POLICY ON THE USE OF CERTIFICATES, LOGOS AND SIGNS

in the field of personnel certification

- SGU-Personal VAZ 2021-

Rev. D / Stand: 09.02.2026

Schipper CertPers

Contents

1 General 2

2 Regulations for certificate holders 3

3 Regulations for educational institutions 4

4 Regulations for examiners and interpreters 5

5 Verification of the use of the mark by certificate holders, educational institutions, examiners and interpreters 6

1 General

This guideline is intended to prevent misleading and unfair information about the meaning, application and effect of personal certification according to ISO 17024. On the basis of this wide-ranging application, the following people, groups of persons and organizations emerge as the target group of this guideline:

- Certificate holders
- Educational Institutions/Institutions
- Examiners and interpreters

All provisions contained in this Directive are considered binding on all persons and organisations concerned and their binding recognition is defined as a prerequisite for cooperation or certification. Binding recognition is made in writing on the following target group-specific documents:

- Application for Certification for HSE Personnel VAZ 2021
- Agreement on educational institutions
- Framework agreement, individual assignment and appointment of examiners
- Appointment of interpreters

Without consent to observe and comply with the provisions of this guideline, neither certification of operational staff, appointment of examiners and interpreters, nor an agreement with an educational institution is possible.

2 Regulations for certificate holders

The certificate is the property of Schipper CertPers UG (limited liability) and can be withdrawn in the event of non-compliance or disregard of the provisions of this guideline and the examination regulations, as well as in the event of non-compliance with the criteria for maintenance.

After the validity of a certificate has been withdrawn or expired, all references to the certification must be omitted.

A complete display of the certificate on the Internet is prohibited for reasons of possible misuse by third parties.

Mapped certificates must be protected against forgery or misuse by means of graphic changes.

To substantiate your statement about certification to third parties, reference can be made to Schipper CertPers UG (haftungsbeschränkt).
(Tel.: 0211-27014187, e-mail: info@schipper-certpers.de).

References to your certification or certificate must be limited exclusively to the scope of the certification.

Any misuse of the certificate by false information or information, falsification or other misleading information is prohibited.

It is generally possible to use your certificate title on business cards and other media. The simultaneous or sole use of the SCC-VAZ / DAkkS logo and the logo of Schipper CertPers is not permitted.

Certificates for HSE personnel VAZ 2021 according to ISO 17024 are not necessarily internationally valid. This would also not be possible in practice, as the competence requirements for employees in the field of security and security, for example, are regulated differently depending on the country. The international validity refers to the certification procedure itself. This is ensured by Schipper CertPers UG (limited liability) in compliance with all requirements of ISO 17024.

3 Regulations for educational institutions

The issued training provider agreement is the property of Schipper CertPers UG (limited liability) and can be withdrawn in the event of non-compliance or disregard of the provisions of this guideline and the general terms and conditions, as well as in the event of non-compliance with the criteria for maintenance.

After the withdrawal or expiry of the validity of the agreement on the educational institution, all references to an agreement as an educational institution are to be omitted.

In principle, the training provider agreement can be used and published to advertise your organisation or your courses, in the case of accompanying or stand-alone texts, care must be taken to ensure the clarity and correctness of the wording with regard to the wording.

This means:

A statement that your training courses or your organization are certified according to ISO 17024 is not correct and not permissible.

Factually correct formulations are, for example:

Their courses enable participants to certify HSE personnel VAZ 2021 according to ISO 17024, based on the respective competence-specific certification program of Schipper CertPers (e.g. operational employees or managers at the operational level).

Your organization is a training provider recognized by Schipper CertPers for the implementation of courses that enable participants to certify HSE personnel VAZ 2021 according to ISO 17024 (operational employees or managers of the operational level).

There is no course qualification or certification "with state recognition" within the meaning of ISO 17024. Accordingly, this formulation is not permitted. Personnel certified by Schipper CertPers (operational employees and managers at the operational level) are certified by the certification body.

Accordingly, the formulation "Course for the SCC/HSE examination for operationally active employees or managers of the operational level according to Doc. 016/018 or 017" is factually correct, for example.

Certificates for HSE personnel VAZ 2021 according to ISO 17024 are not necessarily internationally valid. This would also not be possible in practice, as the competence requirements for employees in the field of security and security, for example, are regulated differently depending on the country. The international validity refers to the certification procedure itself. This is ensured by Schipper CertPers UG (limited liability) in compliance with all requirements of ISO 17024.

It is not permitted to publish certification programs publicly (homepage, advertising materials, etc.)

The use of the SCC-VAZ / DAkkS logos as well as the logos of Schipper CertPers is not permitted.

The same applies to the trainers or lecturers of the respective educational institution.

4 Regulations for examiners and interpreters

In the course of any communication in connection with an appointment as an examiner or interpreter, the following must be observed:

Examiners and interpreters must be appointed by the certification body. This is done by submitting the evidence that proves the fulfilment of the qualification requirements set out in the individual certification programmes.

If conformity with the required qualifications can be verified by the certification body, examiners and interpreters receive a so-called order letter, which basically legitimises them to work as an examiner or interpreter within the specified area.

Such an order is in no way a proof of qualification of any kind – it is a specific internal document of the certification body.

An order is by no means a certification.

Such an order does not create any authorizations of any kind outside the common sphere of activity between you and the Certification Authority.

The use of the SCC-VAZ/ EA-Mark, DAkkS and the logos of Schipper CertPers is not permitted.

5 Verification of the use of the mark by certificate holders, educational institutions, examiners and interpreters

In order to monitor the correct and appropriate use, the proper use of the sign is checked at quarterly intervals by means of online research.

If violations are detected, the following regulations apply:

Certificate holders:

Mapping of the certificate on the Internet without protection against forgery or misuse Incorrect wording of any kind Illustration of logos Publication Certification Program	a) Request for change within 14 days b) Re-inspection c) If no changes have been made – contact us again and set a deadline of an additional 10 days d) After that, the certification will be withdrawn
Mapping of expired certificates	a) Request to cease and desist from all references to the expired certification Deadline: 5 days b) Re-inspection

Educational institutions:

Mapping of agreements False information about registration of any kind	a) Request to cease all references to the authorisation Deadline: 5 days b) Re-inspection
Incorrect wording of any kind Illustration of logos	a) Request for change within 14 days b) Re-inspection c) If no changes have been made – contact us again and set a deadline of an additional 10 days d) After that, submitted documents and future examinations will not be processed until further notice

Examiners / Interpreters

Order or individual assignment is indicated as proof of qualification or certification Illustration of logos	a) Request for change within 14 days b) Re-inspection c) If no changes have been made – contact us again and set a deadline of an additional 10 days d) After that, the order/assignment will be temporarily suspended