



亞瑞仕國際有限公司

Ares International Co., Ltd.

公開文件-驗證證書及驗證標誌使用規則 certification certificate and certification mark usage rules

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制修 Formulate or modify			制修內容摘要 Revision Summary	制定 Formulated	審查 Checked	核准 Approved
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2017/6/20	F	0	新增公開文件-驗證證書及 驗證標誌使用規則 Add a public file - verify the certificate and verify the use of the logo rules			
2017/9/11	F	1	增加認證標誌之樣式及描述 相關認證標誌、驗證標誌之 使用 Increase the accreditation Symbols of the style and description of the relevant certification logo, verify the use of signs			
2017/12/15	F	2	修改 2.2.3 獲證組織驗證標 誌、認證標誌使用規則 g) Amendment 2.2.3 Certified organization certification mark, certification mark the			

			use of rules g)			

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1 亞瑞仕和獲證組織的權利和義務 The right and obligation of ARES and certified client

1.1 獲證組織的權利和義務 The right and obligation of certified client

a) 獲證組織的權利 The right of certified client

——獲證組織可按本文件有關規定，使用亞瑞仕頒發的驗證證書和標誌，宣傳其驗證資格；
The certified client has the right to use the certificate and logo that awarded by ARES to propaganda their certified qualification.

——獲證組織可要求獲取最新版本的《驗證證書及驗證標誌使用規則》文件；The certified client has the right to achieve the newest version document 《The use rules for certificate and logo》

——對亞瑞仕發出的誤用證書和標誌的更改通知，可發表意見，以保護自身利益。The certified client has the right to give suggestion to ARES for the notice of misusing certificate and logo, to protect their own interest via

b) 獲證組織的義務 The obligation of the certified client

——始終遵守驗證規範和本文件的有關規定。Always abide by certification provision and relevant rules of this document.

——正確的使用驗證證書和驗證標誌。Proper use the certificate and logo.

——獲證組織應及時向亞瑞仕報告其對管理系統擬實施的更改或其他可能影響其符合性的更改，如管理手冊的更改、組織機構的調整、中心地址的變更等，以便驗證機構能掌握最新的變更資訊，未能提供這些變更資訊的將被視為對驗證證書的誤用，並按本規則採取相應措施。
For ARES can get the newest change information ,the certified client should report to ARES in time if they want to conduct any change in management system or other changes may impact conformity, such as any change for manual, for o-chart, for main address. If the certified client didn't submit those change information, will be regarded as misusing the certificate. ARES will take relevant action according to this document.

——獲證組織應及時向亞瑞仕報告重大的顧客抱怨、重大的產品品質事故、安全事故和/或環境污染事故。獲證組織應建立處理顧客和相關方抱怨的程序並保留其處理記錄。The certified client should report to ARES for any serious customer complain, any serious product quality accident, security accident and environmental pollute accident. The certified client should establish procedure for handle the complain from customer and interested party and preserve all handle records.

——及時繳納驗證有關費用。The certified client should pay certification relevant fee timely.

1.2 亞瑞仕的權利和義務 The right and obligation of ARES

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a) 亞瑞仕的權利 The right of ARES

——對驗證證書和驗證標誌擁有所有權；Has the own right for certificate and logo

——制定管理系統驗證證書和驗證標誌的使用規則；Has the right to set up the use rules for the certificate and logo

——通過定期的追查稽核和必要的不定期抽查（如：獲證組織出現重大的顧客抱怨、重大的產品品質事故、安全事故和/或環境污染事故等），持續驗證組織對法律法規的符合性；Has the right to monitor the conformity of certified client abiding by laws and rules via regular surveillance and necessary random inspection.(eg. The certified client occur serious customer complain, serious product quality accident, security accident or environmental pollute accident)

——對誤用或錯用驗證證書和驗證標誌有權採取必要的措施予以矯正，直至終止驗證和採取其他法律手段。Has the right to take action for misuse certificate and logo to correct, till terminate the certification and take other law tools.

b) 亞瑞仕的義務 The obligation of ARES

——對所頒發的驗證證書在驗證範圍內的管理系統對特定標準或其他引用文件的符合性負責；ARES should be responsible for the conformity of the specific standard or other quoted standard that within the certification scope.

——按規定公開發佈獲證組織名錄，包括獲證客戶名稱、相關的規範性文件、驗證範圍、地理位置或多場區驗證的範圍內的總部和任何場區的地理位置、證書狀態、獲證日期、證書編號等；Publish the certified client list, including certified client name, relevant normative document, certificate scope, geographical location or multiple location, certificate status, certified date, certificate No. etc.

——告知獲證組織驗證證書和驗證標誌可使用的範圍、地點，聲明驗證證書只能用來證明獲證組織在驗證範圍內的管理系統符合了特定的標準或其他引用文件；Inform the certified client that the certificate can be used scope, location, and make statement that the certificate just can be declared that the management system of the certified client is conform to specific standard or other normative document.

——通過對獲證組織的追查和重新驗證來驗證認證範圍內的管理系統對特定標準或其他引用文件的符合性，從而確認驗證證書的持續有效性；Confirm the continuous valid of the certificate via surveillance audit to verify the conformity of the specific standard or other normative document within certification scope.

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——當驗證要求發生變更時，及時向獲證組織發出正式的通知，並充分考慮各利益方意見，商定具體行動，從而確認驗證證書的持續有效性。If any change for certification, should send official notice to certified client, and consider the suggestion of all interested parties, discuss detail action, to confirm the continuous valid of the certificate.

2 驗證證書和標誌管理 management of certificate and logo

2.1 驗證證書的資訊及管理要求 Information and management requirement for certificate.

2.1.1 亞瑞仕的驗證證書是由亞瑞仕國際有限公司頒發給受稽核方，證明其管理系統符合相應驗證標準要求的證明文件，分中文英文兩種版本。

The certificate of ARES international company is granted to certified organization, to prove the management system of certified organization meet the requirement of standard. The certificate has two version, Chinese version and English version.

2.1.2 管理系統驗證證書的內容 The content of the management system certificate

- a) 證書名稱（管理系統驗證證書）；
 - b) 獲准驗證組織的名稱、地址；
 - c) 授與、增列或更新驗證日期和（或）換發證書的日期；
 - d) 驗證有效期或與驗證週期一致的應進行重新驗證的日期；
 - e) 驗證註冊號；
 - f) 依據的管理系統標準和／或其他引用文件的編號與版次；
 - g) 管理系統驗證所覆蓋的範圍；
 - h) 驗證公司名稱、地址及聯繫電話、網站；
 - i) 驗證標準和（或）其他規範性文件所要求的任何其他資訊；
 - j) 驗證公司總經理的簽字；
 - k) 驗證標誌、認證標誌。
- a) The name of the certificate (management system certificate)
 - b) The name and address of the certified organization
 - c) The granting, expanding or updating or renew certificate date
 - d) The validity period for the certification or the recertification date
 - e) The registration number of the certification.
 - f) The number and version of management system standard/other normative reference

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- g) The scope covered by the management system certification.
- h) The name, address, telephone number and website of the certification body
- i) All other information required by the certification standard or other normative reference
- j) The signature of the GM of certified body
- k) The logo of certification body and the symbols of accreditation body.

2.1.3 驗證證書的簽發 Issue certificate

- a) 驗證決定人員作出驗證決定後，經總經理簽發驗證證書，給予驗證註冊。after the decision maker make certification decision, GM shall issue certificate and register the certification.
- b) 通常對同一個組織實施同一個管理系統驗證，只賦予一個註冊號，發放一張證書，若獲證組織有兩個名稱，可在證書上註明，但不能賦予兩個註冊號，頒發兩張證書。General speaking, our company will grant one registration number, just grant one certificate if the certified organization just implement one single management system. If the certified organization has multiple name, will remark on the certificate, rather than grant two registration number and grant two certificate.
- c) 對於多場區驗證，根據需要，可頒發同一註冊號的子證書或證書附件，並在證書附件上描述管理系統所覆蓋的全部場區的名稱、地址和驗證範圍；如頒發子證書，應表明與主證書的關係。If multiple site certification, could grant sub certificate or attachment with a same registration number. Should describe all site name, address and certification scope, if need grant sub certificate, should mark clearly the relationship with the main certificate.
- d) 證書一般同時使用中文和英文列印，需要時也可發出與中文內容一致的其他文種的證書。Our company will grant you Chinese and English version certificate, if other language needed, we will grant you the other language certificate with the same content.
- e) 驗證證書生效日不得在驗證決定日期之前。The effect date of the certificate shouldn't be prior to the certification decision date

2.1.4 驗證證書的更換 Change for the certificate

在驗證證書有效期內，發生下列情況之一，獲證組織可向公司提出換證申請：

Within the validity period, if follow status occur, certificated organization could apply for change certificate:

- a) 證書持有者變更；
- b) 增列或減列驗證範圍；

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- c) 組織所在地變更；
- d) 驗證依據的標準改變或換版。
- a) the owner of the certificate changed
- b) Expanding or reducing certification scope
- c) The address of the certified organization changed
- d) The certification standard changed or new version updated

上述變更情況的更換證書，宜在正常的追查稽核前提出，在正常的追查稽核中同步確認變更。驗證證書有效期滿，經重新驗證稽核，確認保持註冊資格，書面通知給予換發證書。換發的證書應重新賦予註冊號。

Above status need change the certificate, the certified organization should apply before the surveillance audit, will confirm the change with the surveillance audit. When the certificate is out of date, after recertification, confirm the qualification, written notice the new certificate. The new certificate should be granted a new registration number.

2.1.5 補發驗證證書 Certificate supplement

當獲證組織驗證證書遺失或損毀時，應向公司提出書面申請，說明理由，經公司總經理核定後補發驗證證書。

When the certified organization lost or damaged their certificate. They should submit the written application to the company and explain the reasons; we can supplement a certificate after got approval from our general manager.

2.1.6 驗證暫時終止、終止的通報 Notice certificate terminate use or temporary terminate use

驗證證書的暫時終止及終止、對到期未申請重新驗證以及其他變更資訊由管理部在公司網站上公佈。

Our management department shall make written notice on our website if the certificate of the certified organization need to be terminate using or temporary terminate using.

2.1.7 獲證組織使用驗證證書的要求 Requirement for the use of the certificate

- a) 管理系統驗證證書只能由獲證組織在證書有效期內和獲准驗證範圍內使用，不准以任何方式轉讓、出售或借用、冒用。Management system certificate should be used within validity date and approved scope, can't transfer, sell, borrow or falsely use in any way.
- b) 獲得公司驗證的組織可以在其公開出版物、宣傳品、網頁等載體上展示驗證證書，但應保證其清晰可辨。Certified organization could show their certificate in its publications,

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advertising materials, website, but ensure that is clear.

c) 驗證證書有效期為三年，在有效期內，經公司追查稽核已確認保持註冊資格後，獲證組織方可繼續使用管理系統驗證證書。The validity period of the certificate is three year. After our company complete the surveillance audit within the validity period, confirm the qualification, certified organization shall continuously use the certificate.

d)因不符合驗證要求，被暫時終止及終止驗證資格時，應停止使用驗證證書和標誌。終止驗證資格時將驗證證書交回公司。Due to can't meet the certification requirement, the certificate shall be terminate use or temporarily terminate use, the organization should terminate using the certificate and logo timely, and return the certificate to our company.

2.2 驗證標誌、認證標誌的資訊和管理 management for the ARES logo, accreditation Symbols

2.2.1 亞瑞仕驗證標誌 ARES certificate logo



2.2.1.1 驗證標誌是為了表明獲證組織的某一管理系統，根據亞瑞仕驗證程序實施驗證後，符合適用的管理系統標準和相關技術規範要求的特有標誌。驗證標誌適用於驗證證書和獲證組織在驗證的範圍內宣傳和使用。

The requirement and scope for our company logo using. The certification logo is to indicate that the management system of certified organization meet the management system standard requirement and relevant technical requirement.

2.2.2 TAF認證標誌、UKAS認證標誌 accreditation Symbols



2.2.2.1 認證標誌為亞瑞仕通過認證組織之認證所獲取具有認證號碼之標誌。亞瑞仕使用認證標誌之證書、宣傳品、廣告等，遵循TAF之「驗證機構認證證書及認證標誌使用規定」及UKAS之「ACCREDITATION LOGO&SYMBOLS」等相關規定，並予管制及記錄，認證組織(如TAF、

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UKAS)得以隨時查核。The certification mark is a symbol of the certification number obtained by Yaris through the certification organization. (Hereinafter referred to as "ACCREDITATION LOGO & SYMBOLS" and the relevant regulations of the UKAS), and to control and record, certify the organization (such as the use of the certification certificate and certification mark, TAF, UKAS) at any time check.

2.2.3 獲證組織驗證標誌、認證標誌使用規則 The requirement for certified organization to use our ARES logo, accreditation Symbols.

a) 亞瑞仕獲得的認證標誌、互認標誌必須與亞瑞仕驗證標誌合併使用，不可單獨使用，標誌大小以相同尺寸為原則；Accreditation logo and mutual recognition logo must be used combine with ARES certification logo, they can't be separately used, and is the same size.

b) 驗證標誌和認證標誌必須印在清晰的背景下，包括所有的邊界線使用鮮明的色彩印刷；the verification logo and certification logo must be printed with clear background, including all border lines should be printed with strong colours.

c) 互認標誌、亞瑞仕獲得的認證標誌和亞瑞仕驗證標誌只允許使用與亞瑞仕所提供色調一致的彩色認證、驗證標誌或黑白互認、認證、驗證標誌（根據驗證組織需要亞瑞仕提供其標誌的電子版）。使用該標誌時，可根據亞瑞仕提供的圖樣按比例放大或縮小，任何尺寸的標誌都必須清晰可辨，不得變形或裁切使用，標誌下方之認證註冊號必須清晰可識別；the mutual recognition logo, the ARES obtained certification logo and ARES verification logo should be only used as same colour as ARES colour certification/verification logo or black and white colour mutual recognition logo, certification logo, verification logo.(it should be decided by customer request).

When use those logos, can magnify or shrink based on the same scale as ARES supplied, all size logos should be clear to recognize, any deform using is not allowed. Shall not be deformed or cut to use, the logo below the registration number must be clearly identified

d) IAF MLA 標誌中的字體應清晰可辨，且 IAF MLA 標誌的大小不應小於 20mm 寬度；all letters in "IAT MLA" logo should be clear to recognize, and the size of "IAF MLA" logo should not be smaller than 20mm width

e) 針對 IECQ HSPM 專案，QC080000 驗證的客戶，需在組織任命的 IECQ 管代 DMR 負責下，遵守 IECQ 規則（IECQ 01A），合理使用 IECQ 標誌 logo。使用 IECQ logo 時，需與證書編號一起使用，包含如下資訊：For IECO HSPM project, the client which passed the QC080000 management system certification, should reasonably use the IECQ logo according to IECQ rules(IECQ 01A) and also under the lead of their DMR.IECQ logo should be used together with the

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number of the certificate. Follow information should be included.

- 1) 頒發證書的驗證機構 The certification body which granted the certificate
- 2) 獲證組織的註冊批准號 The approval registration number of the certified organization
- 3) 檢驗的批號 The batch number of the certification

f) 獲證組織於宣傳或廣告使用「認證」、「驗證」時，不可混淆。例如: A certified organization can not be confused when advertising or advertising uses "accreditation" or "certification". E.g:

1) 本廠通過財團法人全國認證基金會認證之亞瑞仕國際有限公司 ISO XXXXX 驗證。The factory through Taiwan Accreditation Foundation of ARES International Co., Ltd. ISO XXXXX certification.

2) 本廠通過 TAF 認證之亞瑞仕國際有限公司 ISO XXXX 驗證。The factory through the TAF of the ARES International Co., Ltd. ISO XXXX certification.

3) 本廠通過 ISO XXXXX 驗證 驗證機構:亞瑞仕國際有限公司。The factory through the ISO XXXXX certification. Certification agencies: ARES International Co., Ltd.

g) 驗證標誌可以用在有關文件、文具、郵政信件和出版物上，在標誌或伴隨的文字中，應明確展現所驗證的是什麼，以及是哪一家驗證機構授與驗證。此標誌不應使用於產品或產品包裝上，或以任何其他可被解釋為表示產品符合規定之方式使用。The certification mark may be used in the relevant documents, stationery, postal mail and publications. The logo or accompanying text shall clearly demonstrate what has been verified and which certification body is to be accredited. This mark shall not be used on the product or product packaging or in any other manner that may be construed as indicating that the product is in compliance with the regulations.

h) 亞瑞仕不允許驗證標誌被使用於實驗室測試、校正或檢查之報告。ARES don't allow our certification logo to be used as test report of lab, calibration report and inspection report.

具體應遵循下列要求：Should follow below detail requirements:

		在產品上 On the product	在用於運輸產品的大箱子等的上面 On the out-package the product	在做廣告的小冊子上等 Any other propaganda publication
標誌的使用 The use of the logo	不帶聲明 Without statement	不允許 Don't allow	不允許 Don't allow	允許 allow
	帶聲明 With statement	不允許 Don't allow	允許 allow	允許 allow

2.2.4 亞瑞仕對在產品包裝上或附帶資訊中聲明獲證客戶的管理系統通過驗證有管理規則。產

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品包裝的判別標準是其可從產品上移除且不會導致產品分解、碎裂或損壞。附帶資訊的判別標準是其可分開獲得或易於分離。型號標籤或名牌被視為產品的一部分。聲明決不應暗示產品、過程或服務以這種方式得到了驗證。聲明應包含對下列的引用：The rules for the statement which certified organization maybe use on product out-package or in attachment. The judgment standard for the out-package is can be removed and can't cause the discomposed or broken or damaged for the product. The judgment standard for the attachment information should be easy to obtain and easy to separate. Brand and model mark is regarded as a part of the product. The statement should not hint the product, process and service is verified as conformance. The statement should include below cite:

- 獲證客戶的標誌（例如品牌或名稱）；the mark of the certified organization(such as brand or name)
- 管理系統的類型（例如品質、環境）和適用標準；which management system(such as quality, environment) and applicable standard;
- 頒發證書的驗證機構。which certified body granted the certificate

說明 illustration：

- 1· 本身是一個有形產品或在單個包裝箱、容器等的產品（具有獨立包裝的產品）。
itself is a tangible product or in a single package, container and other products (independent packaging products).
- 2· 薄紙板或其他材料等做成的外包裝（大包裝），它到不了最終用戶手中。
the package is made by thin cardboard or other materials, it will not arrive the end user.
- 3· 指對其適用性有基本描述的具體形式的標誌。在這個意義上，僅用一個詞語聲明不構成標誌。
refers to its applicability, has a basic description of the specific form of mark. In this sense, with only one word statement does not form a mark.
- 4· 是一個清楚的聲明：“（該產品）是在一個品質管制系統通過 ISO9001 驗證的工廠中製造的”。
it is a clear statement:” This product is produced in a ISO9001 certified manufacturer”.
- 5· 當允許使用驗證標誌時，要注意宣傳驗證結果時必須遵循本程序要求，不應損害驗證機構的聲譽，不做使驗證機構認為誤導或未授權的聲明。

When allow use the certificate logo, the certified organization shouldn't harm the reputation of the

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certification body when propaganda the certification result. Shouldn't miss lead or declare which didn't be authorized by certification body.

2.4 對獲證組織使用各類驗證證書和標誌的追查檢查surveillance audit to certified organization on the use of certificates and marks

2.4.1 獲證組織應始終按規定使用驗證證書和標誌，並進行有效的控制；certified organization use the certificates and marks appropriately and control

2.4.2 亞瑞仕將按雙方簽訂的驗證服務協定在追查和重新驗證稽核時，對獲證組織使用各類驗證證書和標誌的實施情況進行現場檢查；In the case of the certification service agreement signed by the two parties, the company will conduct on-site inspections on the implementation of various certification certificates and marks used by the certification organization.

2.5 獲證組織不當或錯誤使用驗證標誌、認證標誌的處理措施. Treatment measures for improper or incorrect use the company marks, certification mark, and accreditation logo

2.5.1 要求獲證組織不得進行被公司認為是誤導顧客的錯誤宣傳，一經發現不正確的宣傳和誤導使用驗證證明和標誌，公司將採取下列追蹤措施直至終止驗證資格，包括採取法律手段：Request the certified organization don't mislead or false propaganda to their customer. Our company will take follow measures, to handle the case once we find the mislead or false use certification mark, include legal means,

- a) 開出不合格報告，要求獲證組織採取矯正措施限期改正，公司予以現場驗證。issue NCR, request the certified organization take action to correct within required period, our company shall confirm it on-site
- b) 獲證組織不能按期完成矯正，公司視其為侵權行為，暫時終止其驗證資格，並要求獲證組織作出消除影響的承諾和保證。if the certified organization can't correct within required period, our company will regard this behavior as a tort, we will terminate their certification qualification, and request the certified organization give a written commitment and warranty for the eliminate the influence.
- c) 當問題嚴重時，公司將終止其驗證資格，並採取適當的法律手段。When serious problems occur, our company will terminate its qualification of certification, and take appropriate legal action.
- d) 獲證組織使用驗證標誌前，應將使用方案提交公司管理部備案。並應接受公司稽核組對驗證證書和驗證標誌使用的符合性的現場檢查。存在不合格時，按要求予以矯正。
Certified organizations use certification mark, use plan shall be submitted to the company

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management department for the record. And shall accept the company on-site confirms the conformity. If non-conformity occurs, should conduct corrective action.

2.5.2 驗證證書和標誌暫停使用和恢復

Suspending or restore use for the certificate and its mark.

a)當獲證組織被公司暫時終止及終止驗證註冊資格時，書面通知其暫停其證書和標誌的使用。

If the certified organization has been terminated their registration qualification .Our company will send written notice to the certified organization to terminate use or temporary terminate use the certificate and its mark.

b)當獲證組織被公司獲准恢復其驗證資格時，由管理部書面通知其可以恢復使用驗證證書和標誌。

If we restore the qualification of the certified organization, our management department will send written notice to the certified organization to re-use their certificate and its mark.

2.5.3 當獲證組織的驗證資格被暫時終止及終止後，應立即停止使用驗證證書和驗證標誌和認證標誌。

When the certification qualification of the certified organization has been terminated or temporarily terminated by our company, the certified organization should terminate using their certificate and logo and mark.

2.5.4 當任何團體（或個人）提出請求時，本驗證機構將由管理部提供確認已授與驗證之有效性的方法。

When any party or personnel require,our management department will confirm the effective of the certification.