



## Usage policy of certificate of conformity and mark of conformity

### 1 Purpose

Control the use of the granted certificate of conformity, license and mark of conformity.

### 2 Scope

Certified clients

### 3 Definition

#### 3.1 Mark of conformity

Protected mark issued by a body performing 3rd party conformity assessment, indicating that a product is in conformity with specified requirements (e.g. product standards and certification scheme requirement).

#### 3.2 Mark owner


Organization that has legal rights to a mark of conformity.

#### 3.3 Application Governing Rules

It is a document provided by the mark owner or prepared by FRC which includes descriptive information about rights and obligation of the certified client, and particularly the limitation on the use of the mark of conformity. It includes also the specification of the mark of conformity (e.g. SQM).

### 4 Effective mark of conformity

The following certification marks are granted to the clients whose product can demonstrate full and continuous compliance to the applicable standards and schemes. The following mark of conformity is entitled:

Mark owner	Mark
Saudi Standards, Metrology & Quality Organization (SASO)	

### 5 Application of mark of conformity:

**5.1** Upon successful certification and mark owner approval, the certified client has the right to affix the applicable mark of conformity on certified products. This application shall be governed by the "Application Governing Rules". The certified client shall not redesign the mark of conformity and shall only reduce or enlarge it proportionally. These rules will be clearly communicated (in a soft copy format) to the client (or other organization which will be responsible for the application) by FRC to ensure correct application.

**5.2** The mark of conformity shall be directly applied or affixed to each product, except where the physical size of the product doesn't permit this or when the application is not appropriate for the type of product, in which case it may be applied on the package or other accompanying information.

**5.3** The certified client has the right to display the mark of conformity on:

- Advertising material (brochures, flyers, website).
- Letterheads and stationery of the organization.
- Panel or roll-ups.

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- Internal doors and walls of the certified facility.
- Company vehicles.

In all way, it is advisable for the certified client to inform FRC for any intended printing or application of the mark of conformity on the advertising materials to ensure the correct application.

### 6 Certificate of conformity usage

**6.1** The certified client may photocopy or scan the certificate of conformity for publicity purposes. Photocopies or electronic copies may be in full color and don't to be watermarked or otherwise marked as being a copy of the original.

**6.2** The certificate of conformity shall not be copied in a way that would hinder its legibility.

**6.3** The granted certificate concerns strictly only the certified client to which it was awarded and is not transferable.

**6.4** The granted certificate of conformity shall be published and only be used in its entirety. If the certified client wants to publish part of it, he shall obtain a written permission from FRC.

### 7 Monitoring mechanism

**7.1** The mark owner is responsible for protecting the mark of conformity legally against misuse or unauthorized use.

**7.2** Upon successful certification FRC, will ensure full understanding and acknowledgment of the certified client with the approved "Application Governing Rules" which provide the rules governing the use of mark of conformity.

**7.3** The mark owner and FRC monitors the use of the granted mark of conformity and certificate of conformity respectively by the certified client through several mechanisms for examples:

- Among others will be the surveillance audit conducted by FRC.
- Market feedback.
- Market surveillance authority feedback.
- Complains.

### 8 Procedures

**8.1** In order to maintain the certificate of conformity and mark of conformity, the certified client shall continuously comply with the certification agreement and any prescribed instruction provided by the mark owner and FRC.

**8.2** The above-mentioned mark of conformity is not FRC property, rather it is the mark owner property, however FRC has the right to grant those marks to client in accordance with the authorization of the relevant mark owners to FRC to be notified body.

**8.3** Upon successful certification and mark owner approval, the certified client has the right to affix the certified products with the applicable mark of conformity after considering the "Application Governing Rules".

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### Usage policy of certificate of conformity and mark of conformity

**8.4** Control the use of granted certificates of conformity and mark of conformity by certified client will be exerted by FRC. Methods and procedures are documented and communicated to client according to the relevant FRC internal procedure.

**8.5** The audit team of FRC will conduct the surveillance audit and will ensure the proper usage of the certificate of conformity and mark of conformity.

**8.6** For any alleged incorrect or misleading uses of the certificate of conformity or the mark of conformity including incorrect references to the certification scheme found in advertising or other materials, FRC will take a suitable action. These suitable actions can include but are not limited to:

- Increase surveillance frequency.
- Conduct supplementary audits
- Corrective actions request.
- Suspension of license.
- Withdrawal of license
- Publication of transgression.

Note: for products eligible to bear the mark of conformity, prior to withdrawal, FRC decides upon the consequences in relation to products already certified, whether the mark of conformity needs to be removed from all products in stock, and perhaps even, if practicable, from products already sold.

**8.7** The certified client is responsible for implementing an effective management system which guarantees that the certified products are manufactured in full compliance with:

- The certification scheme requirements.
- The product standards.

**8.8** The certified client shall control the use of the granted certificate of conformity and the mark of conformity, take corrective actions in case of misuse and keep up a record of complaint related to the use of the certificate of conformity and the mark of conformity which shall be fully accessible to FRC.

**8.9** Upon suspension, withdrawal and termination of certification, the certified client shall discontinue its use of all advertising material that contains a reference to certification and obey any prescribed instruction provided by FRC.

**8.10** Upon reduction of scope of certification, the certified client shall amend all the advertising material to be harmonized with that effect.

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05/05/2024

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