

# Rules for the use of the RINA certification logo



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Technical rules

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## 1. AIM AND FIELD OF APPLICATION

This document defines the rules which certified organisations are required to follow in order to be authorised to use the RINA certification logo or to make reference to the certificate issued.

These rules apply to all organisations certified (see point 2 below) by RINA and, by signing the certification contract, the certified organisation is bound to comply with the applicable requirements of these rules.

The certification logo allows organisations certified by RINA to demonstrate to the market, and not only, that they have been certified.

## 2. DEFINITIONS AND ABBREVIATIONS

**Certificate:** the document issued by RINA, following the positive outcome of the verification activities, which can be defined in different ways, for example “statement”, “declaration”, etc.

**Certificate of compliance and certification:** the positive verification by RINA of compliance of the system/product/personnel with the reference standard which allows the “certificate” in the above sense to be issued.

**Organisation:** client, the subject which stipulates the contract with RINA and to which the requirements of these rules apply.

**System/product/personnel:** the system, product or personnel subject to verification by RINA, as specified in the contractual documents.

**Third party mark of conformity:** protected mark issued by a body which performs third party conformity assessment activities, indicating that the object undergoing conformity assessment (product, process, person, system or organisation) complies with specified requirements.

## 3. REQUIREMENTS FOR USE OF THE LOGO BY CERTIFIED ORGANISATIONS

### 3.1

Authorisation to use the RINA certification logo, in accordance with the criteria of these rules, is granted to organisations which have positively completed the certification process.

### 3.2

Except what is specifically stated in the RINA Rules related to the provision of individual services or in other applicable rules, use of the logos is to refer exclusively to the services, products or management aspects subject to verification by RINA and to which the certificates of compliance issued by RINA refer.

### 3.3

An organisation which has successfully completed the certification process is authorised to use the certification logo on documents/other materials such as: stationery, advertising material, publications, presentations, headed paper, business cards, web sites, invoices, transport documents, posters and signs of the organisation, company vehicles, in accordance with the conditions given below (except for any changes to be agreed in advance with RINA).

The certification logo is to be used together with the mark and/or business name of the certified organisation.

### 3.4

Any use not expressly covered by the RINA Rules related to individual services, by contracts or by other applicable legislation, is to be previously authorised in writing by RINA.

### 3.5

An organisation may not, under any circumstances, transfer the right to use the RINA certification logos to third parties.

### 3.6

On request, an organisation may be provided with a certification logo which combines the different system/product certificates obtained from RINA.

### 3.7

If the certification logo is used on web sites, it is not possible to add a link to the RINA site.

## 4. PARTICULAR RULES FOR LOGOS RELATED TO SYSTEM CERTIFICATION

### 4.1

The system certification logo must not, in any way, be confused with a product certification mark.

### 4.2

Except as regards what is specifically covered by the RINA Rules for the certification of management systems related to individual services provided or in other applicable legislation, the RINA logos related to system certification shall not be used on a product, product packaging, type labels on product, identification plates on product, adhesive tape on product, laboratory reports and certificates, medical reports, test reports and certificates, calibration or inspection reports and certificates, planimetry or technical reports..

Only on product packaging and / or in accompanying information, it is possible to use one of the following statements:

“Name or Brand of certified Organisation” has a “ type of management system (Eg. Environmental Management System)” certified by RINA in compliance with the standard XXXX (Eg. ISO 14001)”

or

"This product has been manufactured by “Name or Brand of the Certified Organisation” in a plant whose “ type of management system (Eg. Environmental Management System)” has been certified/registered as complying with “Standard (Eg. ISO 14001)” by RINA.

Organisation shall obtained previously authorisation from RINA before using any other different statement.

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

Accompanying information is considered as separately available or easily detachable.

The organisation must ensure that certification may not be intended as covering other product types or lines or production units other than those covered by certification.

### 4.3

If certification refers to only a part of the company's facility, sites or processes, use of the logos must make it clear that certification does not refer to the whole organisation.

In particular, if some of the organisation's operational units/production lines, mentioned in the document to which the RINA certification logo will be affixed, are not undergoing certification, it will be necessary to put below the logo the certificate number and the list of operational units/production lines covered by certification.

## 5. PARTICULAR RULES FOR LOGOS RELATED TO PRODUCT CERTIFICATION

### 5.1

Except as regards the rights established in the various Rules or in other applicable legislation, the RINA logos related to product certification can be used by organisations which have obtained certification from RINA, which will provide the organisation with a logo model and related characteristics.

## **5.2**

Any type of reproduction which an organisation intends to put on products, commercial documents, labels, packaging, etc. is to be submitted for prior RINA approval.

## **5.3**

The advertising must be truthful and must not give rise to doubts or false interpretations concerning the type, category, characteristics and performance of the products concerned. Furthermore, it must be prepared so as to avoid any misunderstanding between marked and non marked products and the organisation must ensure certification is not understood as covering products not included on the certificate issued by RINA.

## **5.4**

Following the issue of the product Certificate of Conformity, an organisation is authorised to identify the certified products with the RINA Quality Mark or, alternatively, with the RINA company logo.

## **5.5**

Except where established otherwise at the time of issue of the Certificate of Conformity, the Quality Mark/RINA logo is engraved or indelibly stamped on every product for which use has been authorised; depending on the size or type of product, authorisation may be given to affix the mark to the smallest container in which the product is marketed or to use special labels.

Other methods of affixing the Quality Mark/logo, proposed by the organisation, in view of the characteristics of the product, may be accepted by RINA.

## **5.6**

The Quality Mark/logo may be reproduced in any size provided it is clearly legible, in the opinion of RINA, and provided the mark/logo is a faithful reproduction of the original.

For the reproduction of the Quality Mark, reference is to be made to the specific RINA Rules for the issue of the Certificate of product conformity and pertinent concession of the Licence to use the Quality Mark.

## **5.7**

The number of the Certificate of Conformity is always to be placed beside the RINA Mark or logo. Moreover, in general, the organisation is to clearly indicate, close to the Mark, the details of the reference standard (including its edition) on the basis of which the product has been certified.

## **5.8**

The method of affixing the Quality Mark is to be examined in advance by RINA.

## **5.9**

During the audits of the organisation, RINA checks use of the Quality Mark/logo by examining the organisation's documents, catalogues and web sites, packaging, wrapping as well as the products themselves, both at the production plant and on the market.

## **6. PARTICULAR RULES FOR LOGOS RELATED TO THE CERTIFICATION OF PERSONNEL**

### **6.1**

Unless otherwise established in individual Rules or in other applicable standards, the RINA logos related to the certification of people can be used by those who have obtained certification from RINA, which provides the organisation with a model of the logo and its characteristics.

### **6.2**

The organisation can affix the certification logo on commercial documentation relevant to services which are included in the certification issued to the professional, on business cards, headed paper, Internet sites, e-mail messages, professional social networks.

### **6.3**

Advertising of the mark must be truthful and must not give rise to doubts or misinterpretations concerning the professional context concerned. Moreover, it must be drawn up so as to avoid misunderstandings between professional services subject to certification and those not subject to it; the organisation must ensure that certification is not understood as covering professions or professionalism which do not come under the certification issued by RINA.

### **6.4**

The mark can be reproduced in any size provided it is clearly legible, in the opinion of RINA, and provided the mark/logo is a faithful reproduction of the original. The facsimile of the mark is contained in the pertinent RINA documents (in particular in the specific Rules of the certification scheme, where foreseen).

### **6.5**

The full name of the certified person and the number of the Certificate of Compliance are always to be indicated beside the mark. Moreover, the organisation is generally to give detailed indications, clearly shown close to the mark, of the reference standard (including its edition) on the basis of which the person was certified.

### **6.6**

During the audits, carried out for maintenance and/or renewal of the certificate, RINA checks the use of the Quality Mark/logo by examining the organisation's documents and web sites, appropriately supplied by the candidate.

### **6.7**

The certified person undertakes to use the mark in compliance with the RINA Code of Conduct, the rules of the certification scheme, where foreseen, and with these Rules.

### **6.8**

If the certification scheme includes the issue of a certificate or card, the professional undertakes to use this instrument in compliance with the RINA Code of Conduct, the rules of the certification scheme, where foreseen, and with these Rules.

### **6.9**

Certified people are required to underwrite these Rules, as indicated in paragraph 12.

## **7. SUSPENSION OR WITHDRAWAL OF THE CERTIFICATE**

### **7.1**

Organisations may only use the logos during the validity of the Certificates of Conformity issued by RINA.

### **7.2**

An organisation whose a management system certificate has been suspended can use the RINA certification logo on all documents/items to which it was affixed and throughout the suspension period of the certificate.

For product and personnel certification an organisation whose certificate has been suspended must cease immediately to use the RINA certification logo on all documents/items to which it was affixed and throughout the suspension period of the certificate.

### **7.3**

A certified organisation whose certificate has been revoked in relation to a specific scheme must cease altogether to use the RINA logo for the scheme in question, in any form and place.

### **7.4**

If the certificate is revoked in relation to a particular scheme, RINA informs the organisation in writing that the certification logo can no longer be used in any form or place allowed by these Rules

(products, wrapping, packaging, movable assets and real estate, headed letter paper, technical, commercial, advertising documentation, etc.).

### **7.5**

In the case of product certification, if the certificate has been suspended or revoked and the producer has to dispose of products in the warehouse which already have the RINA logo, these may be marketed until the supplies run out, provided they were manufactured during the period of validity of the certificate.

## **8. SANCTIONS**

### **8.1**

Any breaches of these Rules by certified organisations, where applicable, will be sanctioned by RINA through the adoption of the following measures, in increasing order of severity:

- a) written warning with a request to take the necessary steps and corrective action;
- b) if the above steps and corrective action are not taken or are inadequately taken or the error continues to be made: the certificate of the certified organisation will be suspended for a period of time commensurate with the seriousness of the situation of non compliance;
- c) if non compliance persists and/or breaches continue beyond the end of the suspension period: the certificate is revoked.

### **8.2**

For each breach of the rules related to use of the logo contained in this document, in contracts, in RINA Rules relevant to individual services provided or in any other applicable regulations, the organisation will be required to pay RINA a fine of 30,000 Euros.

Moreover, RINA has the right to claim compensation for any further damage suffered, in whatsoever capacity, related to the improper use of the logos by organisations.

### **8.3**

RINA reserves the right to make the checks it considers most appropriate to verify that the logos are used in compliance with these Rules and with any other applicable regulations, also asking the organisation to show documentation such as catalogues, packaging, headed letter paper, etc. If the organisation unjustifiably refuses to show RINA what the latter requests, this will lead to implementation of what is stated in the next paragraph.

If the requirements contained in points 4 to 6 above are not complied with, RINA will have the right to terminate the contract for the provision of services in accordance with art. 1456 of the Italian Civil Code.

### **8.4**

Notwithstanding the above, RINA reserves the right to report any misuse of its logos on its web site.

## **9. FORMAT AND COLOUR OF THE LOGOS**

### **9.1**

The RINA certification logos can be reproduced in real size, bigger or smaller, provided the proportions are maintained and legibility is ensured.

The logos may not be partially reproduced.

### **9.2**

The certification logo is available in two formats, .eps and .jpg, in black and white and in colour.




The .jpg format should be used for Word documents (and web sites) and can be paged by following the standard extraction procedure “Insert/Image/From file”. The image extracted in this way may be altered in size in relation to page layout requirements provided the width of the mark is not less than 4 cm and the resizing procedure does not change the proportions of the image, so as to avoid any “stretching” or distortion of the mark<sup>1</sup>.

The .eps format is a multiplatform standard format, used exclusively for printing and, therefore, recognised by all printers. It is the ideal format to obtain a high quality print and to guarantee it is perfectly legible on any kind of surface. As it is designed using specific programmes for the processing of vectorial images, the image can only be seen by those who have these programmes. Also in this case, to ensure legibility, the certification logo may be paginated for printing, bearing in mind that the width of the printed image must not be less than 4 cm.



The certification logo is available, on request, in a different resolution, for specific needs.

### 9.3

The certification logotype can be reproduced using the colours in the chart or in black and white:

Pantone	CMYK	RGB
 <b>Pantone 2767 C</b> RINA Dark Blue	<b>C 100</b> <b>M 90</b> <b>Y 10</b> <b>K 77</b>	<b>R 19</b> <b>G 41</b> <b>B 75</b>
 <b>Pantone 2185 C</b> RINA Blue	<b>C 100</b> <b>M 38</b> <b>Y 17</b> <b>K 2</b>	<b>R 0</b> <b>G 118</b> <b>B 165</b>
 <b>Pantone 631 C</b> RINA Light Blue	<b>C 74</b> <b>M 0</b> <b>Y 13</b> <b>K 0</b>	<b>R 62</b> <b>G 177</b> <b>B 200</b>

The IQNet logo, if present, can be reproduced as follows.

Pantone	CMYK	RGB
 <b>Pantone 661</b> IQNet Blue	<b>C 100</b> <b>M 38</b> <b>Y 17</b> <b>K 2</b>	<b>R 28</b> <b>G 91</b> <b>B 162</b>
 IQNet Grey	<b>C 0</b> <b>M 0</b> <b>Y 0</b> <b>K 50</b>	<b>R 112</b> <b>G 111</b> <b>B 109</b>

<sup>1</sup> The resolution of this format is not suitable for high definition reproduction and printing, for which the .eps format should be used.



## **10. CRITERIA FOR USE OF THE MARK OF ACCREDITATION BODIES BY USERS OF ACCREDITED CERTIFICATION SERVICES**

### **10.1**

The wording “Users of accredited certification services” means the clients of accredited bodies, that is to say, organisations which are holders of company management system certificates, organisations which hold product certificates (licensees of certification marks), certified individuals (professional figures).

### **10.2**

If authorised by the accreditation body, organisations which have a valid certificate issued by RINA can also use the mark of that specific body (i.e. ACCREDIA, INMETRO, ANAB).

### **10.3**

Use of an accreditation body’s mark is only allowed in combination with the RINA certification logo and must be used in compliance with the Rules for the use of the accreditation mark, available on the site of the respective accreditation body.

Therefore, the holder of a specific type of certificate, related to a particular accreditation scheme, must never use the accreditation mark without the RINA mark/certification logo.

The accreditation body’s logo must not be confused with that of the certification body.

### **10.4**

The mark of an accreditation body must not be used in such a way as to suggest the accreditation body certified or approved the company management system, product or personnel of a holder of accredited certification or in any other misleading way.

### **10.5**

In the case of company management system certification, neither the RINA mark/logo nor the accreditation body’s mark are ever to be affixed separately or together on the products manufactured or supplied by the holders of the certificate and on their packaging or wrapping (primary).

### **10.6**

Except where specified otherwise in the Rules of the various accreditation bodies, use of the mark of these bodies is allowed, together with that of RINA, on headed letter paper and documents in general (except all technical documentation concerning the manufactured products) or on goods and instrumental means used to develop the processes which come under the certified management system (such as commercial vehicles, buildings, work clothes and similar), excluding items which are configured as products subject to specific certification, especially if mandatory or regulatory (machines, tools, personal protective equipment, etc.).

For use on goods and instrumental means, the combination of the two marks/logos must be accompanied by wording such as “Organisation with certified management system, indicating the reference standard of the certified system (i.e. UNI EN ISO 9001)” (more than one standard may be given for clients who have several system certificates).

### **10.7**

Except where otherwise stated in the rules of the different accreditation bodies, the test reports and/or calibration certificates issued by laboratories, whose company quality management system has been certified by RINA under accreditation, must never contain either the accreditation mark of the accreditation body together with that of RINA or even simply the RINA mark/logo.

### **10.8**

In the case of product/service certification, the certified organisation has the right to use an accreditation body’s mark on products, related packaging and wrapping, in accordance with the conditions established in these Rules.

### **10.9**

In the case of service certification, an accreditation body's mark may be affixed, together with that of RINA, to instrumental means used to provide the service, with the additional wording "certified service".

In the case of services only partially certified, the wording must also include the necessary restrictions (limited to .....).

The combination of the two marks/logos on technical documents, catalogues and advertising material must only be placed by the products/services which come under the accreditation scope.

### **10.10**

In the case of product certification where the size of the product and packaging/wrapping do not allow the limitations concerning size of the accreditation body's mark to be respected, when applicable, the following requirements apply to use of the accreditation body's mark together with that of RINA:

- a tag reproducing the accreditation body's mark together with that of RINA, even reduced so as to comply with the proportions and provided it is visible, is to be affixed to the product or packaging/wrapping or
- the certificate holder must take the necessary steps to ensure that, at the time of wholesale or retail trade of the product, a poster is displayed which reproduces the accreditation body's mark together with that of RINA, also bigger compared to the maximum dimensions of the accreditation body's mark but always maintaining the proportions.

### **10.11**

Use of the accreditation body's mark, the RINA mark/logo or the combined marks is forbidden on all technical documentation which makes reference in some way to the product, when an organisation has a certified management system (i.e.: statements of conformity for CE marking purposes).

### **10.12**

In the case of personnel certification, use of the accreditation body's mark is granted to the holder of the certificate, together with the RINA certification mark/logo, on business cards, headed letter paper and other documentation of the said person.

### **10.13**

Use of an accreditation body's mark by organisations certified by RINA must cease immediately in the case of surrender, suspension or revocation of the RINA certificate; in such cases, the organisation must eliminate the logo from all documents to which it was affixed.

## **11. HOW TO OBTAIN THE LOGOS**

### **11.1**

To obtain the RINA certification or accreditation body's logos, the local RINA office is to be contacted. The RINA certification logos can also be downloaded from the Member Area of the RINA portal.



## 12. SIGNATURE AND STAMP OF THE ORGANISATION/APPLICANT CONFIRMING ACCEPTANCE

### 12.1

People (individuals or part of an organisation) applying for people certification are required to underwrite these Rules:

<i>Name</i> .....	<i>Surname</i> .....
<i>Role</i> .....	
<i>Business name</i> .....	
<i>Place:</i> ..... <i>Date:</i> .../.../...	<i>Read and Approved</i>
	<i>Signature</i> .....
	<i>Stamp</i> .....



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