PCC-CERT CC-IN1 Certification and Surveillance Rules for Organisations' Management Systems

1 INTRODUCTION

PCC-CERT Group Sp. z o.o. (hereinafter PCC) is a certification body providing management system certification services in Poland, Italy, Serbia and Macedonia.

Under accreditation granted by the Polish Centre for Accreditation, management systems are certified against:

- PN-EN ISO 9001:2015-10, Quality management systems - Requirements;
- PN-EN ISO 14001:2015-09, Environmental management systems - Requirements with guidance for use;
- PN-EN ISO 45001:2024-02, Occupational health and safety management systems - Requirements with guidance for use.

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2 DEFINITIONS AND ADDITIONAL INFORMATION

The basic definitions and terms used in this bulletin are contained in:

- PN-EN ISO/IEC 17021-1:2015-09, Conformity assessment - Requirements for bodies providing audit and certification of management systems - Part 1: Requirements;
- PN-EN ISO 9000:2015-10, Quality management systems - Fundamentals and vocabulary;
- PN-EN ISO/IEC 17000:2020-12, Conformity assessment - Vocabulary and general principles;
- PN-EN ISO 45001:2024-02, Occupational health and safety management systems - Requirements with guidance for use.

The following terms also apply in this document:

a) PCC - PCC-CERT Group Sp. z o.o.

b) Organisation - the certified client.

c) Certification audit - an audit conducted by an auditing organisation independent of the client and of parties interested in certification, for the purpose of certifying the client's management system.

d) Additional audit (full or limited) - an audit conducted to verify the effectiveness of corrections and corrective actions taken in response to identified nonconformities.

e) Surveillance audit - an audit conducted at an organisation during the period of validity of certification to provide confidence that the organisation continues to meet requirements between recertification audits.

f) Recertification audit - an audit conducted at an organisation for the purpose of granting recertification (renewal of certification).

g) Special audit - an audit conducted to extend the certification granted, investigate complaints, examine significant changes in the organisation, or as part of follow-up to suspended certification.

h) Combined audit - an audit in which a client is audited jointly against the requirements of two or more management system standards.

i) Integrated audit - an audit in which the client has integrated the implementation of the requirements of two or more management system standards into a single management system and is audited against more than one standard.

j) Major nonconformity - a nonconformity that affects the ability of the management system to achieve its intended results.

k) Minor nonconformity - a nonconformity that does not affect the ability of the management system to achieve its intended results.

l) Appeal - a request for reconsideration of the matter that is the subject of the appeal, concerning a PCC decision related to the organisation's management system.

m) Complaint - an expression of dissatisfaction concerning the activities of PCC or an organisation under PCC surveillance, related to the management system certification granted.

n) Transfer of certification - recognition by PCC of an existing valid management system certificate issued by another accredited certification body, for the purpose of granting its own certification.

3 REQUIREMENTS AND INFORMATION FOR PROSPECTIVE CLIENTS

An organisation applying for certification undertakes to:

- meet the certification requirements;
- carry out all activities necessary for audits, including enabling the examination of documentation and providing access to all processes, areas, documents, records and personnel for initial certification, surveillance, recertification and handling complaints;
- make arrangements for observers present at the audit, such as PCA auditors or auditors undergoing training.

A management system may be submitted for certification where:

- objective evidence documenting operation of the management system exists;
- internal audits have been conducted in all areas of the management system;
- the organisation's management has reviewed the management system;
- sufficient evidence exists that the findings concerning internal audits and management system reviews have been implemented, are effective and will continue to be maintained.

Certification is conducted on the basis of the following normative requirements:

- PN-EN ISO 9001:2015-10, Quality management systems - Requirements;
- PN-EN ISO 14001:2015-09, Environmental management systems - Requirements with guidance for use;
- PN-EN ISO 45001:2024-02, Occupational health and safety management systems - Requirements with guidance for use;
- DACS-01, Accreditation of management system certification bodies (www.pca.gov.pl);
- DA-02, Rules for the use of PCA accreditation symbols (www.pca.gov.pl);
- DA-07, Policy on cross-border accreditation (www.pca.gov.pl);
- PN-EN ISO/IEC 17021-1:2015-09, Conformity assessment - Requirements for bodies providing audit and certification of management systems - Part 1: Requirements;
- PN-EN ISO/IEC 17021-2:2019-03, Conformity assessment - Requirements for bodies providing audit and certification of management systems - Part 2: Competence requirements for auditing and certification of environmental management systems;
- PN-EN ISO/IEC 17021-3:2019-03, Conformity assessment - Requirements for bodies providing audit and certification of management systems - Part 3: Competence requirements for auditing and certification of quality management systems;
- PKN-ISO/IEC TS 17021-10, Conformity assessment - Requirements for bodies providing audit and certification of management systems - Part 10: Competence requirements for auditing and certification of occupational health and safety management systems;
- EA-7/04, Legal compliance as a part of accredited certification to ISO 14001:2015 (www.pca.gov.pl);
- IAF MD 1, IAF mandatory document for the audit and certification of management systems of multi-site organisations (www.pca.gov.pl);
- IAF MD 2, IAF mandatory document for the transfer of accredited certification of management systems (www.pca.gov.pl);
- IAF MD 4, IAF mandatory document for the use of information and communication technology (ICT) for auditing/assessment purposes;
- IAF MD 5, IAF mandatory document for determining audit time of quality, environmental, and occupational health and safety management systems (www.pca.gov.pl);

- IAF MD 11, IAF mandatory document for the application of ISO/IEC 17021 for audits of integrated management systems (www.pca.gov.pl);
- IAF MD 22, Application of ISO/IEC 17021-1 for the certification of occupational health and safety management systems;
- IAF MD 23, Control of entities operating on behalf of accredited management systems certification bodies;
- IAF ML 2, General principles for use of the IAF MLA mark (www.pca.gov.pl).

The objectives of the audit are:

- to determine conformity of the client's management system, or parts of it, with the audit criteria;
- to determine the ability of the management system to ensure that the client's organisation meets applicable statutory, regulatory and contractual requirements;
- to assess the effectiveness of the management system in ensuring that the client can reasonably expect to achieve its specified objectives;
- to identify areas for potential improvement of the management system.

4 CERTIFICATION AND SURVEILLANCE OF MANAGEMENT SYSTEMS

4.1 Application for certification

Every organisation interested in certification by PCC is sent an Application for Certification to complete, together with the bulletin Certification and Surveillance Rules for Organisations' Management Systems and, where needed, Certification and Surveillance Rules for Multi-Site Organisations' Management Systems. The application and bulletins are available on the PCC website.

4.2 Application review

PCC reviews the application and supplementary information to assess whether certification can be undertaken. If certification cannot be undertaken, PCC notifies the organisation in writing of the reasons for refusal. If certification can be undertaken, PCC prepares a certification offer. The fee is based on the auditors' time and the current schedule of fees.

Once the organisation accepts the offer, it signs an agreement to which the following are attached:

- Certification and Surveillance Rules for Organisations' Management Systems;
- Certification and Surveillance Rules for Multi-Site Organisations' Management Systems (for multi-site organisations only).

After signing the agreement, the organisation sends PCC the documents required for the particular management system and, depending on individual arrangements, other documents describing the management system.

4.3 Certification audit

The certification audit is conducted in two stages. The dates of stages one and two are planned in agreement with the organisation. The interval between the first and second stages is normally expected to be approximately two weeks. In exceptional cases the first and second stages may be carried out consecutively.

The audit team is responsible for:

- examining and verifying the organisation's structure, policy, processes, procedures, records and related documents relevant to the management system concerned;
- determining whether all requirements have been met for the requested scope of certification;
- determining whether processes and procedures are established, implemented and effectively maintained to provide a basis for confidence in the organisation's management system;
- communicating all inconsistencies between policy, objectives and targets to the organisation so that it can take action.

The client may appoint observers to attend the audit, provided they do not interfere with its conduct or outcome. Their presence should be agreed with PCC before the audit. To facilitate the audit, each auditor should be accompanied by a guide unless the lead auditor and client agree otherwise. The guide does not

interfere with the conduct or outcome of the audit.

4.3.1 Stage one audit

Stage one includes:

- reviewing the client's management system documented information;
- evaluating site-specific conditions and interviewing the organisation's personnel to determine readiness for stage two;
- reviewing the organisation's status and understanding of the standard's requirements, particularly the identification of key performance results or significant aspects, processes, objectives and operation of the management system;
- collecting necessary information about the management system scope, including the client's sites, processes and equipment used, levels of controls established (particularly for multi-site organisations), and applicable statutory and regulatory requirements;
- reviewing the allocation of resources for stage two and agreeing stage-two details with the organisation;
- focusing on planning stage two by obtaining a sufficient understanding of the organisation's management system and site operations in the context of the management system standard or other normative document;
- evaluating whether the planned and implemented internal audits and management reviews, and the level of implementation of the management system, demonstrate the organisation's readiness for stage two.

Stage one is conducted at the organisation's premises; in exceptional cases it may be conducted away from the organisation. PCC informs the organisation in advance of the persons who will conduct the audit, including auditors and experts, and provides basic information about audit team members on request. The organisation may object to an audit team member; if the objection is upheld, the audit team is changed.

The organisation receives a Stage One Audit Report. After stage one, PCC may, in agreement with the organisation, postpone stage two or change its preparations for stage two, including cancellation of stage two.

4.3.2 Stage two audit

An Audit Plan is prepared on the basis of information obtained during stage one and sent to the organisation sufficiently in advance to allow it to comment before stage two. Stage two is conducted at the organisation.

Stage two covers at least:

- gathering information and evidence of conformity with the applicable management system standard or other normative document;
- monitoring, measuring, reporting and reviewing performance against key objectives and targets, according to the relevant management system standard;
- the capability and performance of the organisation's management system in relation to meeting applicable statutory, regulatory and contractual requirements;
- the client's operational control of its processes;
- internal audits and management reviews;
- management responsibility for the organisation's policy.

If a nonconformity is identified during the audit, the auditors issue a Nonconformity Record. PCC distinguishes two categories:

- major nonconformity - a nonconformity affecting the management system's ability to achieve its intended results;
- minor nonconformity - a nonconformity not affecting the management system's ability to achieve its intended results.

If available audit evidence indicates that the audit objectives cannot be achieved or that there is an immediate and significant risk, for example to safety, the lead auditor should report this to the client and PCC so that appropriate action can be taken. Such action may include changing the audit plan, audit objectives or audit scope, or terminating the audit.

At the end of the audit, the audit team meets the organisation's management and designated personnel, presents the findings and conclusions of stages one and two, and communicates its recommendation on granting management system certification.

When nonconformities occur, the organisation's representative determines their causes, specifies planned corrections and corrective actions, and sets a deadline for their implementation. The lead auditor reviews the corrections and corrective actions and confirms acceptance on the Nonconformity Records.

The auditors inform the organisation whether verification of the effectiveness of corrections and corrective actions will require:

- a full additional audit;
- a limited additional audit; or
- submission of documented evidence, to be confirmed during the next audit.

Conditions for granting certification are:

- for a major nonconformity, review, acceptance and verification of corrections and corrective actions;
- for a minor nonconformity, review and acceptance of the client's plan for corrections and corrective actions.

If corrections and corrective actions for a major nonconformity cannot be verified within six months of the last day of stage two, stage two must be repeated. Following certification, surveillance and recertification audits, implementation of corrections and corrective actions and evaluation of their effectiveness may not exceed 30 days from identification of the nonconformity.

4.3.3 Additional audit

The organisation carries out corrections and corrective actions in accordance with its own procedure. A full additional audit is conducted according to all rules established for stage two. A limited additional audit covers areas related to the nonconformities.

4.3.4 Certification audit conclusions

After the organisation provides evidence of the effectiveness of corrections and corrective actions for major nonconformities, the lead auditor prepares the Audit Report. The report contains the recommendation to grant or not grant certification, together with all conditions.

4.4 Granting certification

The PCC Director decides whether to grant certification within 15 days of the organisation providing evidence of the effectiveness of corrections and corrective actions for major nonconformities, or of completion of the on-site audit where no major nonconformities were identified. PCC informs the organisation of the decision.

The Audit Report sent to the organisation identifies:

- nonconformities;
- positives - observations identifying particular management system strengths worth developing;
- observations - auditor observations identifying areas where a nonconformity might occur.

The organisation may submit comments on the report to the PCC office. Absence of comments means the organisation accepts the Audit Report. If a certificate is refused, the notification letter states the reasons.

A certificate may also be issued with a limited scope, restricted to specified processes, products or activities of the organisation. For integrated systems, a separate certificate is issued for each management system. A single certification document confirming conformity of several management systems is permitted provided that they concern management systems accredited by PCC.

The management system certificate is sent to the organisation by post or collected in person by its representative. The certificate issue date may not precede the certification decision. Certification is valid for three years from the certification decision.

4.5 Surveillance activities

During certificate validity PCC conducts surveillance activities to monitor representative areas and functions covered by the management system, taking account of changes in the organisation under surveillance. These include:

- surveillance audits evaluating whether the organisation's management system meets the relevant management system standard;
- enquiries to the organisation concerning certification aspects;
- review of the website and promotional material;
- monitoring the certified organisation's performance;
- requests for documents and records from the organisation.

4.5.1 Surveillance audits

A surveillance audit covers at least:

- internal audits and management reviews;
- review of actions taken regarding nonconformities identified during the previous audit;
- handling complaints;
- management system effectiveness in achieving organisational objectives and intended management system results;
- progress of planned activities aimed at continual improvement;
- continuing operational control;
- review of changes;
- use of marks and symbols and references to certification.

Surveillance audits are conducted at least once per calendar year, except in years when recertification is to be performed. The first surveillance audit after initial certification should take place no later than 12 months after the certification decision.

4.5.2 Maintaining certification

The decision to maintain certification is based on review of the proper conduct of certification, including surveillance activities, the Audit Report, Nonconformity Records and positive recommendations of the lead auditor. In the event of major nonconformities or another situation potentially leading to suspension or withdrawal, the lead auditor informs the PCC Director, who reviews whether certification can be maintained.

4.6 Recertification

The recertification audit covers all requirements of the applicable management system standard, evaluation of management system performance during the certification period and review of audit reports. If significant changes have occurred in the organisation's management system or applicable legal requirements, stage one is also conducted.

The recertification audit at the organisation focuses on:

- effectiveness of the management system as a whole in the light of internal and external changes and its continuing relevance and applicability to the certification scope;
- demonstrated commitment to maintaining effectiveness and improving the management system to enhance overall performance;
- management system effectiveness in achieving the organisation's objectives and the intended management system results.

The decision to renew certification follows the process for a certification audit. Complaints about the organisation and the system's performance during certification are also considered.

If the recertification audit or verification of corrections and corrective actions for each major nonconformity is not completed before certification expires, validity is not extended and the client is informed. After expiry PCC may restore certification within six months, provided outstanding recertification activities are completed;

otherwise at least stage two must be conducted. The certification expiry date is determined on the basis of the previous certification cycle.

4.7 Integrated audits

Combined audits concern at least two management systems, for example ISO 9001, ISO 14001 and ISO 45001. During stage one PCC reviews the information supplied by the organisation and may change the audit duration based on the organisation's declared level of system integration (integrated audit).

Characteristics of an integrated management system include integrated management review, integrated internal audits, an integrated approach to policy and objectives, integrated system processes, an integrated set of documents including work instructions, integrated improvement mechanisms, integrated planning with good use of an overall approach to business risk management, and unified management support and responsibility.

The duration of a combined audit may not be reduced by more than 20% of the time calculated for non-integrated systems. Combined audits of non-integrated management systems, although conducted at the same time, are not subject to time-reduction rules.

4.8 Special audits

4.8.1 Extension of certification scope

The certification scope may be extended at the organisation's request. Where an organisation seeks to extend its scope to areas of activity or management system elements not previously covered, PCC determines the method and scope of assessment.

4.8.2 Short-notice audits

Short-notice or unannounced audits are conducted:

- to investigate complaints;
- in response to changes affecting the management system's ability to meet the relevant management system standard;
- for follow-up where certification has been suspended, except for suspension due to failure to meet financial conditions towards PCC or exceeding the required surveillance audit deadline by up to two months;
- to examine the occupational health and safety management system after a serious occupational health and safety incident, such as a serious accident or serious breach of law.

The PCC Director decides whether the audit is needed. The organisation cannot object to audit team members during this audit. A report is prepared and forms the basis for a decision related to the audit's purpose.

4.9 Suspension of certification

Certification may be suspended where the organisation's conduct breaches the management system surveillance agreement, particularly where:

- the management system persistently or seriously fails to meet certification requirements, including effectiveness requirements;
- the organisation has not performed corrections and corrective actions arising from audit nonconformities within the agreed time;
- the organisation has not acted within the agreed time to implement management system changes arising from changes to audit criteria, such as the reference standard;
- the organisation does not allow surveillance or recertification audits at the required frequency;
- the organisation has voluntarily requested suspension;
- the organisation has not informed PCC of significant changes to the management system;
- the organisation has not met its financial obligations to PCC;
- for an occupational health and safety management system, the system has seriously failed to meet OH&S certification requirements, as established after a serious accident or serious breach of law requiring involvement of the competent regulatory authority, or after a special audit; withdrawal may also be decided in such cases;

- other reasons are specified by requirements or agreed in writing between the organisation and PCC.

Where circumstances permit PCC to suspend certification, the PCC Director makes the suspension decision. The decision and reasons are communicated to the organisation in writing, specifying the dates of the suspension period and the consequences of referring to certification. During suspension the organisation may not refer to certification and stops using the certification mark and accreditation symbol. The PCC Director determines the suspension period, which should not exceed six months.

4.10 Restoration of certification

The organisation is informed in writing of the conditions for restoration, which may include:

- submission to PCC of documents or evidence confirming fulfilment of the conditions accompanying the suspension decision; or
- a positive result of a special audit.

The Director determines the conditions for restoring validity and decides whether to restore certification.

4.11 Withdrawal of certification

Certification scope is withdrawn if the organisation fails, within the period set by PCC, to resolve the issues that caused suspension. After certification is invalidated, the organisation may not refer to certification or use the certification mark or accreditation symbol. Following the withdrawal decision, PCC terminates the agreement and invalidates certification. The organisation is informed in writing of the invalidation date and consequences of continuing to refer to certification.

4.12 Reduction of certification scope

PCC reduces the organisation's certification scope to exclude parts that do not meet requirements where there is persistent or serious failure to meet certification requirements within part of the scope. Reduction must comply with the requirements of the certified management system standard.

The scope may be reduced:

- after an audit identifies inability to operate throughout the full scope granted;
- where the organisation has not completed corrections and corrective actions arising from audit nonconformities within the agreed time;
- at the organisation's request.

4.13 Transfer of rights

Rights under the management system surveillance agreement are transferred at the organisation's request following a change in its legal status. If current management system documentation attached to the request and other changed documents, such as company registration documents and regulations, show that only legal status has changed, PCC may decide to transfer the agreement rights without an audit. If the documents show that other changes have also occurred, the decision may be made after an audit.

4.14 Notification of changes in the organisation

The organisation should promptly inform PCC of changes affecting its management system's ability to meet the certification standard. Such changes may concern, for example:

- legal, commercial, organisational or ownership status;
- organisation and management structure, including key managerial, decision-making or technical personnel;
- contact address and places of operation;
- scope of operations covered by the certified management system;
- major changes to the management system and processes;
- a serious occupational health and safety incident or breach of regulations requiring involvement of the competent regulatory authority.

Based on the information, PCC decides whether to verify the changes by a special audit or at the next audit.

5 CHANGES TO CERTIFICATION REQUIREMENTS

PCC informs organisations in writing of changes to certification requirements sufficiently in advance to allow them to make changes. Changes may result, for example, from changes in management system standards or accreditation requirements. The notification specifies the scope, effective date and method for checking implementation. For significant changes PCC defines transition periods allowing appropriate changes to organisations' management systems, notifies organisations sufficiently in advance and defines its own approach during the transition.

The organisation should reply to PCC whether it can implement changes within the specified periods. PCC may verify implementation by questionnaires, interviews, site visits or audits. If the organisation informs PCC that it cannot implement changes by the deadline, exceeds the implementation period, or the implementation check is negative, certification is suspended on the date the changes take effect.

6 HANDLING COMPLAINTS AND APPEALS

6.1 Complaints about PCC's activities

Submission, investigation and decisions on complaints do not result in discriminatory action against the complainant. Information obtained during complaint handling concerning the complainant and the subject of the complaint is treated as confidential.

Each complaint submitted to PCC is registered and its receipt acknowledged in writing to the complainant. The person handling it must not have previously been involved in the subject of the complaint. If a visit to an organisation is needed, the person handling the case agrees a date, investigates on site at the organisation and prepares a record of findings.

A member of PCC management not involved in the subject decides whether to uphold the complaint. PCC determines the action to take and informs the complainant in writing about progress, completion and decisions. If disputes arise between the complainant and PCC, after all possibilities for agreement are exhausted, the parties may initiate amicable arbitration involving a mutually agreed arbitrator trusted by both parties.

6.2 Complaints about an organisation's activities

Submission, investigation and decisions on complaints do not result in discriminatory action against the complainant. Each complaint submitted to PCC is registered and receipt acknowledged in writing to the complainant.

PCC informs the organisation concerned in writing of a complaint about its activities. PCC appoints a person not involved in the subject of the complaint to analyse the problem and verify the information collected. If a visit is required, the person handling the case agrees a date, investigates on site and prepares a record of findings. The effectiveness of the management system of the organisation concerned should be assessed during complaint handling.

A PCC management representative not previously involved in the subject decides whether to uphold the complaint. PCC informs the complainant and the organisation concerned in writing about progress, completion, the decision and action taken in response.

The decision may require:

- an additional management system audit at the organisation and a requirement to take appropriate corrections and/or corrective actions;
- suspension or withdrawal of the certificate in accordance with the agreement with the organisation.

PCC determines with the complainant and the organisation concerned whether the subject and resolution of the complaint are to be made public.

6.3 Appeals

During the term of the management system surveillance agreement, every organisation has the right to appeal a decision made in the certification process. An appeal does not result in discriminatory action against the appellant.

Appeals may concern, for example, the method or deadline for resolving nonconformities, refusal of certification or recertification, or suspension or withdrawal of certification. The organisation may appeal within no more than 14 days after PCC delivers the decision. Every appeal submitted to PCC is registered and receipt acknowledged in writing to the person submitting it.

A prerequisite for consideration is that the appellant provide the detailed subject and scope in writing. The PCC person handling the appeal may not be involved in its subject, during the audit or certification decision. If a visit is required, the person handling the appeal agrees a date and investigates on site with the organisation's representative.

The decision is made by a person not previously involved in the subject of the appeal, during the audit or certification decision. A letter containing information about progress and completion of the appeal and PCC's position is sent to the appellant organisation.

7 CONFIDENTIAL INFORMATION AND INFORMATION PROVIDED ON REQUEST

On request, PCC provides information about:

- the geographical areas in which it operates;
- the status of a particular certification;
- the client's name, certificate, certification scope and geographical location (country and city).

Other information about certified organisations is confidential. Information about organisations is made available to the accreditation body. Third-party access to information about an organisation is possible only with the organisation's written consent. Information about a client obtained from sources other than the client, such as a complainant, is confidential. Whenever disclosure to a third party is required by law, the organisation is informed of the information disclosed unless the law provides otherwise.

8 REFERENCES TO CERTIFICATION AND USE OF MARKS AND SYMBOLS

8.1 References to certification

PCC permits the organisation and its formal representatives to refer to certification:

- during the period of certification validity;
- in advertising and promotion relating to activities within the certification scope;
- during negotiations and when concluding agreements and contracts concerning activities within the certification scope.

PCC requires a certified organisation to:

- comply with PCC requirements when referring to certification in media such as the internet, brochures and advertising;
- neither make nor permit misleading statements about its certification;
- neither use nor permit use of a certification document or any part of it in a misleading way;
- following suspension or withdrawal, cease using the certification document in all advertising material referring to certification, as directed by PCC;
- amend all advertising material when the certification scope is reduced;
- not permit references to certification to suggest that PCC has certified a product, service or process;
- not suggest certification applies to activities or sites outside its scope;
- not use certification in a manner that harms the reputation of PCC or the certification system and exposes PCC to loss of public credibility.

During audits PCC assesses correct references to certification status and use of certification documents, certification marks, accreditation symbols and audit reports. If the organisation fails to comply, PCC takes action to resolve the problems. Actions may include requiring corrections and corrective actions, suspension or withdrawal of certification, publication of information about infringement of rights, and legal action by PCC.

8.2 Use of certification marks and accreditation symbols

Rules for using certification marks and accreditation symbols:

- the certification mark and accreditation symbol may be used only on commercial, promotional or advertising documents and exclusively in relation to an area of activity specified in the certification scope;
- they may not be used in a way suggesting that they relate to product quality, for example they may not be placed on a product or its packaging;
- their use on laboratory test, calibration or inspection reports is not permitted;
- where use of the certification mark and accreditation symbol in a particular context could cause doubt, the organisation must distinguish the scope of activity covered by certification.

Rules for statements about a management system on product packaging or in accompanying information:

- packaging is considered to be that which can be removed without the product disintegrating or being damaged;
- accompanying information is information available separately or easily detachable;
- labels identifying the product type or identification plates are considered part of the product;
- the statement should not imply in any way that the product, process or service is certified;
- the statement should refer to identification of the certified client, type of management system and certification body issuing the certificate.

9 DESCRIPTION OF THE CERTIFICATION MARK AND ACCREDITATION SYMBOL TEMPLATE

9.1 Use of the certification mark for non-accredited management system certification



Figure 1. Template of the PCC certification mark, depending on the type of management system.

The organisation is entitled to display the certification mark appropriate to the management system subject to the rules below.

Basic design dimensions of the certification mark:

- width S = 25 mm;
- height H = 37 mm.

The basic dimensions may be scaled subject to the following conditions:

- preserve the width-to-height proportions;
- no distortion of the certification mark's graphic design is permitted;
- preserve legibility of letters and digits;
- colours of the logo or marks may not be changed;
- the certification mark may be reproduced in black and white.

9.2 Use of the PCC mark together with the PCA accreditation symbol for accredited management system certification



Figure 2. Template of the PCC certification mark combined with the PCA accreditation symbol, depending on the type of management system.

The organisation is entitled to display the PCC certification mark combined with the PCA accreditation symbol appropriate to the management system subject to the rules below.

Basic minimum design dimensions:

- width S = 60 mm;
- height H = 47 mm.

The basic dimensions may be scaled subject to the following conditions:

- preserve the width-to-height proportions;
- no distortion of the graphic design is permitted;
- preserve legibility of letters and digits;
- colours of the logo, marks or symbols may not be changed;
- the mark and symbol may be reproduced in black and white.

Other requirements for using the PCC certification mark combined with the PCA accreditation symbol are set out in PCA document DA-02, Rules for the Use of PCA Accreditation Symbols. PCA documents are available at www.pca.gov.pl. The organisation is not entitled to use the PCA mark alone.

10 TRANSFER OF ACCREDITED CERTIFICATION

Only certification accredited by a signatory to the IAF MLA or a Regional Multilateral Recognition Arrangement (Regional MLA) is eligible for transfer. Organisations not covered by such accreditation are treated as new clients.

The transferring client should authorise PCC to obtain necessary information from the previous certification body.

Transfer of accredited certification may take place after PCC analyses the organisation's application. Following analysis, a decision is made to:

- transfer certification; or
- require a certification audit.

Certification is not granted to the transferring client until:

- implementation of corrections and corrective actions for all outstanding major nonconformities has been verified;
- the transferring client's plans for corrections and corrective actions for all outstanding minor nonconformities have been accepted.

Certification is not transferred in the following cases:

- certification is suspended or under threat of suspension;
- audit reports from the previous certification cycle are not made available;
- a surveillance or recertification audit has not been performed in accordance with the previous certification body's audit programme.

The existing certification programme is used to determine the current surveillance and recertification programme.

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