
	<b>MANAGEMENT SYSTEM CERTIFICATION DOCUMENT</b>	Document No: MSC-P03-AJ Page 1 of 5
	<b>USE OF NSI MARKS OF CONFORMITY</b>	Version: 03 Effective: July 2024
	<b>Compiled by: Certification</b>	<b>Approved by: GM Certification</b>


The Namibian Standards Institution (NSI) Marks of conformity are protected Trade Marks published in Government Gazette, established in terms of Section 21 of Standards Act, 2005 (Act No. 18 of 2005).

The marks of conformity are issued by the NSI Certification Body (CB) to indicate that a relevant Management System of an organization has been assessed and complies with requirements of the relevant standard. These marks of conformities may be used under the following conditions that:

1. The organization has been granted certification for a specific management system which includes the right to use the relevant NSI mark of conformity.
2. The certified organization shall be in the possession of a valid certificate of conformity issued by the NSI Certification Body for the specific scope of certification.
3. The Mark of conformity for a certified management system shall not be affixed on the product or \*product packaging.
4. A certified organization may make reference to the Mark of conformity in the content of its promotional/advertising or informational materials, letterheads, business cards, literature (in any medium including electronic media and websites), company vehicles, websites and social media.
5. The organization with a certified management system shall not use the NSI mark of conformity in such a way to create an impression that its products/services have been certified.
6. There shall be no ambiguity, in the use of the mark of conformity or accompanying text, as to what has been certified and which certification body has granted the certification.
7. Where the organisation has some sub-divisions or branches which are not certified, the promotional / advertising or informational materials shall clearly identify which part of the organization is certified and/or for which activities a certificate or mark of conformity has been issued.
8. The name of the specific Standard to which the organization has been certified shall be indicated in the Mark of conformity symbol.
9. NSI CB shall monitor the use of the NSI marks of conformities throughout licensing period.


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10. The certified organization shall ensure that the certificate and mark of conformity shall not be used by its clients for promotional or publicity purposes.
11. Upon the expiry of the certificate or withdrawal of the certificate, however determined, the certified organization shall discontinue the use of NSI mark of conformity or reference thereto, return the certificate of conformity to the CB immediately, and withdraw all advertising matter which contains any reference to it.
12. In case of suspension of the certificate of conformity, the organization shall be given a grace period of two months from the date of suspension decision to withdrawal its advertising materials and documentation bearing NSI Mark of conformity.
13. The Marks of conformity shall always be used in an upright position, in the original colour it was issued, in a size which make all features of the Marks of conformities are clearly readable and without distortion of its dimensions and shape.
14. Any non-compliance to the set rules of using NSI mark of conformity may lead to the following actions:
  - a) Suspend the use of the certificate of conformity which includes the right to use NSI Marks of conformity;
  - b) Conduct a special audit to verify the use of the NSI Marks of conformity at the certified organization;
  - c) Withdrawal of the certificate of conformity;
  - d) Take legal action in accordance with the current legislation (appeal to the court).
15. NSI CB Management shall determine the type of action to be taken taking into account the nature, the impact and the causes (whether it was intentional or accidental of the misuse of the NSI marks of conformity).
16. The cost for the implementation of the corrective actions as a results to the noncompliance to the rules shall be borne by the certified organization.
17. In the event that the specified standard or other normative document used for certification has been revised or became obsolete, the certified organization shall be given not more than twelve (12) months to continue applying NSI Mark of conformity upon which the use of NSI mark of conformity shall cease.

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18. The Marks of Conformity issued for the Management System certification shall not be used on laboratory tests, calibration or inspection reports or certificates.

*\*Product packaging is considered as that which can be removed without the product disintegrating or product being damaged.*

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## 19. Related documents

- 19.1 ISO/ IEC 17021-1 Conformity assessment – Requirements for bodies providing audit and certification of management systems.
- 19.2 **MSC-P03-FA** Client Certification Contractual Agreement.
- 19.3 MSC-P08\_Reference to Certification and Use of Marks
- 19.4 Government Notice No.294 – Namibian Standards Institution : Declaration of NSI Marks of Conformity: Standards Act, 2005

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## 20. Records

N/A

## 21. Record of Revisions

Revision	Date	Description
01	Jan 2019	Established
02	April 2019	Added Section 10 – mark of conformity shall not be used on laboratory tests, calibration or inspection reports or certificates to align with MSC-P08.
03	March 2024	Changed the from QMS marks of conformity to NSI marks of conformity. Changed client to certified organization Expanded on clause 5 and 8