获得认证资格通知函
Notification of Certification Registration

尊敬的客户 Dear Customer：

首先非常诚挚恭贺您获得 DCI-赛瑞认证有限公司的管理体系认证资格！我们非常欣赏您曾经付出努力与辛劳，我们愿意在以后的时间里与您携手共进，共同持续改进您的管理体系！

First of all, Congratulations!!Your company now has obtained the qualification of certification registration by DCI. We are very appreciated the efforts and work you have done. We wish to go forward to hand in hand with you for achieving the continual improvement on the management system.

在获得认证资格后，以下事项务请留意和恪守：

After obtaining the qualification of certification, please be aware all items listed below:

1. 为保持您的认证资格的有效性，务请下次监督审核时间必须按照 DCI/FR/MD-02《认证服务合同书》要求实施。
   In order to keep the effectiveness of certification registration, the surveillance audits shall be conducted in accordance with DCI/FR/MD-02 "The Certification Service Agreement".
2. 管理体系认证证书与认证标志使用务必严格遵守 DCI/OD-10《认证证书、认证标志使用规则》要求，此为下次监督审核必审查内容，具体要求请查见附件；如需彩色标志，请至我公司官网--"隐私申明及服务条款"下载：（https://www.dciglobal.com.cn）。
   The use of certificate and certification marks shall follow close to the line of DCI/OD-10 "The Rules for the Use of Certificate and Certification Marks", which is the mandatory clause for next audit. Please see the attachment for the details. If you ask for the color certification logo, please refer to -"Terms and Conditions" in the website of our company for downloading.(http://www.dciglobal.com.cn）。
3. **以下资料务请妥善保管，此为下次审核必查内容：**
   Please keep the following document properly, this is the content that must be checked for the next audit:
   本次一阶段审核的 FORM5103-1《第一阶段审核报告》，请查见附件（仅限于初审）；本次审核的 FORM5100《管理体系审核报告》，请查见附件；本次审核的 FORM 6109-3《审核计划》，请查见附件。
   FORM5103-1"Stage-One Audit Report of this audit"(only for initial audit); FORM5100 "Management Systems Assessment Report"; FORM 6109-3"Audit Plan", please see attachment.
4. 本次审核的 FORM5101-1《管理体系不符合项报告》和您采取的纠正措施及其证据，审核组现场审核时已向您提供了 FORM5101-1《管理体系不符合项报告》。
   FORM5101-1 "Management Systems Audit Detail Report" and correction and corrective action evidence, the audit team already provided the FORM5101-1 "Management Systems Audit Detail Report" to you by on-site audit.
5. 认证组织满意度调查表。
   Certified Organization Satisfaction survey.

以上资料如不慎丢失，请立即联系我公司补充提供，联系电话:+86-400-099-9652。

If the above document is lost accidentally, please kindly contact our company, the telephone number is:+86-400-099-9652.

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认证组织满意度调查表
Certified Organization Satisfaction survey

尊敬的认证组织：

为提升我们的服务品质，更好的满足您的需求，我们希望了解您对我们工作的宝贵意见，请对本次审核服务做出客观评价，投诉电话： (+86)400 099 9652；（+86）021-5097 1020；（+86）18616700005

邮箱：complaint@dciglobal.com.cn 传真：+86(21) 33275183。

企业名称：_____

联系人：_____ 手机：_____ 邮箱：_____

衷心感谢您的支持与配合，**评价方式：**

方式一：您可根据以下内容勾选，并将此调查表回传至**「赛瑞国际认证」**售后服务部：

1. 办公室工作人员服务情况调查（总分值：30 分）

您对我机构办公室工作人员的服务质量是否满意？

☐ 满意 30 分 ☐ 一般 15 分 ☐ 不满意 0 分

如为不满意，请具体描述：

2. 认证审核工作满意情况调查（总分值：70 分）

1）您对我机构审核员在现场审核过程中的服务质量是否满意？

☐ 满意 20 分 ☐ 一般 10 分 ☐ 不满意 0 分

2）审核员对差旅费用的报销是否合理：

☐ 合理 20 分 ☐ 一般 10 分 ☐ 不合理 0 分

3）审核员是否存在向贵组织索要（或暗示向其馈赠）礼物、礼金或要求为其安排娱乐活动的行为？

☐ 有 0 分 ☐ 否 30 分

以上如有不满意/否，请具体描述：

3. 如您有其他投诉或建议，可另附页说明或直接联系我们。

方式二：您也可扫一扫右侧微信二维码，进行在线满意度评价填写。

我们也接受方式一和方式二同步递交，感谢您的支持和配合。

您是否还有其他的认证需求？（如有，请填写以下内容）

体系认证：☐ISO13485 医疗器械质量管理体系认证 ☐GB/T50430 建筑施工行业质量管理体系认证

☐CFCC 森林认证 ☐其他 如：_____

产品认证：☐金属材料及金属制品 ☐机械设备及零部件 ☐电子设备及零部件

☐电动机、发电机、发电成套设备和变压器 配电和控制设备及其零件；绝缘电线和电缆；光缆

☐水路交通设备（含游艇） ☐其他 如：_____

认证证书、认证标志使用规则

Rules for Use of the Certificate, Certification Mark

1 赛瑞和获证组织的权利和义务 Rights and obligations of DCI and the certified organization

1.1 获证组织的权利和义务 Rights and obligations of the certified organization

a) 获证组织的权利 Rights of the certified organization

——获证组织可按本文件有关规定，使用赛瑞颁发的认证证书和标志，宣传其认证资格；The certified organization can use the certificates and marks issued by DCI to promote its certification in accordance with the relevant provisions of this document, ;

——获证组织可要求获取最新版本的《认证证书及标志使用规则》文件；The certified organization can gain the latest version of the document" Rules for Use of the Certificate, Certification Mark"

——对赛瑞发出的误用证书和标志的更改通知，可发表意见，以保护自身利益。To protect your own interests, the certified organization can comment on the change notification of misused certificate and marks issued by DCI.

b) 获证组织的义务 Obligations of the certified organization

——始终遵守认证规范和本文件的有关规定。Always comply with the certification specifications and the relevant provisions of this document.

——正确的使用认证证书和认证标志。Use certification certificates and marks correctly.

——获证组织应及时向赛瑞报告其对管理体系拟实施的更改或其他可能影响其符合性的更改，如管理手册的更改、组织机构的调整、中心地址的变更等，以便认证机构能掌握最新的变更信息，未能提供这些变更信息的将被视为对认证证书的误用，并按本规则采取相应措施。The certified organization shall timely report to DCI its management system is proposed to implement the change or other changes may affect the compliance, such as the change of management manual, organization adjustment, location address changes, etc., so that the certification body can master the latest information on changes. That failed to provide information about these changes will be deemed to be the misuse of certification, and take corresponding measures according to the rules.

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——获证组织应及时向赛瑞 报告重大的顾客投诉、重大的产品质量事故、安全事故和/或环境污染事故。获证组织应建立处理顾客和相关方投诉的程序并保留其处理记录。The certified organization shall promptly report to DCI major customer complaints, major product quality accidents, safety accidents and/or environmental pollution accidents. The certified organisation shall establish procedures for handling complaints from customers and interested parties and maintain records of its handling.

——及时缴纳认证有关费用。Timely pay the certification fees.

1.2 赛瑞的权利和义务 Rights and obligations of DCI

a) 赛瑞的权利 Rights of DCI

——对认证证书和认证标志拥有所有权；Ownership of the certification certificate and the certification mark;

——制定管理体系认证证书和认证标志的使用规则；To formulate rules for the use of management system certification certificates and certification marks;

——通过定期的监督审核和必要的不定期抽查（如：获证组织出现重大的顾客投诉、重大的产品质量事故、安全事故和/或环境污染事故），持续验证组织对法律法规的符合性； To continuously verify the compliance of the organization with laws and regulations through regular supervision and examination and necessary random inspection (such as major customer complaints, major product quality accidents, safety accidents and/or environmental pollution accidents);

——对误用或错用认证证书和认证标志有权采取必要的措施予以纠正，直至撤销认证和采取其他法律手段。Have the right to take necessary measures to correct the misuse or misuse of the certification certificate and the certification mark until the certification is revoked and other legal means are taken.

b) 赛瑞的义务 Obligations of DCI

——对所颁发的认证证书在认证范围内的管理体系对特定标准或其他引用文件的符合性负责；To be responsible for the conformity of the certification certificate issued by the management system within the scope of certification to specific standards or other reference documents;

——按规定公开发布获证组织名录，包括获证客户名称、相关的规范性文件、认证范围、

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地理位置或多场所认证的范围内的总部和任何场所的地理位置、证书状态、获证日期、证书编号等；To publish the list of certified organizations in accordance with the provisions, including the name of the certified organizations, relevant normative documents, certification scope, geographical location, or the headquarters and any location within the scope of multi-site certification, the geographical location, certificate status, date of certification, certificate number, etc;

——告知获证组织认证证书和认证标志可使用的范围、地点，声明认证证书只能用来证明获证组织在认证范围内的管理体系符合了特定的标准或其他引用文件；Inform the certified organization the use scope and place of the certification certificate and certification mark, declare that the certification certificate can only be used to prove that the management system of the certification organization within the scope of certification conforms to specific standards or other reference documents;

——通过对获证组织的监督和复评来验证认证范围内的管理体系对特定标准或其他引用文件的符合性，从而确认认证证书的持续有效性；Through the supervision and recertification of the certified organization to verify the conformity of the management system within the scope of certification to specific standards or other reference documents, so as to confirm the continuous validity of certification certificates;

——当认证要求发生变更时，及时向获证组织发出正式的通知，并充分考虑各利益方意见，商定具体行动，从而确认认证证书的持续有效性。In case of any change in the certification requirements, DCI shall timely issue formal notice to the certified organization and fully consider the opinions of all stakeholders to agree on specific actions so as to confirm the continuous validity of the certification certificate.

2 认证证书及标志的使用 Use of the certification certificate and the marks

2.1 认证证书及认证、认可、互认标志的使用范围：The use scope of certification certificates and certification, accreditation and IAF MLA marks

a) 在信封、信笺、牌匾、广告和有关宣传材料上影印认证证书和认证、认可、互认标志；Photocopy certificates and certification, accreditation and IAF MLA marks on envelopes, stationery, plaques, advertisements and other relevant publicity materials

b) 在对外的各种交往中展示认证证书和认证、认可、互认标志。Display certification

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certificates and accreditation and IAF MLA marks in various external exchanges.

2.2 获证方禁止使用认证证书和认证、认可、互认标志的范围：The scopes that the certified party shall not use the certificate and the certification and IAF MLA marks

a) 认证标志、认可标志、互认标志禁止用在产品上和内包装上、产品标签上，不可使人误认为对获证组织的特定产品或服务进行了认证；Certification marks, accreditation marks, IAF MLA marks shall not be used directly on the products, package and product label, it cannot make people mistakenly consider that the specific products and service of the supplier/organization are approved;

b) ISO9001/ISO14001/OHSAS18001/ISO45001：2018/ISMS/ITSMS 为管理体系认证，非产品认证，禁止在公司网站、宣传手册、产品的内包装/外包装等媒介宣传“本产品通过 ISO9001/ISO14001/OHSAS18001/ISO45001：2018/ISMS/ITSMS 认证”；ISO9001/ISO14001/OHSAS18001/ISO45001：2018/ISMS/ITSMS are management system certification, not product certification, give publicity on the company website, brochures, packaging that "This product has passed theISO9001/ISO14001/OHSAS18001/ISO45001：2018/ISMS/ITSMS certification" is not permitted.

c) 如获证方认证证书被暂停/撤销，获证方禁止使用一切关于被暂停/撤销认证证书及标志的宣传及任何引用；If the certification of certified client is suspension/withdrawal, all publicity and reference about the suspension/withdrawal certificate and mark are prohibited.

d) 禁止用于认可的计量、测试实验室和检验机构发出的报告和证书上；Using marks on the reports and certificates of testing/calibration laboratory and inspection body is prohibited.

e) 不可不带声明用在产品外包装或产品标签上。只有经赛瑞依据《认证认可条例》及相关认可规范要求，对获证组织的使用方案备案审核后，才可以有条件地使用在产品的包装(不会到产品的最终用户手中，如：只是用于运输产品的大包装箱)或广告等上；It is not allowed to be used on the outer packing or product label without notice. Only after DCI has filed and reviewed the use plan of the licensed organization in accordance with the requirements of the certification and accreditation ordinance and relevant accreditation

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specifications, can it be used conditionally in the packaging of products (not in the hands of the end users of the products, such as: only for the transportation of large boxes of products) or advertising.

f) 不可转让、借用和出售证书、证标志、认可标志、互认标志；No transferring, lending and selling.

g) 不得暗示认证适用于认证范围以外的活动。Do not imply that the certification is applicable to the activities beyond certification scope.

2.3 赛瑞认证标志、认可标志和互认标志的使用 Use of DCI certification Mark, IAF MLA Mark and accreditation mark

a) 赛瑞获得的认可标志、互认标志必须与赛瑞认证标志合并使用，不可单独使用，且认可标志的尺寸不可大于赛瑞标志尺寸； The accreditation marks of DCI shall be used in conjunction with DCI certification mark and they cannot be used individually. In addition, the size of DCI mark shall not be bigger than the size of accreditation mark.

b) 认证标志和认可标志必须与组织的名称、地址同时使用； Certification mark and accreditation mark shall be used concurrent with the organization's name and address;

c) 认证标志和认可标志必须印在清晰的背景下，包括所有的边界线使用鲜明的色彩印刷； Certification mark and accreditation mark shall be printed on the clear settings including all "border lines" in the predominant color of the letterhead or printing.

d) 互认标志、赛瑞获得的认可标志和赛瑞认证标志只允许使用与赛瑞 所提供色调一致的彩色认可、认证标志或黑白互认、认可、认证标志（根据认证组织需要赛瑞 提供其标志的电子版）。使用该标志时，可根据赛瑞提供的图样按比例放大或缩小，任何尺寸的标志都必须清晰可辨，但不得将其变形使用；The acquired accreditation mark of DCI and its certification mark are only allowed to be used the consistent color which DCI provided, or black and white mark DCI will provide the electronic edition of mark according to the supplier/organization's requirement). The mark can be amplified or shorten as the sample provided by DCI for appliance, and the mark in any size shall be distinguished clearly but cannot be used with deformation.

2.4 赛瑞作为独立机构申请获得 UKAS 认可资格后，需与 UKAS 签署完整的许可协议，且 UKAS 在协议上签名并注明日期回传给机构后，机构方可使用 IAF MLA 标志，且 IAF MLA

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标志必须与赛瑞获得的 UKAS 认可标志、赛瑞认证标志合并使用，不可单独使用。

After applying for UKAS accreditation as an independent institution, DCI must sign a complete License Agreement with UKAS,After the UKAS has signed the agreement and dated it back to the institution, Institutions can use the IAF MLA mark, and IAF MLA Mark must be used in combination with the UKAS accreditation mark and the DCI certification mark, and cannot be used individually.

2.5 赛瑞获得 IAS 认可资格后，需与 IAS 签署完整的许可协议，且 IAS 在协议上签名并注明日期回传给机构后，机构方可使用 IAF MLA 标志，且 IAF MLA 标志必须与赛瑞获得的 IAS 认可标志、赛瑞认证标志合并使用，不可单独使用。机构认可号必须直接显示在 IAS 认可标志下方。

After applying for IAS accreditation , DCI must sign a complete License Agreement with IAS,After the IAS has signed the agreement and dated it back to the institution, Institutions can use the IAF MLA mark, and IAF MLA Mark must be used in combination with the IAS accreditation mark and the DCI certification mark, and cannot be used individually. The DCI accreditation number must be displayed directly below the IAS accreditation logo.

2.6 对获证组织使用各类认证证书和标志的监督检查 Surveillance on the use of various certificates，marks

a) 获证组织应始终按规定使用认证证书和标志，并进行有效的控制； The supplier/organization shall use the certificate, mark consistently according to the provisions, and control it effectively;

b) 赛瑞将按双方签订的认证服务协议在监督和再认证审核时，对获证组织使用各类认证证书和标志的实施情况进行现场检查；Upon the certification service contract, DCI shall carry out the on-site inspection for the use of various certificates， marks and audit report during the surveillance and recertification,

c) 国家有关行政主管部门可根据《中华人民共和国认证认可条例》、《认证证书和认证标志管理办法》等文件的规定，按照其职责对认证证书和标志使用情况进行监督检查。The relevant administrative departments of the state may, in accordance with the provisions of the regulations of the People's Republic of China on certification and accreditation, the measures for the administration of certification certificates and

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certification marks and other documents, supervise and inspect the use of certification certificates and marks in accordance with their duties.

2.7 对误用各类认证证书和标志的处理 The disposition for misusage of various certificates，certification marks.

a) 获证组织一经发现误用认证证书和标志/标识，应立即停止继续使用，并采取适当措施予以纠正和消除可能对客户和消费者产生的误导影响；Once finding misusage, it shall stop using certificate， mark and take suitable actions for correcting and eliminating the misleading influences on clients.

b) 获证组织对在产品、产品标签和其它宣传材料上误用的，要识别误用的性质和评估误用可能产生的后果的严重性和影响范围，采取相应的纠正措施。如：从客户、市场、其他贮藏地回收这些产品或就地采取：For the supplier/organization's misusage on the products, product label and other promotional materials, it shall identify the character of misusage and evaluate the severity of consequences as well as the influencing scope, and take relevant corrective actions, for instance, recycling these products from client, market and other storage site or taking following methods on the spot;

——更换或撤除认证标志；Replacing and removing mark;

——报废销毁产品、产品标签和其它宣传材料；Scraping and destroying the products, product label and other publicizing materials;

——对无法追溯的应通过媒体向社会公告和（或）向赛瑞通报。For the untraceable, it shall provide a public notice to society by media and (or) report to DCI

c) 赛瑞对获证组织故意误用、转让给其他组织使用，发现后未及时采取纠正措施的或纠正措施未取得明显效果的，将暂停或撤销认证资格。 DCI shall suspend or withdraw certification when it find that supplier/organization deliberately misuse or transfer the certificate and mark to other organizations for use , and they do not immediately take corrective actions or these actions have not obvious effect;

d) 赛瑞对下列行为，将根据国家相关法律法规规定，提出诉讼。Upon the relevant statutes, and regulations of nation, DCI shall lodge an appeal against followings:

——伪造认证证书和认证标志；Forging certificate and mark;

——暂停、撤销期间、终止认证服务协议、证书到期后继续使用认证证书和认证标志的

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行为。Continually using the certificate and mark during certification suspension and withdraw, terminating certification service agreement and after the certificate expiration.

2.8 证书的年度确认、更换和收回 Certificate's annual confirmation, replacement and reclaim

a) 获证组织在每次的监督审核通过后，赛瑞将发给监审认证证书，作为其继续使用证书和标志的许可证明。After the supplier/organization's surveillance audit is considered qualified, DCI shall update the certificate as the evidence of continuous use of certificate and mark.

b) 在证书有效期内发生如下情况，获证组织应向赛瑞提出申请，提供有关证明文件，经评定批准后换发或补发证书。Within the validity of the certificate, the supplier/organization shall submit an application to DCI and provide relevant documentary evidences if the following situations arise. The certificate shall be renewed or reissued after approval;

——认证标准、标志的改变； Changes of certification criterion and mark;

——组织名称/地址的变更； Changes of organization name/ address;

——扩大、缩小认证范围；Extending and reducing certification scope;

——认证证书丢失或损坏。Certificate's losing and damage.

当获证组织认证资格被暂停、注销或撤销时，赛瑞将收回证书，并予以公布。DCI shall reclaim the certificate when the certification qualification is suspended, cancelled or withdrew.

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附录 1：获证组织对认证证书和认证标志的使用要求

Appendix 1: requirements for the use of certification certificates and marks by certified organization

要求 Requirement	示例 Example		说明 Description
1、获证组织可在网站、名片、广告、有关宣传材料、信封、信笺、牌匾及对外交往中上展示认证证书和认证标志；Certification certificates and certification marks may be displayed on websites, business CARDS, advertisements, relevant promotional materials, envelopes, letterhead, plaques and in external communications by the approved organizations;	无 None		除在前述允许的资料上影印认证证书和认证标志外，其他情况下（产品包装另有要求）一律不允许影印认证证书和认证标志 Except for photocopying the certification certificate and the certification mark on the materials permitted above, photocopying the certification certificate and the certification mark is not allowed under any other circumstances (except as otherwise required by product packaging)
2、获证组织在使用认证标志时，需获证组织的标识（品牌或名称）+DCI 获得的认可标志+DCI 认证标志合并使用，不可单独使用，不可变形使用，可根据 DCI 提供的图样按比例放大或缩小，认证标志图样色调需与提供的图样颜色一致或黑白色。 When using the certification mark, the certification organization needs to use the certification organization's logo (brand or name) + the accreditation mark obtained by DCI + the DCI certification mark. It shall not be used alone or deformed. It may be enlarged or reduced in proportion to the pattern provided by DCI.	错误：Wrong example 单独使用 Use alone 		DCI 认证标志必须与认可标志、 获证组织的标识一起同时使用，任何一个标志单独使用都是错误的。DCI certification marks must be used in conjunction with accreditation marks, with the logo of a certified organization, and it is wrong to use either mark alone.
管理体系认证，不可直接在产品、产品包装、产品标签上使用管理体系认证标志；不可在公司网站、宣传手册、产品包装等媒介宣传“本产品/服务通过 ISO(GB/T) *** 认证”；For management system certification, the organization can not directly use the marks on the product, product packaging, product labels; and can not advertise "this product/service has passed ISO(GB/T) *** certification" on the company's website, brochures, product	错误： Wrong example	正确：Right example	如果要将认证/认可标志标注在产品包装上，必须同时在包装上标注下列语句“本公司/本组织通过了 ISO(GB/T)***:****管理体系认证”If the certification/accreditation mark is to be marked on the product package, the following statement must be marked on the package at the same time: "the company/organization has passed ISO(GB/T)***:**** management system certification".

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packaging and other media.			
4、认证证书、认证/认可标志禁止用于认可的检测、校准实验室和检验机构发出的报告和证书上；Certification certificates and certification/accreditation marks are prohibited from being used on reports and certificates issued by certified testing and calibration laboratories and inspection institutions;			无 None
5、获证方认证证书如被暂停/撤销，获证方禁止使用一切关于被暂停/撤销认证证书及标志的宣传及任何引用；If the certificate is suspended/revoked, the certified organization is prohibited from using any publicity and any reference to the suspended/revoked certificate and marks;	无 None		无 None

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附录 2：认证/认可标志电子版 Appendix 2: electronic version of certification/accreditation marks

赛瑞认证 ISO9001 获得 CNAS 认可标识 ISO9001 obtained CNAS accreditation	赛瑞认证 ISO9001 和 GB/T50430 获得 CNAS 认可标识 ISO9001 and GB/T50430 obtained CNAS accreditation	赛瑞认证 ISO14001 获得的 CNAS 认可标识 ISO14001 obtained CNAS accreditation
赛瑞认证 OHSAS18001 获得 CNAS 认可标识 OHSAS18001 obtained CNAS accreditation	**赛瑞认证 ISO45001 获得 CNAS 认可标识 ISO45001 obtained CNAS accreditation**	**赛瑞认证 ISO9001 获得 UKAS 认可标志 ISO9001 obtained UKAS accreditation**

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赛瑞认证 ISO14001 获得 UKAS 认可标志 ISO14001 obtained UKAS accreditation	赛瑞认证 ISO9001 获得 IAS 认可标志 ISO9001 obtained IAS accreditation	赛瑞认证 ISO14001 获得 IAS 认可标志 ISO14001 obtained IAS accreditation
赛瑞认证 ISO45001 获得 IAS 认可标志 ISO45001 obtained UKAS accreditation	赛瑞信息技术管理体系认证标志 ISO 20000 Certification Mark	赛瑞信息安全管理体系认证标志 ISO 27001 Certification Mark

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企业标识 （品牌或名称）	企业标识 （品牌或名称）	

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