand logo according to the instructions in **F04-REG.03 – Notification for using verification/validation program results Marks**

Note: Customers are not allowed to simply mark the results of the verification/validation program on the product label, leading to misunderstanding that the product complies with the Standards. The certification mark can only be used on documents, advertising and communication media of customers.

For each organization that promulgates Standards for validation/verification programs, there will be own/additional requirements on rules for using marks. Therefore, when developing validation/verification programs standards of these organizations, CGLOBAL will issue additional regulations, instructions and notices on the use of marks.

4.5 Manage the use of certification marks – the result mark of the verification program and validation

4.5.1 Mark management

- Certification/verification/validation marks are assigned by CGLOBAL to use and manage uniformly for organizations and individuals after being granted confirmation letter/certificates/result reports.

Terminate the use of marks in the following cases:

+ Expiry date of certificate/confirmation letter/result report;

+ The organization has its confirmation letter/certificate/results report revoked.

+ During the period of temporary suspension of confirmation letter/certificate/result report.

4.5.2 Use Marks

- Organizations and individuals who are granted a Certificate of Certification/verification results report have the right to use marks for the scope of audit for certification/certificate/result report;

- Certified organizations and individuals are not allowed to use the mark in a manner that may cause misunderstanding by management agencies and customers about the certification results/certificates/result reports.

- The certification mark/mark of the results of the validation/verification program use can be enlarged and reduced to suit the purpose of use but must ensure the correct prescribed scale and ratio.

4.6. Use the accreditation mark

The accreditation mark is used in accordance with the instructions and the agreement on the use of the accreditation mark signed between CGLOBAL and the accreditation body.

CGLOBAL is only allowed to use the accreditation mark on certificates/verification and validation program results that are within the scope of accreditation.

For example, Customer A's Certificate shows Code C22, O.84 Scope. However, at the time of issuance of the Certificate, CGLOBAL was only accredited by BoA for field C.22. The Certification Department staff must separate the customer's scope into 2

different Certificates, of which 1 Certificate with code C.22 can use the accreditation mark, the remaining Certificate cannot use the accreditation mark.

When using the accreditation mark, Certification Department staff must absolutely comply with the requirements of the accreditation organization's regulations.

The certification department should absolutely comply with the agreement on the use of accreditation marks signed between CGLOBAL and the accreditation body to issue notification on the use of certification marks and mark the results of the validation/verification program.

The certification mark template shown on the certification certificate / results of the verification/validation program are issued with this REG.03.

4.7 Penalties for violations of regulations on use of certification marks / marks of results of verification/validation programs

- Any organization or individual that is granted the right to use the marks by CGLOBAL and uses it illegally will be handled according to the provisions of law;

- Depending on the severity of the violation using the mark, CGLOBAL will remind, suspend or cancel the certification and revoke the Certificate/ results of the verification/validation program granted;

- In case of cancellation of the Certificate, cancellation of the results of the issued verification/validation program, organizations are not allowed to continue using the certification mark in documents on advertising materials or on the internet, websites...

- CGLOBAL notifies customers and relevant agencies and organizations when making a decision to invalidate the Certificate/cancel the results of the verification/validation program issued to organizations violating CGLOBAL regulations.

5. Records/form

No.	Records	Code	Save Place	Save time
1.	Notification for using the management system certification mark	F01-REG.03	CD	6 years
2.	Notification for using product conformity mark	F02-REG.03	CD	6 years
3.	Sublicense and Certification Agreement (GLOBALG.A.P)	F03-REG.03	CD	6 years
4.	The Notification of Use the results of the verification/validation program marks	F04-REG.03	CD	2 years