



PROCEDURE OF CONTROL THE USE OF GCIQCS LICENSE, CERTIFICATE AND MARK OF CONFORMITY & SCHEME

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| Doc. No. | GCIQCS-SOP-01 |
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1. Purpose and Scope:

This procedure aims to describe the steps adopted by GCIQCS to control the use of its license, certificate, and mark of conformity to regulate the use of the mark by all offices of GCIQCS clients.

2. Responsibilities:

It is the responsibility of the Management representative to:

- A. Approve and maintain the steps taken for the control of use the license, certificate, and Mark of conformity.
- B. Ensure the communication of policy and procedures related for best practices in each department.
- C. Continuous review and updates for the related procedures.

3. Definitions:

QAM: Quality Assurance Manager

QP: Quality Procedures

MR: Management Representative

QM: Quality Manual

QMS: Quality Management System

SOP: Standard Operating Procedure

QML: Quality Master List

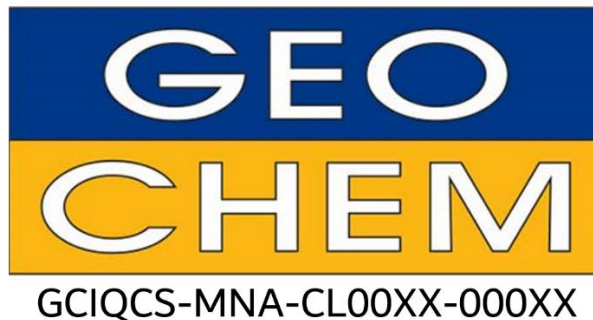
QF: Quality Form

4. Applicable Certification Marks of Conformity:

As detailed in GCIQCS manual. For various scopes GCIQCS acts as Independent Certification Body (Issuing GCIQCS Certificates); In addition, it acts as; 3rd Party Conformity Assessment Body authorized by Saudi Standards, Metrology & Quality Organization (SASO) for Issuing SASO Certificate of Conformity and for other regulatory schemes (e.g. GSO, SFDA, MoIAT) as applicable For each acting above, Specific Certification Mark of conformity is granted to client as following:

4.1. Independent Certification Body (Issuing GCIQCS Certificates):

A. All Scopes: GCIQCS Certification Mark:



4.2. Notified body for GCC Standard Organization (GSO) (Issuing G-Mark Certificate)



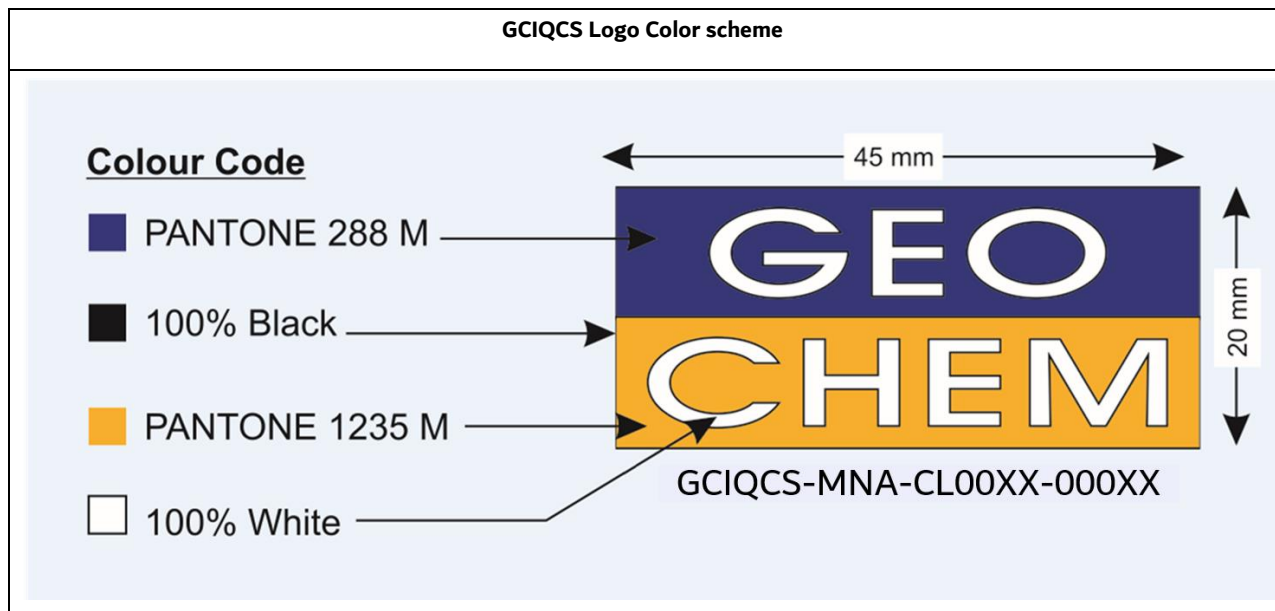
5. Procedures of use Certification Marks:

- GCIQCS owns its Certification Mark of Conformity as part of its Certification system, along with GCIQCS final Product (the certificate), and applicable scheme owner certification scheme. Once certified by GCIQCS, the client has the right to use GCIQCS Mark of Conformity. Client using, GCIQCS Mark of conformity shall fully comply with the requirements for the use of 3rd party marks available in ISO/IEC 17030.
- For Certification Marks belonging to Scheme owners (SASO), the same rules and obligations and restrictions detailed in this procedure, related to Certification Marks use are applicable on the use of these marks as well. Those marks are not GCIQCS Property obviously, rather it is the scheme owner property; however, GCIQCS has the right to grant those marks to client in accordance with the authorization of both schemes' owners to GCIQCS to be notified body and 3rd party CAB respectively. Once certified, client has the right to use those Marks of Conformity and shall fully comply with requirements for the use of 3rd party marks available in ISO/IEC 17030.
- Control the use of GCIQCS certificates & marks of conformity and scheme owner's certificates and marks of conformity by its clients by following the **Procedure GCIQCS-SOP-01** Procedures of Control of GCIQCS License, Certificate & Mark of Conformity and scheme owner certificates and Mark of conformity.
- GCIQCS makes it clear to its clients that it owns exclusively its Certification Mark of Conformity as part of its certification system, along with GCIQCS final Product (the certificate), and its certification scheme and the right to use GCIQCS Mark of Conformity is authorized only to the certified clients who signed the certification agreement and are approved for certification
- GCIQCS Certification Mark is granted to Products or services meeting the applicable standards or requirements. It should be very clear that the certification mark will be used exclusively on certified products, so no confusion should happen between certified and non-certified products. Furthermore, usage of certification mark should be handled with extra care and attention.
- GCIQCS assures the controlled and accurate usage of its certification mark by continuous certification auditing, 1st and 2nd year annual surveillance and re-certification audit, besides Market monitoring, in a way that if any Intentional misuse of the mark happen by client necessary corrective actions will be taken on immediate basis.
- Client using, GCIQCS Mark of conformity shall fully comply with requirements for the use of 3rd party marks available in ISO/IEC 17030.
- GCIQCS entitles its client to use Certification Mark on products covered by the appended license, as approved by GCIQCS for such products in accordance with the standards.
- The stipulations of the general rules for the applicable certification scheme and all applicable related standards shall apply to the use of Certification Mark.
- Once Certified, GCIQCS agrees that the related certified Facilities and products manufactured comply with the requirements of applicable standards specified in the license. Accordingly, it is a recognition and authorization for the applicant to mark the products covered by the license using GCIQCS Certification Mark
- It is the applicant responsibility to assure that for every and each time the products (for which the license is granted) are available, they should be produced within the same specifications and quality similar to the conditions and samples tested by GCIQCS and found to be in conformity with applicable standards.
- Printing of certification mark shall be performed within exactly the same presentation listed below (size, colors & dimensions), using materials assuring the accurate and sharp production of the mark.

- To ensure the above is met, upon approval for certification and prior to issuance of certificate, the certification Mark is handed over to client in a Soft Copy format.
- Upon signing this certification agreement, applicant declares of fully understanding the requirements, terms and conditions, usage policy of safeguarding GCIQCS Certification Mark and commit to fully comply with them and not to make any statement or act in any way that may be considered misleading. Furthermore, applicant agrees and recognizes the use of its certification mark upon certification approval decision.
 - Promotional and marketing purposes (either constant: brochures, letterheads, flyers, website, etc., or variant events: exhibition, etc. using GCIQCS Certification Mark are accepted by GCIQCS with no objection under the condition of providing the certificate no along with the certification mark in case of such activities. This use shall be done within the accepted conditions mentioned above, such advertisements can be placed on display panel of the certified products, on the secondary or packaging , on company publicity materials such as brochures, company profiles, reports, exhibition materials, flyers, banners, roll-ups etc. ,on corporate electronic media such as in website, internet ,on the internal walls and doors of the factory/offices, on company vehicles ,on company communication documents such as letterheads, stationeries etc.
 - GCIQCS will conduct continuous monitoring on certified products to ensure correct use of its Certification Mark.
 - Instructions or another user information accompanying the product and related to the certification scheme shall be approved by GCIQCS
 - In case of any doubts regarding the use of the logo, prior written approval shall be granted by GCIQCS to prevent misuse and subsequent corrective action.

6. Specifications of GCIQCS Mark of Conformity

- Color: Specified below GCIQCS Certification Mark should be reproduced exactly the same color and proportion.
- Size.
 - The size of the logo shall be in following ratio and of size variations (decreasing or increasing) mentioned below
 - Size must always follow and respect the proportions of the logo.



7. Specifications of Scheme owner Mark of Conformity:

Please refer ENAS Policy (EP 02) on the condition for the use of “ENAS Accredited” Symbol by Accredited CABs.



EP 02 Conditions for
the Use of ENAS Accredited

8. Types of Breach/Misuse of certification license & Disciplinary Actions & Liabilities

| Types of Breach/ Misuse of certification license, Conformity Mark | Disciplinary Actions & Liabilities (Scaling from Notable to Severe Non-conformities) |
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| Claiming the ownership of Certification Mark of Conformity. | <ol style="list-style-type: none"> Written Warning to inform the client about the breach he is doing, and the misuse client is committing Identifying notice to correct the actions and list the disciplinary actions in case of not adhering to completing the necessary suitable corrective actions within the notice period Disciplinary actions <ul style="list-style-type: none"> Determination by GCIQCS of corrective actions needed to be implemented and inform the client about it to eliminate the consequences of the misuse. <p>Corrective action taken by client should be:</p> <ul style="list-style-type: none"> Announced publicly (whenever needed). Defective products have been recalled, rebuilt, replaced or destroyed under supervision. Client continues the required corrective actions until non-conformity is eliminated, and the action continues to cover the future produced items. <ul style="list-style-type: none"> Removing the certification mark from the product Accreditation organization is informed. Notification of parties authorized and responsible for instituting a recall Suspension of the Certificate (Certification is suspended; after which withdrawal of certificate will be applicable if no action is taken by applicant) Withdrawal of the certificate is released to the public Civil liability -Claim for damages Legal proceedings are initiated (within limitation of Federal Law 28: 2001) |
| Use GCIQCS Mark of Conformity for other than the certified clients exclusively authorized and mentioned in certification agreement and approved for certification. | |
| The customer cannot fulfill the certification terms of the certified product effectiveness terms, constantly or severely, major non-conformities are found as a result of the audits realized | |
| The minor non-conformities, fixed as a result of the audits, are not eliminated within the established terms, | |
| Auditing fees are not paid. | |
| Products or services for which the license is granted are not meeting the applicable standards or requirements. Usage of certification mark is not handled with care and attention. | |
| Client does not enable GCIQCS Continuous monitoring/certified customer does not allow performance of supervision or re-certification audits with necessary frequencies: | <ol style="list-style-type: none"> Written Warning to inform the client about the breach he is doing, and the misuse client is committing Identifying notice to correct the actions and list the disciplinary actions in case |



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| Certification Auditing, 1 st Year Annual Surveillance, 2 nd Year Annual Surveillance, re-certification audit, Market monitoring | of not adhering to completing the necessary suitable corrective actions within the notice period. |
| Use of Mark of conformity does not fully comply with requirements for the use of 3 rd party marks available in ISO/IEC 17030. | 2. Disciplinary actions |
| Breaching the general rules for the applicable certification scheme and all applicable related standards shall apply to the use of Certification Mark. | <ul style="list-style-type: none"> Determination by GCIQCS of corrective actions needed to be implemented and inform the client about it to eliminate the consequences of the misuse. |
| For every and each time the products (for which the license is granted) are available, the production is not happening within the same specifications and quality similar to the conditions and samples tested by GCIQCS and found to be in conformity with applicable standards. | <p>Corrective action taken by client should be:</p> <ul style="list-style-type: none"> Announced publicly (whenever needed). Defective products have been recalled, rebuilt, replaced or destroyed under supervision. Client continues the required corrective actions until non-conformity is eliminated, and the action continues to cover the future produced items. |
| Printing of certification mark is not performed within exactly the same presentation specified (size, colors & dimensions). | <ul style="list-style-type: none"> Removing the certification mark from the product Accreditation organization is informed. Notification of parties authorized and responsible for instituting a recall. |
| Not using materials assuring the accurate and sharp production of the mark while printing the certification Mark | <ul style="list-style-type: none"> Suspension of the Certificate (Certification is suspended, after which withdrawal of certificate will be applicable if no action is taken by applicant) |
| Not abiding the rules mentioned in certification agreement initially signed by client prior to certification process, where client declares of fully understanding the requirements, terms and conditions, usage policy of safeguarding GCIQCS Certification Mark and commit to fully comply with them and not to make any statement or act in any way that may be considered misleading. | <ul style="list-style-type: none"> Withdrawal of the certificate is released to the public Civil liability -Claim for damages Legal proceedings are initiated (within limitation of Federal Law 28: 2001) |
| Misuse the conformity mark during the Promotional and marketing purposes (either constant: brochures, letterheads, flyers, website, etc., or variant events: exhibitions, etc.) | |
| Products bearing the certification mark are not authorized to bear the certification mark | |
| Violating one of the requirements available in ISO/IEC 17030 | |
| Certified products bear unauthorized form of the mark | |
| Certified product is in violation of GCIQCS policies under which the product was tested and certified (hazardous not complying with applicable certification requirements). | |



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9. Related Forms:

Listed Agreements, SOPs, Records related to **GCIQCS-SOP-01** as follows:

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|--------------------------------|--|
| Quality Master List | <u>GCIQCS-REC-01</u> |
| Quality Manual | <u>GCIQCS-QM-01</u> |
| Certification Agreement | <u>GCIQCS-AGR-01</u> |
| NDA/GCIQCS-Staff | <u>GCIQCS-AGR-XXX-06</u> |

10. References:

- ISO/IEC 17065, Conformity Assessment - Requirements for bodies certifying Products, Processes and services.
- ISO/IEC 17021-1, Conformity Assessment — Requirements for bodies Providing audit and Certification of management systems.
- ISO/IEC 17000, Conformity Assessment — Vocabulary and general principles.
- ISO/IEC 17020, Conformity Assessment— Requirements for the operation of various types of bodies performing inspection.
- ISO/IEC 17025, General requirements for the competence of testing and calibration laboratories.
- ISO/IEC 17067, Conformity Assessment — General requirements for third-party marks of conformity.
- ISO/IEC 17030, Conformity Assessment — General requirements for third-party marks of conformity.
- GCIQCS Manual GCIQCS-QM-01
- GCIQCS-REC-01-Quality Master List.



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Revision History:

| Date | Revision # | Description of Changes |
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| 02 Feb 2022 | 00 | Initial |
| 17 July 2023 | 01 | Reference of obsolete standards or revised documents have been deleted and or corrected. Procedure aligned to make applicable on all offices of Geo Chem (e.g. UAE, CHN etc.) |