



BLISS CB LLC

CERTIFICATE ISSUE AND CERTIFICATION MARK PROCEDURE

1.0 Scope

This procedure addresses the issuance of Certificates & Instructions for Use of Certification Marks applicable to the ISO 9001 and ISO 14001 certification services provided by BLISS CB LLC.

2.0 Procedure

2.1 Certificate initiation and approval

- 2.1.1 Management and processing of client certificates begins with the Certification Decision which comes after the Technical Review process has completed.
- 2.1.2 The potential Certification Decision outcomes include:
 - 2.1.2.1 Approved for issue of new certificate (see 2.2 below)
 - 2.1.2.2 Approved for continuing certification (no action needed)
 - 2.1.2.3 Approved for issue of renewed certification, post recertification audit (see 2.2.1.7.2 below)
 - 2.1.2.4 Denied issue of new certificate (no action needed)
 - 2.1.2.5 Denied for issue of renewed certification, post recertification audit. (no action needed)
 - 2.1.2.6 Withdrawal of existing certificate (see 2.6 below)

2.2 Creating a certificate

- 2.2.1 Upon release of a Client's Technical Review Report indicating a positive certification decision, a Certificate can be issued. The following information is required to create the certificate:
 - 2.2.1.1 Company name, must be legal entity
 - 2.2.1.2 Company address(es)
 - 2.2.1.2.1 If single site certification, only one address will be documented on the certificate
 - 2.2.1.2.2 If multi-site certification, the certificate is issued as either a) a main site with manufacturing site extension(s), or b) corporate site with main site(s) and additional support site(s) included within the scope of certification.
 - 2.2.1.2.3 Each individual site on a multi-site certificate requires a site specific scope statement.
 - 2.2.1.3 Reference to applicable Standard and version, i.e. ISO 9001:2015, ISO 14001:2015
 - 2.2.1.4 Statement declaring scope of certificate registration
 - 2.2.1.4.1 Note: scope statement shall not use subjective terms, such as "the best", or "number 1", etc., but must simply state the key activities relevant to the scope of the certification.
 - 2.2.1.5 Certificate registration number
 - 2.2.1.5.1 Each Certificate number will be formatted as follows [YEAR – three digit sequential number]. Although the YEAR prefix of the Certificate number will reset each year, the



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sequential numbers following the YEAR will be assigned sequentially. The sequential numbers following the YEAR will start at -001, and increase sequentially thereafter. For example, the fifth Certificate issued in YR2024 would be identified as Certificate No. 2024-005. The original Certificate No., and the current Certificate No. are recorded in the Audit Tracker Database, Client List tab.

2.2.1.6 Date of certification issue

2.2.1.6.1 The certification issue date is the date that the Technical review decision was made, as documented within the Technical Review report.

2.2.1.7 Expiration of certification

2.2.1.7.1 Expiration is three years less one day from certificate issue date

2.2.1.7.2 Re-issue of a certificate with a renewed three year period follows successful completion of three year recertification audit.

2.2.1.7.3 When recertification activities are successfully completed prior to the expiry date of the existing certification, the expiry date of the new certification can be based on the expiry date of the existing certification. The issue date on a new certificate must be on or after the recertification decision. **Example:** If a certification is set to expire on December 31, 2024, but the recertification audit is successfully completed in October 2024 and the decision is made in November 2024, the new certification could still have an expiry date of December 30, 2027. The certification body would issue the new certificate with that extended expiry date, ensuring there is no disruption to the client's certification.

2.2.1.7.4

2.2.1.8 Identification of revision level of Certificate

2.2.1.8.1 Instructions if re-issuing a revised Certificate.

2.2.1.8.2 In the event of issuing a revised Certificate, the Certificate Registration number (see 2.2.1.5) will be followed by a hyphen and the Certificate revision level, e.g. Certificate No.-R1/R2, etc ['XXX-R1'].

2.2.1.8.3 Obsolete certificates are retained in the Google Drive Customer folder for the life of the account.

2.2.1.8.4 In the event that a Certificate is being revised and re-issued, then within the Certificate template under 'This certificate



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is valid from' line, insert "Certificate Revision date1: [date]" including Superscript number reference. 2) Under the President signature add a statement referencing the superscript number that describes the reason for the revision, for example: "Note 1: This certificate was revised due to [Scope change, address change, etc]."

2.2.1.8.4.1 See 'Example1 revised template' tab within the Certificate master template.

2.2.1.8.5 In event that an unaccredited certificate is being re-issued as an accredited certificate, then under 'This certificate is valid from' line, insert "Certificate Revision date1: [date]" including Superscript number reference. . 2) Under the President signature add a statement referencing the superscript number that describes the reason for the revision: "Note 1: This certificate was originally issued as a non-accredited certificate on [insert Original date of registration] and was re-issued as an accredited certificate following ANAB granting BLISS CB LLC accreditation approval."

2.2.1.8.5.1 See 'Example2 revised template' tab within the Certificate master template.

2.2.1.9 Marks

2.2.1.9.1 BLISS CB LLC certification mark

2.2.1.9.2 Accreditation mark

2.2.1.10 Electronic signature of BLISS CB LLC President

2.2.2 Prior to releasing a certificate, confirm information identified in Addendum A: Certificate verification checklist is properly represented on the certificate prior to release.

2.3 Issuing the Certificate to client:

2.3.1 Digital copy via email

2.3.2 Hard copy via mail service

2.3.2.1 Hard copy certificate includes a BLISS CB LLC imprint stamp for authenticity.

2.4 Reducing/Increasing Scope of a Certification

2.4.1 Client request for reduction or increase in scope

2.4.2 Client request for a change to their scope of certification is communicated by submitting an 'Application of Services Agreement' to the BLISS CB LLC office, reporting the request for scope change in Section 1.0 'Reason for Application'.

2.4.3 When a scope of certification is reduced/increased, the reduction/increase request must be re-quoted through the New Customer Sales process, and subsequently validated during an on-site audit by an approved BLISS CB LLC



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auditor, then approved through the technical review process, prior to release of a revised Certificate.

2.4.4 Change to Certificate

2.4.4.1 Change requests to active certificates may be made due to:

2.4.4.1.1 Address change(s)

2.4.4.1.2 Scope change(s) (see section 2.4 above)

2.4.4.2 Change requests are initiated via Client re-filing of 'Application for Certification Services' form, and indicating within Section 1.0 'Reason for Application' that that a Scope or Address change is requested.

2.4.4.2.1 Address change requests are reviewed and approved by the Auditor, and/or Technical Reviewer.

2.4.4.3 Applications with Scope change requests are reviewed and approved by the President, approval recorded in Section 7.0 of the Application.

2.4.4.4 Authorized changes to the certificate will not be initiated until validation of the changes has been confirmed via special audit, or regularly scheduled audit, ensuring the continuing ability of Client to meet ISO requirements.

2.4.4.5 Revisions to certificates will be indicated with the suffix "-R1", "-R2", etc added to the certificate number. Date of latest revision will be listed on the certificate page with the Issue and Expiration dates.

2.4.4.5.1 See 2.2.1.8 for instructions on how to release a revised Certificate.

2.5 Suspending a Certificate

2.5.1 The certificate applicable to a specific Standard, scope, site or organization may be suspended for a limited period, for example in the following cases:

2.5.1.1 If the surveillance shows non-compliance with the requirements which are of such a nature that immediate withdrawal is not necessary.

2.5.1.2 If a case of improper use of the certificate, including misuse of BLISS CB LLC certification mark, or misuse of the mark of an accreditation body, e.g. misleading prints or advertising, is not solved by suitable retractions or other appropriate remedial measures by the client.

2.5.1.3 If there has been any other contravention of the rules and regulations of BLISS CB LLC.

2.5.1.4 If corrective action requests (CAR's) have not been implemented within specified time scales.

2.5.1.5 The client shall not identify as certified any process or service that has been offered under a suspended certificate.

2.5.1.6 An official suspension of a certificate will be confirmed by a staff representative of BLISS CB LLC to the client. At the same time the BLISS CB LLC representative shall indicate to the Client under which conditions the suspension shall be removed.



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- 2.5.1.7 At the end of the suspension period, an investigation will be carried out to determine whether the indicated conditions for reinstating the certificate have been fulfilled.
 - 2.5.1.8 On fulfilment of these conditions the suspension shall be removed by notifying the client that the certification has been reinstated.
 - 2.5.1.9 If the conditions are not fulfilled, the certificate shall be withdrawn (see below).
- 2.6 Withdrawal of certificate
- 2.6.1 Certifications may be withdrawn for the following reasons:
 - 2.6.1.1 Client failure to follow audit timing requirements for Surveillance or Recertification audits.
 - 2.6.1.2 Client failure to effectively close nonconformance issue(s), as determined by Auditor, and Technical Advisor
 - 2.6.1.3 Gross failure of the client to maintain the integrity of their certified management system, as determined by Auditor, and Technical Advisor
 - 2.6.1.4 A 'Certificate Notice of Withdraw' letter is issued to notify client of decision to withdraw certificate.
 - 2.6.1.5 The letter serves as a communication via certified mail of final notice to customer that their certificate is being withdrawn, and the reason why. This final notice is a last step in an on-going communication effort to move the client into certification compliance.
 - 2.6.1.6 In the event that Client wishes to be re-certified, minimally a stage 2 audit is required, issues that created the circumstances for a withdrawn certification must be resolved, and 6 months must pass.
- 2.7 Ownership and authorization to use BLISS CB Certification mark, Accreditation mark/symbol of accrediting body, and BLISS CB ISO certificate.
- 2.7.1 BLISS CB retains ownership of the BLISS CB certification mark.
 - 2.7.1.1 Upon successful certification, BLISS CB releases to the Client an ISO certificate and authorizes the certified Client use of the BLISS CB certification mark. The BLISS CB certification mark must be used in accordance with the rules described in Appendix A below.
 - 2.7.2 The Accrediting body for BLISS CB retains ownership of their accreditation mark.
 - 2.7.2.1 When an Accrediting body accredits BLISS CB to conduct third party conformity assessments, the accrediting body authorizes BLISS CB and its certified clients use of the accreditation mark. As stated in Appendix A below, BLISS CB will provide our Client the Accrediting body rules when issuing the ISO certificate.
 - 2.7.3 BLISS CB retains ownership of the ISO certificate. The Client is authorized to use the ISO certificate pending successful maintenance of their management system per regular surveillance audits. However, upon cancellation of terms of



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agreement between BLISS CB and Client due to fulfillment of Client obligations, cancellation of their ISO Certificate or otherwise, the Client is required to immediately discontinue the use of the Certificate, Certification mark and Accrediting mark.

2.8 Certificate rules of use

2.8.1 Upon initial certification, Clients are issued Appendix A of this procedure which describes the rules for use of BLISS CB LLC and Accreditation Marks. See Appendix A for “Instruction for Use of Certification Marks”

2.9 IAF CertSearch database entry and maintenance requirements (per IAF MD 28)

2.9.1 Data entry performed by President

2.9.1.1 Certified entity legal name

2.9.1.2 Registered address

2.9.1.3 Geographic location of headquarters and all certified sites (for multi-site certifications)

2.9.1.4 Certificate number (unique identification code)

2.9.1.5 Management system standard and applicable normative document

2.9.1.6 IAF sector code(s), where applicable

2.9.1.7 Scope of certification describing activities, products, and services without ambiguity

2.9.1.8 Certification issue (effective) date

2.9.1.9 Certification expiry date

2.9.1.10 Certification status (active, suspended, withdrawn)

2.9.1.11 Certification body name (BLISS CB LLC)

2.9.1.12 Accreditation body identification

2.9.1.13 Client ID and Certification ID within the IAF Database

2.9.1.14 Additional legal identification information where necessary to avoid entity confusion

2.9.1.15 Any additional information required by the applicable certification scheme.

2.9.2 Timing Requirements

2.9.2.1 Certified Entity Data is uploaded following certificate issuance.

2.9.2.2 Updates reflecting certification changes (including suspension, withdrawal, scope change, or renewal) are entered without undue delay.

2.9.2.3 Certified Entity Data is reviewed and updated at least monthly so that information in the IAF Database represents the current certification status.

2.9.2.4 Monthly IAF Database notifications requesting confirmation or update



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- of data are completed.
- 2.9.2.5 Errors or omissions identified in uploaded data are corrected within two (2) weeks of discovery.
- 2.9.3 Ongoing Maintenance
 - 2.9.3.1 BLISS CB LLC shall maintain Certified Entity Data such that:
 - 2.9.3.1.1 Certification status remains accurate throughout the certification cycle.
 - 2.9.3.1.2 Suspended or withdrawn certifications are updated promptly.
 - 2.9.3.1.3 Historical certification status information remains available for a minimum of three (3) years following the corresponding decision.
 - 2.9.3.1.4 Monthly confirmation of database accuracy is performed even when no changes occur.
- 2.9.4 Confidentiality and Data Restrictions
 - 2.9.4.1 Where justified, certification information may be designated as confidential within the IAF Database when:
 - 2.9.4.1.1 Required by law or regulation,
 - 2.9.4.1.2 Necessary for national security considerations, or
 - 2.9.4.1.3 Publication presents a documented safety or security risk.
 - 2.9.4.1.4 Requests for confidentiality shall be documented and retained as certification records.
- 2.9.5 To access Certsearch login information, go to Google drive\Documents\Certificate Template

Data Entry Requirements

3.0 Relevant Documents

- 1.1 Certificate Template
- 1.2 Certificate Notice of Withdrawal
- 1.3 Instruction for Use of Certification Marks
- 1.4 Technical Review report
- 1.5 Application for Certification Services

4.0 Revision History

Revision No.	Date	Approved by	Comments
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Initial release	Jan 1, 2024	TI	
1	Sept 5, 2024	TI	Added specific verbiage that mark cannot be placed on calibration certificates, laboratory test, calibration or inspection report; Updated to correct terminology from 'Accrediting Body logo' to 'Accreditation Mark'; added requirement that multi-site certificate include site-specific scope statements; added clarification on ownership of certification mark, accreditation mark, and ISO certificate.
2	March 2, 2026	TI	Added to section 2.2.1.8 requirements on managing revised certificates. Added Appendix B Certificate verification checklist (referred to in section 2.2.2) Added section 2.9 IAF CertSearch database entry and maintenance requirements (per IAF MD 28)



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Appendix A: Instruction for Use of Certification Marks

The BLISS CB LLC Certification Mark

1. The BLISS CB LLC certification mark may be used by any client certified by BLISS CB LLC.

2. Client's using the BLISS CB LLC certification mark must include the Standard(s) under which they are certified, including the scope of the management system certification as identified on their current, ISO certificate. The Certification Mark may be used in dark green as shown below, or may be used in Black and White version with transparent background.

3. The BLISS CB LLC certification mark may not be used on a product, on product packing, on calibration certificates, laboratory test, calibration or inspection reports or in any way that may be interpreted as denoting product conformity.

4. The BLISS CB LLC certification mark may not be used by site locations, or activities, not included in the management system scope of certification identified on the BLISS CB LLC ISO certificate.

5. The BLISS CB LLC certification mark may not be used by licensees of a certified company.

6. The BLISS CB LLC certification mark, or any other claims or declarations of ISO Certification, may not be used in any such manner that give the impression that the company, parts of the company or its subsidiaries and associates are certified for activities or services, or site locations, that are not documented within the scope of certification and addresses included in the BLISS CB LLC ISO Certificate.

7. The BLISS CB LLC certification mark, certification statements, claims or declarations may not be used in a way as to imply that BLISS CB LLC accepts responsibilities for products and/or services provided under the scope of the certification.

8. The BLISS CB LLC certification mark may not be used in any misleading manner.

Examples of Use



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1. The BLISS CB LLC certification mark may be used (with or without an accreditation mark) on:
 - ✓ Company website, brochures, stationery, provided the company logo or title is also displayed with at least equal prominence.
 - ✓ Company publicity, sales and marketing materials
 - ✓ Exhibition stands
 - ✓ Internal/External walls and doors within the certificated company's building.

Examples of Misuse

1. The BLISS CB LLC certification mark may not be used on:
 - Products or primary product packaging.
 - by sites or activities not included in the scope
 - by licensees of a certified company
 - in any misleading manner

Misuse of the BLISS CB mark

1. Flagrant and/or persistent misuse of the BLISS CB LLC certification mark can be considered grounds for withdrawal of certification.
2. Certified organizations shall immediately cease to issue any materials or documentation containing the BLISS CB LLC certification mark following withdrawal, suspension or termination of certification.
3. If a company decides to resign its certificate it must immediately cease issue of any materials that suggests it is still certificated and return the certificate to the local office.

Rules governing use of Accreditation mark(s)

1. Flagrant and/or persistent misuse of the BLISS CB LLC certification mark can be considered grounds for withdrawal of certification.
2. "Accreditation Body" refers to the organization that has approved BLISS CB for certifying management systems of third parties.
3. "Accreditation Mark" refers to the Accreditation Body's mark where the Accrediting body has authorized its use to BLISS CB which may in turn be used by the Client whose management system has been successfully certified by BLISS CB, and where the Accreditation Body permits its use under specific conditions.



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4. The conditions of use of accreditation mark(s) will be provided by BLISS CB at the issuance of the ISO certificate. One notable condition of use is that the Accreditation mark must be used in combination with the BLISS CB certification mark and may not under any circumstances be used independently.
5. Accreditation marks and symbols and references to accreditation may be used only after accreditation has been granted, and only in accordance with the Rules published by the accreditation body.
6. As a result of being accredited by an accreditation body, BLISS CB receives authorization by the accreditation body to use the accreditation certificate (including the scope of accreditation) and the Accreditation mark, and reference to the specific accreditation body.



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**The BLISS CB LLC certification mark below can be used with either
Quality or Environmental Management Systems:**





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NOTE

A common substitute for use of a Certification Body mark is the statement “ISO 9001 Certified” and/or “ISO 14001 Certified”. However, please keep in mind that the use of these words follows the same guidelines for use as described above for Certification Mark use.



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Appendix B: Certificate verification checklist

(TO BE USED AS VERIFICATION GUIDE, NO RECORD REQUIRED)

1. Positive certification decision completed prior to certificate issuance
2. Legal entity name matches Technical Review Report and Application
3. Client address(es) correctly listed
4. Multi-site structure correctly identified (main site and extensions/support sites where applicable)
5. Site-specific scope statements included for each certified site (if applicable)
6. Applicable management system standard and version identified (e.g., ISO 9001:2015)
7. Scope statement clearly defines certified activities, no misleading, ambiguous, subjective and/or unverifiable claims on the scope statement.
8. Certificate registration number assigned per numbering format defined in procedure
9. Certificate issue date equals certification decision date
10. Certificate validity effective date is not earlier than certification decision date
11. Expiration date calculated as three years less one day from issue date
12. BLISS CB LLC name displayed on certificate
13. BLISS CB LLC address displayed at bottom border of certificate
14. BLISS CB certification mark present and correctly applied
15. ANAB accreditation mark is present if issuing an accredited certificate
16. Electronic signature of BLISS CB LLC President present
17. Revision level identified where certificate has been re-issued (e.g., -R1, -R2)
18. Revision date shown on certificate where applicable
19. Revision note included describing reason for re-issue (scope/address/accreditation change)
20. If issuing revised Certificate, ensure Obsolete certificate retained customer Certificate\obsolete folder.
21. Confirm Certificate layout and information match the Certificate master template located in folder Google Drive\Documents\Certificate Template.