



**Information Management Systems**

**Conditions for Use of the IMS Accreditation Symbol**

**JIP-IMAC510E-3. 0a**

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The Japanese version shall be the authorized version.

In the event of any question as to the English version, comply with the original (Japanese) version.

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## **1. Scope**

### **1.1 Objectives**

This document specifies conditions for display and other applicable conditions when accredited conformity assessment bodies and certified organizations use the accreditation symbol of ISMS Accreditation Center (ISMS-AC) (hereinafter referred to as ISMS-AC) based on the accreditation criteria and related standards.

Note 1: This document is targeted at conformity assessment bodies. Certification bodies shall prepare documented procedures for use of the accreditation symbol and provide them to the organizations they certified.

Note 2: Auditors registered to personnel certification bodies and approved auditor training bodies shall not use the accreditation symbol.

### **1.2 Terms and definitions**

The following terms are used in this document.

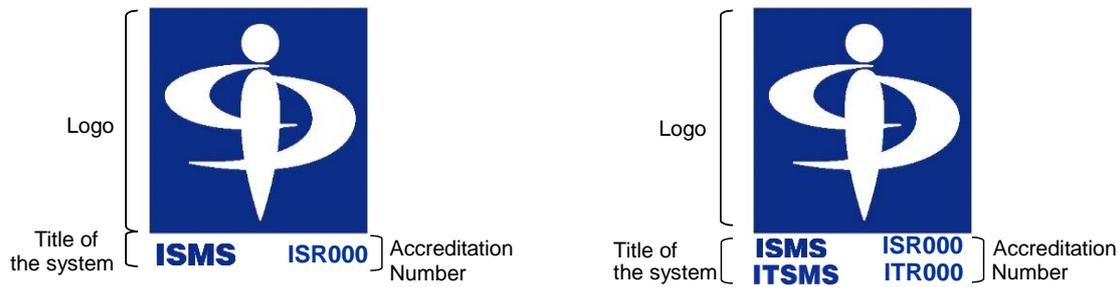
- 1) Conformity Assessment Bodies (CABs): a collective term referring to certification bodies and personnel certification bodies. When referring to one of them, the terms certification bodies or personnel certification bodies are used.
- 2) Accreditation symbol: a symbol granted by an accreditation body to indicate a CAB is accredited/ registered
- 3) Certificate: a certificate issued by a certification body to organizations to attest their conformity
- 4) Certificate of registration for auditors: a certificate issued by a personnel certification body to auditors to attest their conformity.
- 5) Accreditation number: a number for accreditation/ registration ISMS-AC grants to conformity assessment bodies
- 6) Conditions for reproduction of the accreditation symbol: JIP-IMAC500 “Conditions for Reproduction of the IMS Accreditation Symbol”.

## **2. Design of the accreditation symbol**

### **2.1 Components of the accreditation symbol**

The accreditation symbol consists of the accreditation body’s logo, the category of accreditation (the title of the management system) and the accreditation number.

Note: The following are sample components of the accreditation symbol.



## 2.2 Graphic and color of the accreditation symbol

The graphic and color of the accreditation symbol shall comply with the conditions for reproduction of the accreditation symbol.

Note: When printing the accreditation symbol, the color shall be specified as follows, in principle.

Process color: C100%+M70%

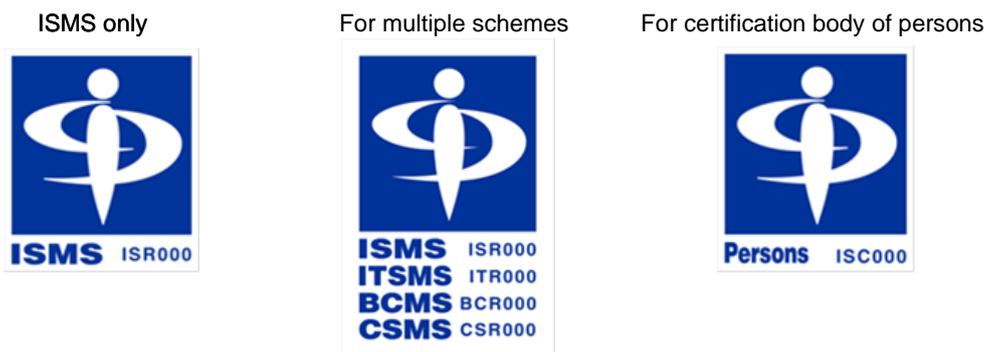
Special printing: DIC220 one color

When displaying the accreditation symbol on websites or in other electronic information, the color shall be specified as follows, in principle.

Web Color Slider: 003399

RGB Color: R=000, G=051, B=153

## 2.3 Specific examples for displaying the accreditation symbol



## 2.4 Provision of the data of the accreditation symbol

ISMS-AC will provide accredited conformity assessment bodies with the conditions for the reproduction of the accreditation symbol (including the reproduction proof) and the electronic data of the accreditation symbol. The symbol is available through certification bodies to organizations which are entitled to use it.

### 3. Conditions for displaying the accreditation symbol

#### 3.1 The conditions for the composition of the accreditation symbol

When conformity assessment bodies and their client organizations display the accreditation symbol, it shall be displayed with the accreditation number unless in special circumstances.

#### 3.2 Reduction or enlargement of the accreditation symbol

The accreditation symbol shall be enlarged or reduced without distorting the dimensions in accordance with the conditions for the reproduction of the accreditation symbol.

When reducing, the minimum size of the symbol shall be large enough for each part to be legible.

#### 3.3 Displaying the accreditation symbol with a certification body's mark

When an organization certified by a certification body displays the accreditation symbol, it shall position the symbol with the certification body's certification mark. The accreditation symbol shall not be displayed alone.

The relationship between the certification body's certification mark and the accreditation symbol shall be explicit and both of them shall be clearly identifiable.

Note 1: When certified organizations display the certification mark of a certification body, they should place it side by side with the accreditation symbol in order to indicate that the certification body is accredited by ISMS-AC.

Note 2: When the symbol and the certification mark are placed side by side, a box should be put around them in order to make it easier to understand that both of them are based on the same management system.



Layout sample of the symbol and the certification mark

#### **4. Conditions for use of the accreditation symbol**

##### **4.1 Basic conditions**

- a) A conformity assessment body can use the accreditation symbol to indicate that the CAB has been accredited by ISMS-AC.
- b) Certified organizations can use the accreditation symbol with a certification mark to indicate that the certification body has been accredited by ISMS-AC. Certification bodies shall have documented procedures for use of the accreditation symbol and provide them to certified organizations. The procedures shall be for monitoring and preventing the misuse or misleading use of the accreditation symbol and for actions against the transgression of the regulations.
- c) Accredited conformity assessment bodies and certified organizations shall use the accreditation symbol in accordance with this document and the conditions for reproduction of the accreditation symbol.
- d) The accreditation symbol can be used within the scope of accreditation or certification unless otherwise specified.
- e) The accreditation symbol can be displayed with another accreditation body's symbol.

##### **4.2 Specifying the accredited scope**

- a) Accredited conformity assessment bodies and certified organizations can use the accreditation symbol in reports, brochures, descriptive pamphlets, publicity materials, publications and websites etc. The accredited or certified scope shall be clearly identified.
- b) Items to be put in envelopes with the accreditation symbol shall be documents, publicity materials, brochures and the like within the accredited or certified scope.

##### **4.3 Permitted scope for conformity assessment bodies to use the symbol**

Conformity assessment bodies can use the accreditation symbol, in addition to the description in clause 4.2, in certificates which certification bodies grant to client organizations, in certificates of auditor registration which personnel certification bodies grant to auditors, and in other similar certificates.

Conformity assessment bodies can put the accreditation symbol on business cards only when personnel involved in activities within the accredited scope use them.

##### **4.4 Permitted scope for certified organizations to use the symbol**

Certification bodies can allow certified organizations to use the accreditation symbol on

descriptive pamphlets and the like described in clause 4.2.

Certified organizations can put the accreditation symbol on business cards only when personnel involved in activities within the certified scope use them.

## **5. Restrictions on the use of the accreditation symbol**

### **5.1 Validity period**

The accreditation symbol can be used within the validity period of conformity assessment bodies' accredited status.

### **5.2 Prohibition of use on products and sites**

The accreditation symbol shall not be used on products or sites. It also shall not be used in such a misleading manner as to suggest that the conformity of a product or a site of an organization has been certified.

## **6. Discontinuance of the use of the accreditation symbol**

### **6.1 Reduction of the scope of accreditation for conformity assessment bodies**

When the scope of accreditation is reduced, the conformity assessment body shall cease the use of the accreditation symbol regarding the reduced portion of the scope.

In addition, the CAB shall cease the use of the symbol, including the use in business cards, for those unable to use the symbol due to its reduction.

### **6.2 Reduction of the scope of certification for certified organizations**

A conformity assessment body shall have a certified organization take actions similar to those described in clause 6.1 when the organization's scope of certification is reduced.

### **6.3 Suspension or withdrawal of accreditation of conformity assessment bodies**

During the period of suspension of accreditation, or when accreditation is withdrawn, conformity assessment bodies shall cease the use of the accreditation symbol and have the certified organizations stop the use of it.

### **6.4 Suspension and withdrawal of certification of certified organizations**

During the period of suspension of certification, or when certification is withdrawn, certification bodies shall have the certified organizations stop using the accreditation symbol.

## **7. Actions to be taken when the use of the accreditation symbol is no longer permitted**

### **7.1 Actions to be taken by conformity assessment bodies for the data of the accreditation symbol**

When a conformity assessment body is not permitted to use the accreditation symbol any more, it shall dispose of the data of the accreditation symbol.

### **7.2 Actions to be taken by conformity assessment bodies for the data of the accreditation symbol to be used by certified organizations**

When a certified organization is not permitted to use the accreditation symbol any more, the conformity assessment body shall have the organization dispose of the data of the accreditation symbol.

## **8. Actions for transgression**

### **8.1 Transgression by conformity assessment bodies**

When conformity assessment bodies transgress the regulations in this document, ISMS-AC will take appropriate actions such as requesting corrective actions, having them stop using the accreditation symbol, suspending or withdrawing registration, announcing the transgressions or, where necessary, taking legal actions.

### **8.2 Transgression by certified organizations**

When an organization transgresses the regulations in this document, the conformity assessment body shall take actions against them in accordance with clause 8.1.

The certification body which has taken actions against the organization that has transgressed the regulations shall record the result and make it available as appropriate to ISMS-AC.

Additional clause

The accreditation symbol specified in “Conditions for Reproduction of the IMS Accreditation Symbol” (JIP-IMAC500-2.1) and “Conditions for Use of the IMS Accreditation Symbol” (JIP-IMAC510-2.2) shall be changed to the one in this document as soon as possible by March 31, 2016.