

CCS CERTIFICATE HOLDER'S GUIDE

(Terms of Use)

The use of CCS Certificates, Certification Marks and Labels

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1. THE FOREWORD



CCS would like to congratulate your organization for successfully completing the initial/renewal certification of a given scheme. Having your CCS certification, it entitles you to make use of the certificate and certification marks as valuable tools to support your organization’s commitment to a certain standard.

As certified client, we recognize your achievement and encouraging you to use the certificates, certification marks(s) by adhering to the guidelines set forth therein.

2. THE CERTIFICATION MARKS & ARTWORKS

2.1. CCS Q-Plus Certification Scheme (PC)



2.1.1. Registered Certification Trademarks (for CCS use only)

Official Certification Trademark in Colored	Official Certification Trademark in Black & White
	

2.1.2. Artwork for Packaging

Artwork in Colored	Artwork in Black & White
	

2.1.3. Artwork for Promotional

Artwork in Colored	Artwork in Black & White
(Certification Holder Logo) 	(Certification Holder Logo) 






2.1.4. Typical CCS Q-Plus Label (Continuous Certification/Project Certification)

Issued by CCS only no other alternative labels permitted unless with due and documented approval from CCS.







	CERTIFIED COMPANY NAME	
	Company Address	
	FIRE DOOR - XX min tested to BS EN 1634 -1: 2014	
	Conformity Certification Services	
	Certification ID: PC YYY	
SN: YYY/FD60/0001-1000		* Scan to verify scopes

2.2. CCS Management System Certification Scheme (SC)

2.2.1. Certification Trademarks (for CCS use only)

SC Scheme	Official Certification Trademark in Colored	Official Certification Trademark in Black & White
ISO 9001		
ISO 14001		
ISO 45001		

2.2.2. Artwork for Promotional (use for promotional only and not for product labelling)

SC Scheme	Official Certification Mark in Colored	Official Certification Mark in Black & White
ISO 9001		
ISO 14001		
ISO 45001		

2.2.3. Promotional Statement (for SC only)

- The statement shall include reference to ID (e.g. Brand or name) of the certified client. The type of MS (e.g. QMS and the applicable standard (e.g. ISO 9001) and the CB issuing certificate (e.g. CCS);
- The statement is permitted only on product packaging that is removable without the product disintegrating or being damage; and
- Type labels or identification plates are considered as part of product.

3. THE RULES:

3.1. Do's

3.1.1. Certificates (PC & SC)

The CCS certificate detailing the following information:

- The name and address of CCS
- Certified Company name and address
- Project details (if project certification)
- The name and address of client additional sites (if applicable)
- Scope of certification
- Scheme name
- Certificate number
- Relevant standard(s)
- Certification date and validity
- CCS Authorized Signature(s)
- Accreditation Mark/Symbol

As recognized signs of achievement, your CCS certificate shall be issued and entitles you to the following:

- To claim the certification within approved scope of certification so long as the certificate remains valid;
- The certificate shall be printed/reproduced in their entirety and may be issued or viewed by other interested parties as appropriate;
- Certification shall be used or claimed only by the certified company and its participating site(s) as listed in the certificate and limited to the certified scope only. When a common document is issued a disclaimer printed to the document as ***"List of certified sites and scope of certification is available upon request"***; and
- To cease the use of the certification and to hand over the certificate to CCS upon certification suspension or termination/withdrawal.

3.1.2. Certification Marks for Promotional (PC & SC)

The certification mark(s) as shown in 2.1.3 (PC) and 2.2.2 (SC) of a given scheme shall be issued along with the certificate. The member is entitled and encouraged to the following:

- The use of certification mark on product secondary packaging, business stationery, promotional materials, buildings, vehicles and flags;
- The certification mark shall be arranged together with member's logo or company name on side wherein the certification mark shall not seem larger than the member's logo;
- The certification mark minimum size shall be 21mm minimum high, maintaining the proportion of the size(height to length) of the certification mark(s);
- The colored certification marks shall be used and printed similar to the illustrations in section 2.0 in high resolution, otherwise the black and white shall be used.
- The certification scheme shall not be discredited;
- Doesn't create any uncertainties on certification scope;
- An entity who issued the document bearing CCS logo shall be evident;
- To cease the use of the certification marks and other documents containing such upon certification suspension or termination/withdrawal; and
- Other uses shall be as per CCS written approval.

3.1.3. Artwork for Product and Packaging (PC only)

The trademark and artworks as illustrated in section 2.1.2 are subject to approval of CCS prior to use. Appropriate records shall be retained for each use and are subject to CCS Auditor periodic evaluation or as needed.

3.1.4. Q-Plus Labels (PC only)

The official Q-Plus labels (as illustrated in sections 2.1.4) are designed as thermal transfer, self-adhesive and permanent when fixed. It will disintegrate when removed and re-fix onto any surface. These are issued upon request and approval and are subject to below conditions:

- Labels shall be fixed only onto the product strongly recommended at exposed upper edge of the unexposed frame of the entire assembly (e.g. shutter(FD), screen, wall, ceiling, cladding, etc)
- Labels are appropriate only to the products within the scope of certification of the member once manufacturing, installation and scheme requirements are met with a documented 100% frequency of inspection and product identification and traceability in placed;
- The labels shall be stored in a clean, dry, free of any contaminants area and of room temperature;
- The labels shall be protected from any sharp objects to avoid damages;
- The labels service(fixing) temperature shall be equal or less than room temperature; allowing a minimum of 24 hours setting time (curing period from fixing)
- Only authentic CCS labels are permitted;
- Labels shall be controlled and documented (and subject for periodic CCS verification);
- To cease the use of labels and to hand over the remaining labels to CCS upon certification suspension or termination/withdrawal.
- Only certification holder is permitted to use CCS labels.
- Metallic type labels:
 - For Fastener Type- The labels shall have 2 provided holes for fastener in a form of screw or rivet and shall be provided by the client;
 - For Adhesive Type- The labels shall have plain back space for two-sided high strength tape or adhesive and the adhesive material shall be provided by the client.
 - Any of the above label type shall be mounted at the Frame head face/architrave at non-fire side only where the edges (LxW) of the labels shall not be lesser than 5mm to the edge of the lower edge and any of the side of the frame head/architrave.

3.2. Don'ts

3.2.1. Certificates (PC & SC)

- The use of CCS certification and all associated documents containing any reference to the certification during certification suspension period or upon certification withdrawal or termination;
- To edit or forge the certificate; and
- The certification claims of any facilities or sites related to or part or within the group of the member which aren't included in the certification.

3.2.2. Certification Marks Artworks (PC & SC)

- The use of CCS certification marks/artworks and all associated documents containing any reference to the certification during certification suspension period or upon certification withdrawal or termination;
- The use of certification marks by any facilities or extended site(s) of the member which aren't included in the certification;
- The use of certification mark on product and packaging and/or in any form that may be interpreted as denoting product conformity (for PC only);
- Certification marks/Artworks to be applied to certified client's lab test, calibration or inspection reports or certifications;
- The use of any statement on product packaging or in accompanying information that the certified client has certified MS. (for SC use only);
- Conforms to the requirements of the certification body when making reference to its certification;
- Status in communication media such as the internet, brochures or advertising, or other documents;

- Does not make or permit any misleading statement regarding its certification;
- Does not use or permit the use of a certification document or any part thereof in a misleading manner;
- Upon withdrawal of its certification, discontinues its use of all advertising matter that contains a
- Reference to certification, as directed by the certification body;
- Amends all advertising matter when the scope of certification has been reduced;
- Does not allow reference to its management system certification to be used in such a way as to imply that the certification body certifies a product (including service) or process;
- Does not imply that the certification applies to activities and sites that are outside the scope of certification; and
- Does not use its certification in such a manner that would bring the certification body and/or certification system into disrepute and lose public trust.

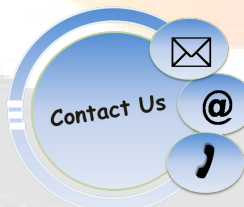
3.2.3. Q-Plus Labels (PC only)

- The use of Q-Plus labels during certification suspension period or upon certification withdrawal or termination;
- The use of Q-Plus labels onto the products deemed outside the scope of certification;
- The use of Q-Plus labels onto non-compliant product, uninspected product or undocumented product;
- The use of false or forged labels; and
- The use of certification marks by any facilities or extended site(s) of the member which aren't included in the certification.

4. OTHER USE

Other use of certificate, certification marks/artworks and/or labels which are not described herein (e.g. Our accreditation symbol) shall be avoided/not permitted. Any other form of use shall be dully communicated to CCS for review and approval.

For more information:



Conformity Certification Services

P.O. Box 184968, Dubai, UAE

info@ccs-certification.com

www.ccs-certification.com

+971 42399 644 (T)

+971 42399 655 (F)