



**MALAWI BUREAU OF STANDARDS
MANAGEMENT SYSTEM CERTIFICATION DIVISION**

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COD011

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01

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**PROCEDURE FOR USE OF MBS MANAGEMENT SYSTEMS
CERTIFICATION MARKS**

1. PURPOSE

This procedure establishes the rules for issuing a Management System Certificate and the rules of use of the MBS Management System Certification Mark. The MBS shall verify appropriate adherence to the requirements set in this procedure during its surveillance audits at its customers.

2. SCOPE

This procedure shall be applied to all customers having their Management System certified by the MBS.

3. RESPONSIBILITIES

The DQAS shall be responsible for the effective execution of this procedure.

4. CERTIFICATE GENERATION & USE OF THE MBS- CERTIFICATION MARKS

4.1 Rules for the use of the MBS certification marks

4.1.1 The MBS ISO certification marks of the MBS shall only be used:

- a) With the name of the certified company;
- b) With the certificate registration number;
- c) With reference to certification standard;
- d) Within the validity period of the certificate;
- e) Within the certified scope/area;
- f) By the certified company (the legal first owner);
- g) Without any changes;
- h) In colours as specified by MBS and with the possibility to alter the size but maintaining the dimensional ratios of the marks;
- i) On documents, surfaces or advertising media;
- j) On general company documents with a clear description of the certificate coverage/scope;



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- k) Not on products, nor on “primary packaging”. However, the mark may be used on product packaging provided that the following text is included in a manner that makes it obvious that the text and certification mark are linked: “Manufactured under a management system certified as complying with MS-ISO 9001/MS-ISO 22000 by an accredited certification body”.
- l) Not on laboratory test reports, calibration or inspection reports because such reports are deemed to be products in this context.

4.1.2 There may be borderline cases where there is reasonable doubt as to what activities an ordinary consumer would understand by the word “manufactured”. In such cases, rather than use the word “manufactured” a more explicit term, appropriate to the product, could be used to describe the activities covered by the certification, e.g. assembled, packaged, bottled, blended etc.

4.1.3 The MBS quality management system mark shall not be used in any misleading manner to cover activities outside the scope of the certification granted by MBS.

4.1.4 The mark shall not be used in such a manner as to bring it or the MBS into disrepute and loss of public trust on certification activities.

4.1.5 Upon suspension or withdrawal of its certification, the MBS shall inform the customer to discontinue the use of the mark on its advertising material.

4.1.6 In the event of the scope of certification being changed, the MBS shall ensure that the customer amends all advertising material accordingly.

4.1.7 The MBS shall monitor the use of the certification mark by the customer during regular surveillance audits. In case non compliance with this procedure is observed by the MBS auditors, an advice for corrective action shall be issued. Where protection of the MBS mark shall be required, suspension or withdrawal of certification and publication of the transgression and legal action shall be pursued, where appropriate.

4.1.8 The certified customer will have the prerogative to use an accreditation mark if and only if it is used in connection with the MBS certification mark.



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When using the accreditation mark, its size shall not differ from the size of the MBS-certification mark.



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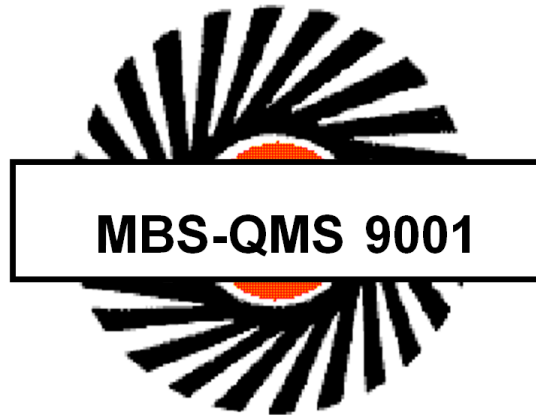
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The following MBS Quality Management and Food Safety Management Systems Certification marks shall be used:

YYYYMMDDXXX



YYYYMMDDXXX



KEY:

- a) **YYYYMMDDXXX**: Certificate Number where **YYYY** is the year, **MM** is the month **DD** is the day of certification and **XXX** is the sequential number starting from 001



b)

and



are the MBS management systems certification marks for quality management system and food safety management system respectively



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4.1.9 During surveillance audits the MBS auditor shall verify that the customer follows MBS policies related to the use of the Certification Mark. When making reference to its certification status in communication media such as the internet, brochures or advertising, it shall be ensured that the client does not make or permit any misleading statement regarding its certification.

5. CERTIFICATE GENERATION

- 5.1 A certificate shall be prepared in accordance with the model template available in Form COD011F001. Each certificate shall be given an MBS Certificate number in the format YYYYMMDDXXX, where XXX is a sequential number starting from 001 for the first certificate issued. Each certificate shall display the date of its issuing and expiry date of the certificate. All certificate numbers shall be directly traceable to the client.
- 5.2 Each certificate shall be in the language of the relevant accreditation body, for additional languages please *see section 7* below.
- 5.3 Each certificate shall carry the authorized signature from the MBS Director General and the Chairman of the Certification Committee.
- 5.4 Each certificate shall carry the relevant accreditation marks.
- 5.5 Each certificate shall clearly indicate the name and identifiable physical location of each site being certified as well as the applicable standard for the certification.
- 5.6 The scope statement shall where possible be displayed on the first page of the certificate. In cases where the scope is too long to fit on the first page, it shall appear on the second page: "The certification scope appears on page 2 of this certificate" and then enter the complete scope on page 2.
- 5.7 The certificate shall indicate the following dates and the statement "This certification shall remain valid within the three year certification cycle subject to compliance with certification requirements".



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5.8 Dates not displayed on the certificates shall be on the clients' master file as follows:

- a) Initial Assessment;
- b) Initial certification recommendation date;
- c) Initial Certification decision date;
- d) Expiry date of Previous Certificate;
- e) Re-certification recommendation date;
- f) Re-certification decision date.

5.9 Upon generating a certificate, the certification package shall be sent to the client and it shall include the following:

- a) Cover letter
- b) The certificate
- c) The Regulations governing the use of MBS Certification Marks.

5.10 A copy of the certificate issued shall then be filed on the Client's Master file.

5.11 A copy of the certificate issued shall then be filed on the Client's Master file.

5.12 Where a client requests duplicate copies of certificates, these shall be identical in every way to the originals.

5.13 When a change is applied to an existing QMS or FSMS certificate with respect to scope during a certification cycle, then the identification number of the new certificate shall be coded as QMSXXX-1 or FSMSXXX-1. A copy of the new certificate shall be kept in the Client's Master File. The client's certificate shall however be coded the original QMSXXX or FSMSXXX upon re-certification after the current certification cycle

5.14 Where a client requests duplicate copies of certificates, these shall be identical in every way to the originals.

5.15 When a change is applied to an existing certificate with respect to scope during a certification cycle, then the identification number of the new certificate shall be coded as QMSXXX-1. A copy of the new certificate shall be kept in the Client's Master File. The client's certificate shall however be coded the original QMSXXX upon re-certification after the current certification cycle.



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6. MULTI - SITE CERTIFICATE GENERATION

- 6.1 Where a client has more than one site under the same management system then all sites covered shall be listed on the certificate. The addresses and locations for the sites shall be entered on page 2 of the certificate with the following statements on page 1 "Address: specific site addresses are on page 2"; "Physical locations: specific site locations are on page 2". The certificate shall state "This is a multi site certification, additional site details are listed on subsequent pages".
- 6.2 Where the client requests a certificate per site or group of sites:
- a) The main certificate shall be numbered QMSXXX,/FSMSXXX and clearly list all site addresses.
 - b) Each site (or group of sites) certificate shall be numbered QMSXXX.0Y, where Y is a site number from 1.

7. MULTI - LANGUAGE CERTIFICATE GENERATION

- 7.1 When a client requests a certificate in a different language to that of the accreditation body, a dual language certificate shall be produced. This shall carry the language of the relevant accreditation body and the requested language.
- 7.2 When more than one language is requested then multiple language certificates shall be issued, each carrying the language of the relevant accreditation body, as well as the requested language.
- 7.3 When a dual language certificate is not appropriate (e.g. If it will not fit on to the certificate template) a translation of the certificate can be provided.
- 7.4 In all cases the same certificate number shall be shown on all certificates issued.

8. INCLUSION OF CLIENTS LOGO ON CERTIFICATE

- 8.1 A logo of a client may be incorporated onto the MBS certificate upon a request by the client. In that respect, the client's logo shall not be larger than the MBS logo or that of the accreditation body.



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9. TRANSFER OF CERTIFICATES FROM ANOTHER CERTIFICATION BODY

- 9.1 In the event of a client's certificate being transferred from another Certification Body to MBS towards the end of a certification cycle and an initial certification assessment is undertaken by the MBS, then a certificate shall be generated as indicated in section 5 above.
- 9.2 In the event of the transfer and certification assessment occurring within the certification cycle, then the certificate shall be generated as in section 5 above with an exception being on the validity of the certificate, which will be valid from the time of the transfer to the expiration date of the present certification.

10. PUBLICITY OF CERTIFICATION

All valid, including suspended, certificates shall be accessible by the public from www.mbsmw.org.

11. REFERENCES & FORMS

- a) MS - ISO/IEC 17021:2015
- b) MS - ISO 9001:2015
- c) ISO – ISO 22000:2005 & 2018