




RULES FOR USE OF THE OTC CERTIFICATION MARK

I. Introduction

The present document setting out the rules for use of the OTC Certification Mark. The rules are refer to the proper use of the OTC certification mark, and in this sense it (Certification Mark) reassures the market that consumers of the Mark meet the certification criteria. References to the certification in text are equivalent to the use of the OTC certification mark.

Certification mark is a sign, appertaining and issued by the Management Systems Certification Body at OTC. Certification mark indicates that the particular standard system' requirements are fulfilled.

II. The Rules for use the Certification Mark

1. OTC Clients (i.e. who received OTC Certificate), are free to use OTC Certification Marks.
2. OTC Clients may use OTC Certification Marks on the documents under condition, that those are related to the activities, certified by OTC.
3. The Certified companies may use the OTC Certification mark:
 - In the services - on letters, correspondence, offers, reports, brochures and cover letters, marketing materials, referring to the certified activities;
 - In the manufacturing sector - on letters, correspondence, offers, reports, brochures, covering letters, marketing materials, referring to certified activities. Certification mark may be used also on instructions, invoices, delivery information, warranties, exhibition stands, but in these cases it is placed against the name of the organization, not on the product.
4. The Certification Mark must not be more visible then the own company (Applicant) logo.
5. OTC Clients are not allowed to use only the OTC' logo .
6. Only Certified Clients are entitled to use the Certification Marks, as are prohibited to make changes in typeface, color or the reference of the standard.
7. This mark must not be used on a product or in a way that can be understood as demonstrating of a product' conformity, process or service, if only the management system of the applicant (supplier) is certified. Using the symbol on the products assume a Product Certification and that may confuse the buyers (consumers).

On the **product packaging** or **accompanying information** could be made only statement, which includes text with reference to: identification of the Certified Client, the type of management system (e.g. quality, environment), the applicable standard and the Certification Body issuing the Certificate.

Note:

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. Type labels or identification plates are considered as part of the product.

8. The Certification organization' staff may use OTC Certification Mark on their business cards.
9. The use of the Certification Mark to indicate that a product is manufactured in an organization with a certified Quality Management System is not allowed.



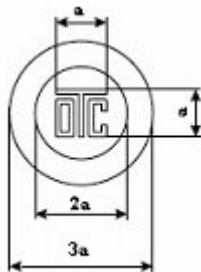
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10. Certification Marks may not be transferable or provided for the use of customers, suppliers or other third parties who are not part of the Client. Certification Marks may only be used by the Client and in accordance with the Certification scope.
11. These Certification Marks are associated only with the certification services and are not related to other services such as testing and/or training. Certification Body does not permit the Certification Mark to be placed on the protocols of testing, calibration or control.
12. OTC provides to its certified customers a Certification Mark corresponding with the required certification. Certification Mark is offered in a computer format as PDF.
13. When the company' applicant make a reference to certification without using the Certification Mark, he must include at least registration number of the Certificate.
14. An applicant who is certified only part of its activities may use the Certification Mark in case that do not create confusion for which part of the activities the Certificate was issued.
15. When the applicant company is located on several locations, including at least one was not given certification, only the sites whose activity is included in the scope of the Certificate may use the Certification Mark. When is issuing a single document, this document will explicitly declare the certified sites.
16. When the subsidiary company belonging to a group of organizations has been certified (e.g., Ltd., which is part of holding with more Ltd.) only branch shall use the Certification Mark. When issued a common document, it explicitly declares the certified affiliate.
17. The present rules are also applied to use of the Certification Mark on electronic documents (e.g. websites).

III. Certification Mark Description

1. Certification Mark is comprised of two concentric circles with space between them (with the applicable standard) and the OTC logo in the middle. Lines and inscriptions are in black.
 - 1.1 Inscribed circle - contains the OTC' logo.
 - 1.2 Circumscribed circle - external border of the Certification Mark.
 - 1.3 Space between the Inscribed and Circumscribed circle - for addition to the certification information.

2. Construction of graphic symbol



- 2.1 The OTC' abbreviation (logo) must be centered horizontally and vertically in a inscribed circle with width and height "a";
- 2.2 The inscribed circle has diameter "2a";
- 2.3 Circumscribed circle has diameter "3a".



IV. Addition to certification information

1. OTC' logo is registered in the Patent Office with reg. № 54351 / 15.03.2006.
2. The inscription space between Inscribed and Circumscribed circle is positioned symmetrically between the two dividing lines and centered on the vertical axis of symmetry.

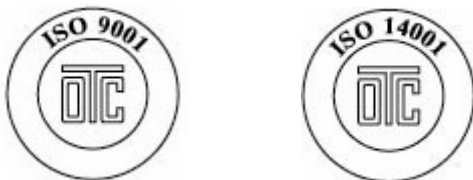


3. The text is placed in the space, as the base of the letters lie on a circle with a diameter:
 $D = 2a + a/2 - H = 5/2a - H. (H < a/2 - 2) \text{ [mm]}$
4. Certification Marks can be made with relief or concave effect, the effect of wet stamp or as watermark.

The type of Mark should not be modified in shape, proportions and contents.

V. Types and and minimum size

1. Types of Certification Marks



When an integrated system of the Applicant is certified (e.g. ISO 9001 and ISO 14001), he receive Certification Marks of all standards of the integrated system.

2. Minimum size



The minimum size of the Certification Mark is 30 mm. If the size of the Certification Mark is smaller, it will be illegible and unclear.



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VI. Way of representation of the certification mark

Certification mark is printed only in the form described in the present rules.

When the Certification Mark is printed on paper (certificate, letter, advertising material etc.) with size not larger than format A4 (210 × 297 mm), it should be displayed to size corresponding to the described one. When the sheet size has larger format than A4, the size of the Certification Mark might grow up proportionately. Regardless of the size of reproduction, the Certification Mark must be legible and without adulteration.

VII. Examples of certification marks

1. Management Systems with broad application:



2. Factory Production Control:



3. Good Practice System:



4. Other:



VIII. Examples of unauthorized use of certification marks

Yes






No

Illegal modifications to the certification mark are as follows:

:



- Not perpendicular positioning by rotating in any direction;

		<ul style="list-style-type: none"> • Shape change by vertical and horizontal deformation;
	<ul style="list-style-type: none"> • Font Changes; 	
	<ul style="list-style-type: none"> • Certification Mark without using the relevant standard; 	
	<ul style="list-style-type: none"> • Standard' positioning outside of the text space. 	

IX. Use of the Certification Mark with Accreditation Mark of EA "BAS"

1. If the customer express desire (in writing), OTC may permit addition of an Accreditation Mark to the Certification Mark. Such permission is seen as the exception to the rule.
2. The Client must adhere to the Accreditation Body' requirements regarding depiction of the Accreditation Mark, but under no circumstances is greater than the OTC Certification Mark.
3. Rules concerning the use of the Accreditation Mark are described in detail in "Rules for use of the Accreditation symbol of EA"BAS"":

http://nab-bas.bg/upload/bsa/documents/Proceduri_2014/BAS_QR_5_ver_5_EN.pdf

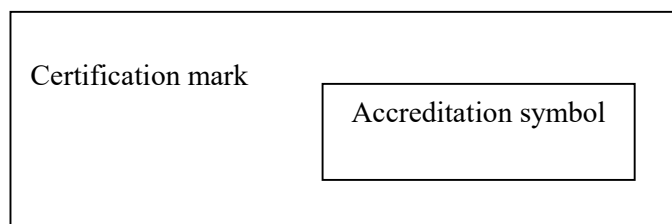
4. Where reference is made without the use of certification / accreditation symbol,



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the client must include at least: the certificate's registration number, the date of issue (obligatory updating - upon change), the name of OTC / EA BAS, as well as the activity for which is certified. For example: "ISO Quality Management System 9001:, Certificate №XXX / date, valid until, issued by the OSCU at OTC".

5. The accreditation symbol of EA "BAS" can not be used without the OTC and customer logo. The accreditation symbol of EA "BAS" may not exceed the certification mark of OTC or the customer's logo.
6. Accreditation symbol or reference to EA BCA accreditation and / or status EA "BAS" should not be used by certified organizations on products, letterhead and other stationery / promotional material for any occasion, whether or not they are related to the certified management system.
7. Together, the accreditation symbol and certificate can be depicted so:

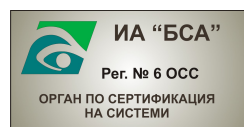


8. The Certified Organization is not entitled to affix the Certification Mark of the OSC and the Accreditation Symbol of EA "BAS" on the Protocols of Testing, Calibration or Control Laboratories, indicating the conformity of the product.

X. Rules for use of the IAF MLA Mark (IAF MLA Mark)

1. Use the IAF MLA Mark (IAF MLA Mark) from the MSCB (The Management Systems Certification Body) at OTC customers. MSCB customers can not use the IAF MLA Mark (IAF MLA Mark).
2. Use the IAF MLA Mark (IAF MLA Mark) from MSCB.
3. MSCB uses the IAF MLA mark (IAF MLA Mark) only in combination with the accreditation symbol of EA BAS.

Management System Certificates issued by the MSCB in the accredited scope may bear the IAF MLA Mark (IAF MLA Mark) in combination with the accreditation symbol of EA BAS and located in close proximity as shown below:



2.2 Advertising Materials

The MSCB can not use the IAF MLA Mark (IAF MLA Mark) on promotional material. The use of the IAF MLA mark on motor vehicles is not permitted.



2.3 Letters

The MSCB can not use the IAF MLA mark on letters, bids or similar documents, and in electronic form.

2.4 Business cards

The use of IAF MLA (IAF MLA Mark) on business cards is not allowed.

X. Additions

The Certification Mark of the MSCB is provided to the client on an electronic medium.

1. In suspension or withdrawal of the Certificate, the Client undertakes immediately discontinue all use of the certification and Certification Mark in documents and promotional materials.
2. In the case of scope' limitation of the certification, the Client must undertake appropriate changes to all documents and promotional materials. The customer must not mislead, that certification applies to activities outside of the certification scope.
3. The use of the Certification Mark does not relieve customers of legal responsibility, concerning the certification scope.
4. During the period of validity of the certificate or after that, the customer cannot make any claim of ownership of the Certification Mark and to challenge the right of the Certification Body to give its permission of use, as was stipulated.
5. The Client should not use the certification in a way that could lead to damage the Certification Body' reputation and/or those of the certification system and compromise the public confidence in it.
6. The Client must be in accordance with the Certification Body' requirements when referring his status of certification in the media as Internet, brochures and promotional materials or other documents.
7. The use of the Certification Mark by customers who have not been granted by OTC' certification will be constituted as a misuse.
8. OTC shall carry out appropriate control of the property rights and will undertake action at any incorrect reference of the certification' status or any misleading use of documents and symbols of certification, including request for corrections and corrective actions, suspension, withdrawal of the certificate, publication of the violation on the OTC' website or undertaking the legal action.

OTC reserves the right to change these rules. OTC' customers shall immediately be informed in writing for this with a transitional period.