



UNIVERSITY OF THE PHILIPPINES MANILA
The Health Sciences Center

05 December 2022

MEMORANDUM NO. CCDP 2022 – 344

FOR : DEANS, DIRECTORS, AND HEADS OF UNITS
ISO Focal Persons, Document and Records Custodians, and Internal Quality Management System Auditors

SUBJECT : Regulations on the use of ISO 9001:2015 Certificate and Certification Mark

Congratulations everyone, we are now ISO 9001:2015 certified! Our ISO 9001:2015 Certificate is valid for three (3) years, from 17 November 2022 to 16 November 2025, subject to satisfactory results of annual surveillance audits.

As a certified organization, we are required to maintain our Quality Management System and to comply with the Certifying Body's Conditions of Certification including the use of their Certificate of Registration and Certification Mark. Relative to this, here are the highlights on the use of the certificate and certification mark based on the attached CI's regulations.

1. Copies of the Certificate may be made for the purpose of advising customers of our certification. Each copy must be clearly identified with the word "COPY".
2. The Certification Mark must always be used in conjunction with the University of the Philippines Manila. The Certification Mark cannot be used in a manner that it could be mistakenly or confusingly identified as the company logo or trademark of the University of the Philippines Manila.
3. The Certification Mark may be used only on letterheads, invoices, business cards, advertising and promotional materials, the university's website, email signatures, and vehicle fleet, and only in connection with our certified scope.
Note: For email signatures and business cards: The Certification Mark must be positioned as far away as possible from the employee's name to avoid any confusion with a personal certification. Only employees working within the certified scope may refer to the certification.
On vehicles, the Certification Mark has a maximum size equal to 30% of that of the university's logo.
4. The Certification Mark must not be altered in shape, color, proportion, or content.
5. The right to use the Certification Mark is exclusive to the University of the Philippines Manila, particularly to the address/es and scope of certification identified on the Certificate of Registration.
Scope: Provision of higher and advanced education, research, and extension services.
Address: UP Manila Campus, Taft Avenue, Ermita, Manila 1000, Philippines
6. The Certification Mark includes the Certification International logo and the standard(s) the university received, which cannot be separated.
7. The two (2) versions of the ISO 9001:2015 Certification Mark designated for UP Manila are shown below.



You may request a copy of the Certificate and the electronic copy of the Certification Mark from Ms. Melody Jane L. Rojo at (8814-1213) or through her email, mlrojo@up.edu.ph.

For information, guidance, and compliance.


CARMENCITA D. PADILLA, MD, MAHPS
Chancellor

REGULATIONS PART 4

CONDITIONS OF CERTIFICATION

1 These conditions apply to the Certification of Management Systems to ISO 9001, ISO 14001, ISO 45001, HACCP, ISO 22000, ISO 27001, and ISO 50001 by Certification International.

2 For the purpose of these conditions:

“Certification International Scheme”

means the Certification Scheme operated by Certification International to assess and certify Management Systems of organizations to one or more of the following Management System standards or requirements: ISO 9001, ISO 14001, ISO 45001, HACCP, ISO 22000, ISO 27001, and ISO 50001.

“Governing Board”

means the Board established to guide and supervise the certification activities of Certification International for their competency, impartiality, and integrity in accordance with company policy and ISO/IEC 17021 and ISO/TS 22003.

“Appeal Board”

means the Board established from members of the Governing Board for the purpose of hearing and resolving appeals regarding certification decisions.

“Applicant”

means any organization which has applied for certification to Certification International.

“Certification Mark”

means the Certification Mark approved by the Governing Board of Certification International.

3 The Governing Board is the ultimate authority for granting, refusing to grant or renew, suspending, or withdrawing certification. The Governing Board may delegate authority for these certification decisions to the Head of Certification.

4 The Head of Certification is responsible for the day-to-day management of the certification operations, according to the policies set by the Governing Board.

5 A Certified Organization shall:

5.1 comply with these Conditions at all times.

5.2 use the Certification Mark in accordance with the Conditions laid down in Certification International's document *Regulations*.

5.3 maintain its Management System/s and undergo the prescribed surveillance audit program in terms of audit duration and schedule.

5.4 provide Certification International with relevant updated documents and records for use as references in planning and undertaking surveillance audits and reassessments and, where necessary, for the evaluation of corrective actions.

5.5 advise Certification International of any major amendments to the certified system.

5.6 bring to the attention of Certification International all minor and major amendments, if any, to the certified system.

- 5.7 ensure that the management representative effectively discharges his function to coordinate with Certification International all matters relating to the maintenance and continual improvement of the certified Management System/s.
 - 5.8 allow reasonable access to the representatives of Certification International during normal working hours in order to undertake all duties related to surveillance audits and reassessments.
 - 5.9 settle promptly all invoiced fees covering audit services in accordance with the accepted Quotation/s and agreed amendments thereto.
 - 5.10 make available to Certification International pertinent records of any customer complaints relating to the Management System/s and of the corrective actions taken.
 - 5.11 ensure that external representations about the certified Management System/s are consistent with the details of their certificates; representations or claims about certification are not permissible with regard to the following:
 - activities which are not included in the scope of certification.
 - activities for which the Management System has not been assessed.
 - 5.12 in the event that certification is terminated or withdrawn for cause:
 - return to Certification International the awarded Certificate/s.
 - terminate the use of all publications relating to the award of certification, including materials using the Certification Mark.
- 6** Certification International shall:
- 6.1 notify the certified organization of any changes to the Regulations of the Certification Scheme.
 - 6.2 ensure that information of a confidential nature, other than that in the public domain, disclosed to Certification International in the process of audit of an organization, is not disclosed to any other party.
 - 6.3 ensure that only suitably qualified Auditors or Lead Auditors are involved in audits.
 - 6.4 charge fees in accordance with the accepted Quotation.
- 7** Certification International may, at its discretion, and subject to review by the Governing Board, revoke or refuse to grant/renew a Certificate if the certified company or applicant becomes subject to conviction of any illegal act, or is subject to bankruptcy, receivership or liquidation or does not maintain an effective Management System/s.
- 8** In the event that an applicant or certified organization wishes to appeal against any certification decision of Certification International, it must do so within 14 days of the formal notification of the decision.
- 9** The Governing Board will consider all appeals within two calendar months of receipt. The decision of the Governing Board is final.

REGULATIONS PART 5

USE OF THE CERTIFICATE

A Certificate of Registration is awarded to an organization which has been assessed as satisfactorily meeting the requirements of ISO 9001, ISO 14001, ISO 45001, HACCP, ISO 22000, ISO 27001, or ISO 50001 Management System Standards.

The Certificate may be used only in accordance with these Regulations:

- 1 The Certificate remains the property of Certification International.
- 2 The Certificate is valid from the date of issue until such time that the certification is withdrawn for cause from the Certified Organization.
- 3 Misuse of the Certificate in any way, or misleading use of the certification in publications, may lead to suspension or revocation of certification.
- 4 Copies of the Certificate may be made for the purpose of advising customers of the organization's certification. Each copy must be clearly identified with the word "COPY".
- 5 If an organization decides to terminate its certification with Certification International, it must immediately inform the Certification Body in writing and return the Certificate. The use of the Certificate and Certification Mark, and any claims associated with the certification, shall terminate immediately.

Breach of these Regulations could lead to withdrawal of the Certificate by Certification International.

The Governing Board reserves the right to change these Regulations, but will provide each Certified Organization due notice of such changes.

USE OF THE CERTIFICATION MARK



The Certification International Mark is a symbol indicating that an organization has been assessed as satisfactorily meeting the requirements of the Management System Standard identified therein.

The Certified Organization shall be entitled to use, as appropriate, the Certification Mark in accordance with these Regulations:

- 1 The Certification Mark must always be used in conjunction with the Certified Organization's name. The Certification Mark can not be used in a manner that it could be mistakenly or confusingly identified as the company logo or trademark of the Certified Organization.

- 2 The Certification Mark may be used only in company stationery (*letterheads, invoices, business cards*), advertising and promotional materials (*may be used on a company website but should refer to the company and not directly to its products or services*), email signatures, sales documentation, vehicle fleet (*but without the PAB Accreditation Mark*), and only in connection with the Certified Organization's certified scope.
- 3 The Certification Mark may not, under any circumstance, be used directly on or be closely associated with products, product wrappings and outer packaging, labels attached to products or packaging, test/calibration/inspection reports, and certificates. The Certification Mark is associated with a Management System Standard and is therefore not a product certification mark.
- 4 The Certification Mark must not be altered in shape, colors, proportion, or content.
- 5 The Certification Mark and the corporate logo of Certification International are not the same and are not interchangeable. The Certification Mark provided by Certification International is the one that should be reproduced.
- 6 The right to use the Certification Mark is exclusive to the Certified Organization, particularly to the address/es and scope of certification identified on the Certificate of Registration. This right is not transferable. Other sites/locations and activities of the Certified Organization not covered in its certification are not entitled to use the Certification Mark.
- 7 The Certified Organization agrees to use the Certification Mark in accordance with these Regulations. The Certified Organization undertakes to discontinue the use of the Certification Mark if found by Certification International to be not in accordance with these Regulations. The Certification Mark is an intellectual property of Certification International.
- 8 Upon termination of the certification for cause, the Certified Organization shall discontinue the use of the Certification Mark immediately.
- 9 Please note that local laws on consumer protection and intellectual property are applicable.

MAIN GRAPHIC ELEMENTS

The Certification Mark includes the following elements, which cannot be separated:

- The Certification International logo
- The standard(s) that your company has received

Below are examples of the Certification Mark:

- A. Example of Marks with one standard, two standards, and three standards:



Terms of Use

1. Area of Isolation





To ensure the visibility and unity of the Certification Mark, the mark block must be surrounded by an area of isolation that remains totally blank.



2. Color

The colors of the Certification Mark are not the same with those of CI's corporate logo. They are not interchangeable.

The Certification Mark uses the following color palette:

	PANTONE DS 202-2 U Hex: #254467 CMYK: 93 74 36 23		PANTONE Process Black U Hex: #231F20 CMYK: 0 0 0 100
	PANTONE DS 431 U Hex: #6A737B CMYK: 11 1 0 64		White Hex: #FFFFFF CMYK: 0 0 0 0

Applications

1. Letterheads

2. Email Signature and Business Cards

The Certification Mark must be positioned as far away as possible from the employee's name to avoid any confusion with a personal certification. Only employees working within the certified scope may refer to the certification.

3. Vehicle Fleet

On both heavy and light vehicles, the Certification Mark has a maximum size equal to 30% of that of your company logo.

The Certification Body's Accreditation Mark (e.g. PAB Mark) is prohibited to appear on vehicles.

THE IAF MLA MARK AND THE ISO LOGOS

The IAF MLA Mark and the ISO Logos belong to the International Accreditation Forum, Inc. (IAF) and to the International Organization for Standardization (ISO), respectively. They must not, under any circumstance, be used or copied by Certified Organizations on any of their materials, property, and documentation.



Compliance with these Regulations will be verified during on-site surveillance audits.

Any inquiries regarding the use of the Certification Mark should be referred to Certification International. Please contact CIP if you wish to obtain an electronic copy of your Certified Organization's designated Certification Mark/s.