

REFERENCES TO ACCREDITATION

1. Introduction and scope

For all accreditation bodies, the power to grant an accreditation to a certification body goes hand in hand with the authorization of specific references to this accreditation.

This document specifies the measures taken by the Committee on Accreditation for Evaluation of Quality (CAEQ) to ensure that any reference to accreditation, including the use of symbols always corresponds only to the accreditation decision made by the competent authority, particularly to the scope of this accreditation.

This document exclusively covers the management and display of statements used to refer to the accreditation granted by any competent authority under the oversight of the CAEQ, including Conseil des appellations réservées et des termes valorisants (CARTV).

2. Reference documents



- *Act Respecting Reserved Designations and Added-Value Claims*
- *Regulation respecting criteria and requirements for accreditation*
- *Internal Regulations Pertaining to Accreditation for Certification bodies*
- *ISO/IEC 17011*
- *Canada Organic Regime- Operating Manual*

3. Definitions

Please refer to the Internal Regulations Pertaining to Accreditation for Certification bodies for the general definitions.

4. Access and distribution

This document is distributed or made available to all Board members, members of the Accreditation Committee and personnel involved in the accreditation process. Other interested parties may obtain a copy on request from the CAEQ secretariat.

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A. Policy

1. General provisions

The CAEQ shall control the use of its name and logo by accredited certification bodies (CB) as well as that of CARTV and those of the competent authorities who have granted accreditation based on the recommendation of the CAEQ when their delegation of power allows it.

It shall ensure that the use of its label (CAEQ's name and logo) is accompanied by a clear indication of the certification program for which an accreditation has been granted when an accredited certification body uses it.



Furthermore, the CAEQ shall ensure that the use of its name and logo on reports, certificates or attestations that the CB issues within the scope of its accreditation is authorized.

2. Requirements for accredited CBs

Through the contract that it signs with the accredited CB, the CAEQ shall require that the CB:

- a) fully meets its requirements when it refers to its status as an accredited CB in its communications, such as on the Internet, documents, brochures or advertisements;
- b) only uses the accreditation symbols for its establishments covered by the accreditation;
- c) gives no indication concerning its accreditation that could be considered abusive or unauthorized;
- d) ensures that no report or certificate is used, in whole or in part, in an abusive way;
- e) immediately stops publishing any information containing any reference to its accredited status once its accreditation is suspended or withdrawn (for any reason);
- f) does not use its accreditation in a way that implies that a product, process, system or person is approved by the accreditation body;
- g) does not misuse the name, logo which could damage the reputation of the CAEQ, CARTV or any other competent authority;
- h) informs its operators concerned by the suspension, reduction or withdrawal of its accreditation as well as the related consequences within the prescribed deadlines.

The requirements pertaining to reference to the accreditation and the use of symbols by the accredited CB, are referenced in Appendix of the accreditation contract [/ACA7FE8105/](#) being an integral part of said contract.

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3. Use of accreditation symbol

The use of the CAEQ logo is not mandatory. Certification bodies accredited by CARTV or any other competent authority are required to use the CAEQ logo on a voluntary basis.

For this purpose, the CAEQ specifies at least the following requirements regarding the criteria for using the accreditation symbol:

- a) the use and monitoring of any accreditation symbol, alone and/or in combination with any CB mark, in certification documents including communication materials
- b) the reproduction of the accreditation symbol

The CAEQ ensures that the accreditation symbol includes a clear indication of the evaluation activity for which the accreditation is granted:



- a) the accreditation symbol must not be affixed alone or used to imply that a product has been certified or approved by the accreditation body
- b) the CB uses the accreditation symbol and refers to the accreditation status for activities covered only by the granted scope of accreditation

The CAEQ also controls the use of the accreditation symbol and any other reference to refer to the accreditation granted by any competent authority (CFIA, European Commission, SENASICA, etc.), under the oversight of the CAEQ. The rules for the use of accreditation symbols are referenced on the official website or a publication by the concerned competent authority. During the accreditation cycle, the CAEQ ensures that the use and reproduction of these references are appropriate. Otherwise, measures are taken by the CAEQ to request to stop abusive or inappropriate use.

4. Actions taken by the CAEQ to stop any inappropriate use

The name “Committee on Accreditation for Evaluation of Quality”, including the initials CAEQ and the body’s logo are official trademarks registered in Canada.

The CAEQ shall take any appropriate action to deal with any incorrect reference to the accredited body’s status or any abusive use of accreditation symbols found in advertising, catalogues, etc., regarding the identification of the competent authority that grants the accreditation.

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B. Procedure

If the CAEQ is mandated to oversight a certification body accredited by another competent authority than CARTV and if there is a different procedure for accreditation reference including use of symbol, the CAEQ will comply with the requirements of the competent authority. (ex: CFIA, European Commission, SENASICA).

1. Use of accreditation symbol

Any CB wishing to use the CAEQ logo in its certification documents, including communication materials, must make an official request in writing to the CAEQ. Following this request, the CAEQ accreditation director provides the requesting CB with an electronic version of the CAEQ logo.

In all cases, the symbol can be used in its actual color or in black and white and must keep its proportions. No other color variation and reproduction is accepted.

The use of the CAEQ logo is authorized on places (website, reports, posters, billboards, certificate, etc.) referring only to the scope of accreditation controlled by the CAEQ (see details in Appendix of the accreditation contract [/ACA7FE8105/](#)).

The correct use of the CAEQ logo on certification documents and advertising material will be verified by the CAEQ assessors during the various assessments.


2. Actions taken by the body to stop any inappropriate use

Following the identification of any inappropriate use, first the CAEQ submits a request for corrective action to the offending body according to the document [/ACA3PLR7851/](#).

An abuse case can also be sent to the CAEQ as a complaint. This will be processed according to document [/ACA3PLR5901/](#). Failure by the CB to make the required corrections may lead to sanctions that may go as far as accreditation withdrawal and publication of the offence.

In addition, the CAEQ may take legal action if necessary. These measures will be imposed in accordance with document [/ACA3PLR7131/](#) - Suspension, withdrawal or reduction of accreditation.

END OF POLICY

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