

## 厦门广信隆技术服务有限公司

Al-Baqara Certification

认证证书、标识、标徽管理程序

Certification Certificate, Mark and Emblem Management Procedure

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## 认证证书、标识、标徽管理程序

### Certification Certificate, Mark and Emblem Management Procedure

#### 1 目的 (Purpose)

为规范公司认证证书、标识及标徽的设计、制作、发放、使用、变更、回收、作废等全流程管理，确保其符合 ISO/IEC 17021、ISO/IEC 17065 等认可规范及公司《文件控制程序》《记录控制程序》相关要求，保证证书、标识、标徽使用的合规性、唯一性和严肃性，维护公司认证公信力，特制定本程序。

This procedure is formulated to standardize the full-process management of the design, production, issuance, use, change, recovery and cancellation of the company's certification certificates, marks and emblems, ensure their compliance with ISO/IEC 17021, ISO/IEC 17065 and other accreditation specifications as well as the relevant requirements of the company's \*Document Control Procedure\* and \*Record Control Procedure\*, guarantee the compliance, uniqueness and solemnity of the use of certificates, marks and emblems, and maintain the certification credibility of the company.

#### 2 引用文件 (Normative References)

本程序引用下列文件，引用文件的最新版本（包括修订版）适用于本程序：

This procedure refers to the following documents, and the latest versions (including revisions) of the referenced documents shall apply to this procedure:

1. ISO/IEC 17021:2017 《管理体系认证机构要求》 (Requirements for Bodies Providing Audit and Certification of Management Systems)
2. ISO/IEC 17065:2012 《产品、过程和服务认证机构要求》 (Requirements for Bodies Certifying Products, Processes and Services)
3. ABC-PF-001 A1 《文件控制程序》 (Document Control Procedure)
4. ABC-PF-002 A1 《记录控制程序》 (Record Control Procedure)
5. 公司质量手册 (Company Quality Manual)

#### 3 适用范围 (Scope)

本程序适用于厦门广信隆技术服务有限公司所有认证证书（含主证书、子证

书、证书附件）、公司认证标识及企业标徽的设计、制作、发放、使用、监督、变更、回收、作废及相关记录的管理，同时适用于对获证客户使用证书、标识的指导、监督和管控。

This procedure applies to the management of the design, production, issuance, use, supervision, change, recovery, cancellation and relevant records of all certification certificates (including main certificates, sub-certificates, certificate appendices), the company's certification marks and corporate emblems of Xiamen Guangxinlong Technology Service Co., Ltd., and also applies to the guidance, supervision and control of the use of certificates and marks by certified clients.

#### 4 职责 (Responsibilities)

4.1 综合部 (General Department) 作为证书、标识、标徽管理的主责部门，履行以下职责：

As the responsible department for the management of certificates, marks and emblems, it shall perform the following duties:

1. 负责证书的设计、制作、打印、复核、发放、备案及归档管理，严格遵循《文件控制程序》编号及版本要求；

Be responsible for the design, production, printing, review, issuance, filing and archiving management of certificates, and strictly follow the numbering and version requirements of the \*Document Control Procedure\*;

2. 负责认证标识、企业标徽的设计、注册、备案及样式管理，制定《标识/标徽使用规范》并按公开文件要求发布；

Be responsible for the design, registration, filing and style management of certification marks and corporate emblems, formulate the \*Specifications for the Use of Marks/Emblems\* and release it in accordance with the requirements for public documents;

3. 负责向获证客户传达证书、标识、标徽的使用要求，指导客户合规使用；

Be responsible for conveying the usage requirements of certificates, marks and emblems to certified clients and guiding clients to use them in compliance with regulations;

4. 负责证书、标识、标徽使用的日常监督，对违规使用行为进行调查和处理；

Be responsible for the daily supervision of the use of certificates, marks and emblems, and investigate and handle illegal use behaviors;

5. 负责认证资格暂停/撤销后证书的回收、标识使用的叫停，以及作废证书的销毁管理，按《记录控制程序》留存全流程记录；

Be responsible for the recovery of certificates after the

suspension/cancellation of certification qualifications, the suspension of mark use, and the destruction management of obsolete certificates, and keep full-process records in accordance with the \*Record Control Procedure\*;

6. 负责所有与证书、标识、标徽相关记录的收集、整理、归档和保管，确保记录的可追溯性。

Be responsible for the collection, collation, filing and preservation of all records related to certificates, marks and emblems to ensure the traceability of records.

#### 4.2 认证部 (Certification Department)

1. 负责在认证决定后，与获证客户确认证书核心内容（认证范围、场所、标准等），填写《证书内容确认件》并提交综合部；

Be responsible for confirming the core content of the certificate (certification scope, premises, standards, etc.) with the certified client after the certification decision, filling in the \*Certificate Content Confirmation Form\* and submitting it to the General Department;

2. 负责在现场审核中监督获证客户证书、标识的使用情况，发现违规使用及时反馈至综合部；

Be responsible for supervising the use of certificates and marks by certified clients during on-site audits, and feeding back to the General Department in a timely manner if illegal use is found;

3. 配合综合部制定标识/标徽使用规范，提供认证业务相关的技术支持。

Cooperate with the General Department to formulate the specifications for the use of marks/emblems and provide technical support related to certification business.

#### 4.3 监督与审核部 (Supervision and Audit Department)

1. 负责在监督审核、再认证中验证获证客户证书、标识使用的合规性，将违规情况纳入审核报告；

Be responsible for verifying the compliance of the use of certificates and marks by certified clients during surveillance audits and recertification, and include illegal situations in the audit report;

2. 负责在认证决定（暂停、撤销、范围变更）后，及时通知综合部开展证书、标识的相应管理工作；

Be responsible for notifying the General Department to carry out the corresponding management work of certificates and marks in a timely manner

after certification decisions (suspension, revocation, scope change);

4. 配合综合部处理证书、标识使用的投诉和争议。

Cooperate with the General Department to handle complaints and disputes regarding the use of certificates and marks.

#### 4.4 获证客户 (Certified Clients)

1. 严格按照本程序及公司《标识/标徽使用规范》使用证书、标识，确保使用行为合规、无误导；

Strictly use certificates and marks in accordance with this procedure and the company's \*Specifications for the Use of Marks/Emblems\* to ensure compliant and non-misleading use;

2. 证书、标识使用条件发生变化（如场所变更、认证范围调整）时，及时向公司报备；

Report to the company in a timely manner when the use conditions of certificates and marks change (such as premises change, certification scope adjustment);

3. 认证资格被暂停/撤销时，按公司要求立即停止使用证书、标识，并配合综合部完成证书回收。

Immediately stop using certificates and marks in accordance with the company's requirements when the certification qualification is suspended/revoked, and cooperate with the General Department to complete the certificate recovery.

### 5 管理程序 (Management Procedures)

#### 5.1 认证证书管理 (Certification Certificate Management)

认证证书是证明获证组织的生产、经营或服务符合认证标准的法定证明文件，由公司按规定制作并颁发，证书管理全程遵循《文件控制程序》相关要求。

The certification certificate is a statutory certification document proving that the production, operation or service of the certified organization complies with certification standards, which is produced and issued by the company in accordance with regulations, and the whole process of certificate management follows the relevant requirements of the \*Document Control Procedure\*.

##### 5.1.1 证书制作与复核 (Certificate Production and Review)

1. 认证决定通过后，认证部在3个工作日内完成与客户的证书内容确认，填写

《证书内容确认件》（ABC-QR-008），经客户签字盖章后提交综合部；

After the certification decision is approved, the Certification Department shall complete the confirmation of the certificate content with the client within 3 working days, fill in the \*Certificate Content Confirmation Form\* (ABC-QR-008), and submit it to the General Department after the client's signature and seal;

2. 综合部依据《证书内容确认件》制作证书，证书分为中文、英文版本，内容须准确对应、含义一致；可根据客户书面申请，加印其他文种证书，加印版本需经综合部经理审核；

The General Department produces the certificate based on the \*Certificate Content Confirmation Form\*. The certificate is divided into Chinese and English versions, and the content must be accurately corresponding and consistent in meaning; other language versions of the certificate can be reprinted according to the client's written application, and the reprinted version must be reviewed by the manager of the General Department;

3. 证书制作完成后，由综合部 2 名工作人员交叉复核，确认证书内容、编号、印章、签名等无差错后，在《证书发放记录表》（ABC-QR-009）中进行登记。

After the certificate is produced, two staff members of the General Department conduct a cross review, and after confirming that there are no errors in the certificate content, number, seal, signature, etc., register in the \*Certificate Issuance Record Form\* (ABC-QR-009).

### 5.1.2 证书内容规范（Certificate Content Specifications）

证书应清晰标注以下内容，内容信息需与客户资质证明、认证审核资料一致，无模糊或误导性表述：

The certificate shall clearly mark the following contents, which shall be consistent with the client's qualification certificate and certification audit data without vague or misleading expressions:

a) 证书名称：认证证书（ Certification Certificate）；

Certificate name: Certification Certificate;

b) 获证组织名称、生产/经营/服务地址及认证覆盖的业务范围；多场所认证需列明所有场所的名称和地址，与法律地位证明文件一致；

Name of the certified organization, production/operation/service address and business scope covered by certification; for multi-premises certification, the names and addresses of all premises shall be listed, consistent with the legal status certification documents;

c) 证书唯一注册号；

Unique registration number of the certificate;

d) 公司名称、注册地址及认证标识；

Company name, registered address and certification mark;

e) 证书生效日期（与认证决定日期一致），再认证证书需额外标注首次签发日期；

Certificate effective date (consistent with the certification decision date), the recertification certificate shall additionally mark the first issuance date;

f) 证书有效期（自生效日期起 3 年）；

Certificate validity period (3 years from the effective date);

g) 认证所依据的标准及规范性文件，含标准编号及发布状态；

standards and normative documents based on certification, including standard numbers and release status;

h) 换发证书需标注“换发日期”，区别于原证书“签发日期”；

The reissued certificate shall be marked with the “reissue date”, which is different from the “issuance date” of the original certificate;

i) 公司官方查询网站（供社会公众验证证书有效性）；

The company’s official inquiry website (for the public to verify the validity of the certificate);

j) 公司认证证书专用章及总经理签名章（手写签名或合法电子签名）。

The company’s special seal for Certification Certificate and the General Manager’s signature seal (handwritten signature or legal electronic signature).

若认证覆盖产品类型或场所较多，可制作证书附件列明详细信息；确需颁发子证书的，子证书内容与主证书保持一致，清晰标注与主证书的关联关系。

If the certification covers a large number of product types or premises, a certificate appendix can be made to list detailed information; if it is really necessary to issue sub-certificates, the content of the sub-certificate shall be consistent with the main certificate, and the relationship with the main certificate shall be clearly marked.

### 5.1.3 证书编号规则（Certificate Numbering Rules）

证书注册号为唯一标识，编码遵循公司《文件控制程序》编号原则，由\*\*认可注

册号+年份号+标准代号+年度顺序号+后缀\*\*组成，具体规则如下：

The certificate registration number is a unique identifier, and the coding follows the numbering principle of the company's \*Document Control Procedure\*, consisting of \*\*accreditation registration number + year number + standard code + annual sequence number + suffix\*\*, with the specific rules as follows:

1. 基础编码：XXX（认可注册号）-202X（年份号）-HAL（标准代号）-XXX（当年发证累计顺序号）；

Basic coding: XXX (accreditation registration number) -202X (year number) -HAL (standard code) -XXX (cumulative sequence number of certificate issuance in the current year);

2. 多场所子证书：在主证书注册号后加破折号+阿拉伯数字，如

XXX-2026-HAL-001-1、XXX-2026-HAL-001-2;

Multi-premises sub-certificate: Add a dash + Arabic numerals after the main certificate registration number, such as XXX-2026-HAL-001-1, XXX-2026-HAL-001-2;

3. 换发证书：注册号、有效期截止日期不变，在证书标注换发日期，记录在《证书换发记录表》（ABC-QR-010）中；

Reissued certificate: The registration number and the expiration date of the validity period remain unchanged, the reissue date is marked on the certificate, and recorded in the \*Certificate Reissue Record Form\* (ABC-QR-010);

4. 再认证证书：重新赋予注册号，后缀加“R+数字”表示再认证次数，如

XXX-2026-HAL-001-R1（首次再认证）、XXX-2026-HAL-001-R2（第二次再认证）；

Recertification certificate: A new registration number is assigned, and the suffix is added with "R+number" to indicate the number of recertifications, such as XXX-2026-HAL-001-R1 (first recertification), XXX-2026-HAL-001-R2 (second recertification);

5. 撤销证书：原注册号永久废止，不得再次使用，废止信息记入《证书作废/废止记录表》（ABC-QR-011）；

Revoked certificate: The original registration number is permanently abolished and shall not be used again, and the abolition information is

recorded in the \*Certificate Cancellation/Abolition Record Form\* (ABC-QR-011);

6. 同一组织同一认证项目，仅赋予一个基础注册号。

Only one basic registration number is assigned to the same certification project of the same organization.

#### 5.1.4 证书有效期与再认证管理 (Certificate Validity Period and Recertification Management)

1. 证书基础有效期为\*\*3年\*\*，自认证决定通过之日起计算；

The basic validity period of the certificate is \*\*3 years\*\*, calculated from the date when the certification decision is approved;

2. 再认证证书有效期按以下情况确定，均在证书中明确标注：

The validity period of the recertification certificate is determined according to the following circumstances, all of which are clearly marked on the certificate:

a) 未到期完成再认证：生效日为本次认证决定日期，有效期截止日为上一轮证书截止日向后顺延 3 年；

Recertification completed before expiration: The effective date is the date of the current certification decision, and the expiration date of the validity period is 3 years after the expiration date of the previous certificate;

b) 到期后 6 个月内完成再认证：生效日为本次认证决定日期，有效期截止日为上一轮证书截止日向后顺延 3 年（有效期不足 3 年）；

Recertification completed within 6 months after expiration: The effective date is the date of the current certification decision, and the expiration date of the validity period is 3 years after the expiration date of the previous certificate (the validity period is less than 3 years);

c) 到期后 6 个月以上完成再认证：需补充完整二阶段现场审核，按初次认证重新发证，有效期为自认证决定日期起 3 年；或审核合格后恢复认证，有效期生效日为认证决定日期，截止日基于上一认证周期核定。

Recertification completed more than 6 months after expiration: A complete second-phase on-site audit shall be supplemented, and a new certificate shall be issued according to the initial certification, with a validity

period of 3 years from the certification decision date; or the certification shall be restored after the audit is qualified, the effective date of the validity period is the certification decision date, and the expiration date is verified based on the previous certification cycle.

### 5.1.5 证书发放与备案 (Certificate Issuance and Filing)

1. 综合部在证书复核无误后, 5个工作日内将证书(含电子版)发放给获证客户, 客户在《证书发放记录表》中签字确认领取;  
After the General Department reviews the certificate without errors, it shall issue the certificate (including the electronic version) to the certified client within 5 working days, and the client shall sign and confirm the collection in the \*Certificate Issuance Record Form\*;
3. 证书样式在正式使用前, 按认可机构要求由综合部报认可委员会秘书处备案, 备案资料包括证书样式电子版、编码规则、备案申请表, 备案记录留存归档; 3. 所有发放的证书均需在公司建立电子和纸质双重档案, 电子档案存入公司指定服务器, 纸质档案由综合部按《记录控制程序》归档保管, 保存期限为证书作废后6年。

Before the official use of the certificate style, the General Department shall file it with the secretariat of the accreditation committee in accordance with the requirements of the accreditation body. The filing materials include the electronic version of the certificate style, coding rules and filing application form, and the filing records shall be kept for archiving; 3. All issued certificates shall establish dual electronic and paper files in the company. The electronic files shall be stored in the company's designated server, and the paper files shall be filed and kept by the General Department in accordance with the \*Record Control Procedure\* for a retention period of 6 years after the certificate is cancelled.

### 5.1.6 证书换发、暂停与撤销 (Certificate Reissue, Suspension and Revocation)

1. **\*\*证书换发\*\***: 获证客户发生名称、地址、认证范围小幅调整等情况, 需提交书面换发申请及相关证明材料, 经认证部审核、监督与审核部确认后, 综合部在7个工作日内完成换发, 原证书由综合部回收作废;

**\*\*Certificate reissue\*\***: If the certified client has minor adjustments such as name, address and certification scope, it shall submit a written reissue application and relevant supporting materials. After the review

by the Certification Department and confirmation by the Supervision and Audit Department, the General Department shall complete the reissue within 7 working days, and the original certificate shall be recovered and cancelled by the General Department;

2. **\*\*证书暂停\*\***: 获证客户存在轻微违规、监督审核不合格且限期整改的, 由监督与审核部作出暂停认证资格决定, 综合部立即通知客户暂停使用证书, 并在公司官网公示暂停信息, 暂停期最长不超过 6 个月;

**\*\*Certificate suspension\*\***: If the certified client has minor violations, unqualified surveillance audits and rectification within a time limit, the Supervision and Audit Department shall make a decision to suspend the certification qualification. The General Department shall immediately notify the client to suspend the use of the certificate and publish the suspension information on the company's official website, with the maximum suspension period not exceeding 6 months;

3. **\*\*证书撤销\*\***: 获证客户存在严重违规、整改不合格、超期未完成再认证等情况, 由监督与审核部作出撤销认证资格决定, 综合部在 3 个工作日内通知客户停止使用证书, 并限期回收所有已发放证书, 回收情况记入《证书回收记录表》(ABC-QR-012), 撤销信息在公司官网公示。

**\*\*Certificate revocation\*\***: If the certified client has serious violations, unqualified rectification, failure to complete recertification within the time limit, etc., the Supervision and Audit Department shall make a decision to revoke the certification qualification. The General Department shall notify the client to stop using the certificate within 3 working days and recover all issued certificates within a time limit. The recovery status is recorded in the **\*Certificate Recovery Record Form\*** (ABC-QR-012), and the revocation information is published on the company's official website.

### 5.1.7 证书作废与销毁 (Certificate Cancellation and Destruction)

1. 作废证书包括: 换发后的原证书、撤销回收的证书、超期未使用的证书、制作错误的证书;

Obsolete certificates include: original certificates after reissue, revoked and recovered certificates, overdue unused certificates, and incorrectly produced certificates;

2. 作废证书由综合部统一收集, 在《证书作废/废止记录表》中登记, 加盖“作废”印章;

The obsolete certificates shall be uniformly collected by the General Department, registered in the \*Certificate Cancellation/Abolition Record Form\*, and affixed with the "cancelled" seal;

4. 证书作废后，除按《记录控制程序》留存 1 份归档备查外，其余作废证书由综合部填写《文件/记录销毁审批表》（ABC-QR-005），经总经理批准后，由 2 人以上监销销毁，销毁记录留存归档，确保作废证书不被冒用。

After the certificate is cancelled, except for retaining 1 copy for archiving and reference in accordance with the \*Record Control Procedure\*, the remaining obsolete certificates shall be filled in the \*Document/Record Destruction Approval Form\* (ABC-QR-005) by the General Department. After approval by the General Manager, the destruction shall be supervised by more than 2 people, and the destruction records shall be kept for archiving to ensure that the obsolete certificates are not fraudulently used.

## 5.2 认证标识与标徽管理（Certification Mark and Emblem Management）

### 5.2.1 定义与权属（Definition and Ownership）

1. **\*\*认证标识\*\***：公司依法注册的、表明获证组织符合认证标准的专用标识，仅授予获证客户在认证范围内使用；

**\*\*Certification mark\*\***: A special mark registered by the company in accordance with the law, indicating that the certified organization complies with certification standards, which is only granted to certified clients for use within the certification scope;

2. **\*\*企业标徽\*\***：公司的企业特征标识，代表公司品牌形象，可用于公司宣传、证书、文件等正式场景，未经授权不得擅自使用；

**\*\*Corporate emblem\*\***: The corporate characteristic mark of the company, representing the company's brand image, which can be used in the company's publicity, certificates, documents and other official scenarios, and shall not be used without the company's authorization;

3. 认证标识和企业标徽的知识产权归公司所有，任何单位和个人不得擅自仿制、篡改、转让、盗用。

The intellectual property rights of the certification mark and corporate emblem belong to the company, and no unit or individual may arbitrarily copy, alter, transfer or steal them.

### 5.2.2 设计与备案（Design and Filing）

1. 认证标识和企业标徽的设计由综合部负责，需符合国家商标注册规定及认可机构要求，设计完成后依法申请商标注册；

The design of the certification mark and corporate emblem is the responsibility of the General Department, which shall comply with the national trademark registration regulations and the requirements of the accreditation body, and apply for trademark registration in accordance with the law after the design is completed;

2. 标识/标徽的标准样式（含尺寸、颜色、比例）由综合部制定为《标识/标徽使用规范》（ABC-GL-00X），按《文件控制程序》审批后作为公开文件发布；

The standard style (including size, color, proportion) of the mark/emblem shall be formulated as the \*Specifications for the Use of Marks/Emblems\* (ABC-GL-00X) by the General Department, which shall be released as a public document after approval in accordance with the \*Document Control Procedure\*;

3. 标识/标徽的标准样式及使用规范需报认可机构备案，备案资料留存归档，样式变更需重新备案并通知所有获证客户。

The standard style and use specifications of the mark/emblem shall be filed with the accreditation body, the filing materials shall be kept for archiving, and any style change shall be re-filed and notified to all certified clients.

### 5.2.3 发放与使用指导 (Issuance and Use Guidance)

1. 综合部在向获证客户发放证书时，同步提供《标识/标徽使用规范》，明确标识的使用范围、方式、尺寸及禁止性要求；

When the General Department issues certificates to certified clients, it shall simultaneously provide the \*Specifications for the Use of Marks/Emblems\*, clarifying the use scope, method, size and prohibitive requirements of the mark;

2. 认证标识可用于获证客户的认证范围内产品、包装、宣传材料等，使用时需清晰、规范，不得变形、篡改，不得超出认证范围使用；

The certification mark can be used on the products, packaging, publicity materials, etc. of the certified client within the certification scope. It shall be used clearly and standardly without deformation or tampering, and shall not be used beyond the certification scope;

3. 企业标徽仅可由公司内部使用，获证客户不得将公司标徽作为自身标识使用；

The corporate emblem can only be used internally by the company, and

certified clients shall not use the company's emblem as their own mark;

4. 证书、标识使用需遵循“不误导顾客”原则，不得在非认证产品、虚假宣传中使用，产品包装上的标识需易于识别，型号标签/铭牌上的标识视为产品一部分。

The use of certificates and marks shall follow the principle of "no misleading to customers", and shall not be used in non-certified products or false publicity. The marks on product packaging shall be easy to identify, and the marks on model labels/nameplates shall be regarded as part of the product.

#### 5.2.4 使用监督与违规处理 (Use Supervision and Illegal Handling)

1. 认证部、监督与审核部在现场审核、监督审核中，需将标识使用情况纳入审核内容，发现违规使用及时记录并反馈综合部；

The Certification Department and the Supervision and Audit Department shall include the use of marks in the audit content during on-site audits and surveillance audits, and record and feed back to the General Department in a timely manner if illegal use is found;

2. 获证客户存在标识超范围使用、变形篡改、转让借用等违规行为的，综合部立即发出《整改通知书》，要求客户限期整改，整改期间暂停标识使用；

If a certified client has illegal acts such as using the mark beyond the scope, deforming and tampering, transferring and borrowing, the General Department shall immediately issue a \*Rectification Notice\*, requiring the client to rectify within a time limit, and suspend the use of the mark during the rectification period;

3. 违规情节严重或逾期未整改的，按程序暂停/撤销其认证资格，追究相关责任，必要时通过法律途径维护公司知识产权。

If the violation is serious or the rectification is not completed within the time limit, the certification qualification shall be suspended/revoked in accordance with the procedure, the relevant responsibilities shall be investigated, and the company's intellectual property rights shall be protected through legal channels if necessary.

#### 5.2.5 标识使用终止 (Termination of Mark Use)

1. 获证客户认证资格被暂停的，自暂停通知发布之日起，立即停止使用认证标识，直至整改合格恢复认证资格；

If the certification qualification of a certified client is suspended, the use of the certification mark shall be immediately stopped from the date of the release of the suspension notice until the rectification is

qualified and the certification qualification is restored;

2. 获证客户认证资格被撤销、证书到期未再认证的，自相关决定生效之日起，永久停止使用认证标识，综合部监督客户拆除/覆盖所有相关标识，拒不配合的，公司有权追究其法律责任。

If the certification qualification of a certified client is revoked or the certificate is not recertified after expiration, the use of the certification mark shall be permanently stopped from the date when the relevant decision takes effect. The General Department shall supervise the client to remove/cover all relevant marks, and if the client refuses to cooperate, the company has the right to investigate its legal liability.

### 5.3 记录管理 (Record Management)

所有与证书、标识、标徽相关的记录管理，严格遵循公司《记录控制程序》(ABC-PF-002 A1) 要求，具体规定如下：

The management of all records related to certificates, marks and emblems shall strictly follow the requirements of the company's \*Record Control Procedure\* (ABC-PF-002 A1), with the specific provisions as follows:

1. **记录范围**：包括《证书内容确认件》《证书发放记录表》《证书换发记录表》《证书作废/废止记录表》《证书回收记录表》《标识使用违规整改记录表》等；

**Record scope**: Including \*Certificate Content Confirmation Form\*, \*Certificate Issuance Record Form\*, \*Certificate Reissue Record Form\*, \*Certificate Cancellation/Abolition Record Form\*, \*Certificate Recovery Record Form\*, \*Mark Use Violation Rectification Record Form\*, etc.;

2. **记录填写**：记录需真实、完整、清晰，人员签字为手写，不得涂改，笔误更正需按规定签署更正人姓名和日期；

**Record filling**: Records shall be true, complete and clear, personnel signatures shall be handwritten, no alterations are allowed, and corrections for clerical errors shall be signed with the corrector's name and date in accordance with regulations;

3. **记录保管**：所有记录由综合部集中归档保管，纸质记录存放于符合要求的档案柜，电子记录双重备份，保存期限按以下规定：

**Record preservation**: All records shall be centrally filed and preserved by the General Department. Paper records shall be stored in a compliant file cabinet, and electronic records shall be backed up twice.

The retention period shall be in accordance with the following provisions:

a) 证书发放、换发、回收记录：保存至证书作废后 6 年；

Certificate issuance, reissue and recovery records: Retained for 6 years after the certificate is cancelled;

b) 标识使用违规、整改记录：保存 5 年；

Mark use violation and rectification records: Retained for 5 years;

c) 备案、销毁记录：长期保存；

Filing and destruction records: Retained permanently;

4. **\*\*记录查阅\*\***: 内部查阅需经部门经理批准, 外部查阅需经总经理批准, 按《记录控制程序》履行登记手续, 不得擅自复制、扩散。

**\*\*Record access\*\***: Internal access requires the approval of the department manager, and external access requires the approval of the General Manager. The registration procedures shall be completed in accordance with the **\*Record Control Procedure\***, and no arbitrary copying or dissemination is allowed.

## 6 证书和标识使用的约束条款 (Restrictive Provisions for the Use of Certificates and Marks)

6.1 证书、认证标识仅为获证组织专属使用, 不得以任何形式转让、出售、借用、盗用, 不得授权第三方使用;

Certificates and certification marks are exclusively for the use of certified organizations, and shall not be transferred, sold, borrowed, stolen in any form, nor authorized to third parties for use;

6.2 获证组织不得在非认证范围内的产品、服务、宣传材料上使用证书和标识, 不得利用证书、标识进行虚假宣传或误导消费者;

Certified organizations shall not use certificates and marks on products, services and publicity materials outside the certification scope, and shall not use certificates and marks for false publicity or misleading consumers;

6.3 证书、标识使用过程中, 不得对其进行变形、篡改、遮挡, 需保持清晰、完整、规范;

During the use of certificates and marks, they shall not be deformed, altered or obscured, and shall be kept clear, complete and standard;

6.4 获证组织发生合并、分立、股权转让等重大变更的, 需及时向公司报备, 经

审核确认后，方可继续使用证书和标识，未报备的视为违规使用；

If a certified organization has major changes such as merger, division and equity transfer, it shall report to the company in a timely manner, and may continue to use the certificate and mark only after audit and confirmation. Failure to report shall be regarded as illegal use;

6.5 任何单位和个人发现证书、标识被冒用、仿造的，应及时向公司举报，公司将依法追究相关单位/个人的法律责任。

Any unit or individual who finds that the certificate or mark is fraudulently used or counterfeited shall report to the company in a timely manner, and the company shall investigate the legal liability of the relevant unit/individual in accordance with the law.

## 7 相关文件和记录 (Relevant Documents and Records)

### 7.1 相关文件 (Relevant Documents)

1. ABC-PF-001 A1 《文件控制程序》
2. ABC-PF-002 A1 《记录控制程序》
3. 公司质量手册
4. ABC-GL-00X 《标识/标徽使用规范》
5. 公司公开文件 (认证相关)

### 7.2 相关记录 (Relevant Records)

序号 (No.)	记录编号 (Record No.)	记录名称 (Record Name)	英文名称 (English Name)
1	ABC-QR-008	证书内容确认件	Certificate Content Confirmation Form
2	ABC-QR-009	证书发放记录表	Certificate Issuance Record Form
3	ABC-QR-010	证书换发记录表	Certificate Reissue Record Form
4	ABC-QR-011	证书作废/废止记录表	Certificate Cancellation/Abolition Record Form
5	ABC-QR-012	证书回收记录表	Certificate Recovery Record Form
6	ABC-QR-013	标识使用违规整改记录表	Mark Use Violation Rectification Record Form
7	ABC-QR-005	文件/记录销毁审批表	Document/Record Destruction Approval Form