



**北京鉴衡认证中心**

**China General Certification Center**

**自愿性产品认证**

**认证证书和认证标志管理程序**

**Voluntary product certification -  
Procedure for certificate and  
certification mark management**

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## 1 目的 Purpose

为加强对认证证书和认证标志的管理，保证认证证书和认证标志的正确使用，确保 CGC 的公正性和权威性，特制定本程序。

To strengthen the management of certification and certification mark, to ensure the correct use of certification and certification mark, to ensure the fairness and authority of CGC, specially developed this procedure.

## 2 适用范围 Scope

本程序适用于 CGC 自愿性认证的认证证书和认证标志的管理。

This procedure applies to CGC voluntary product certification and certification mark management.

## 3 职责 Obligation

3.1 业务部负责认证证书模板和认证标志式样的制订，对认证标志的使用有权进行监督和检查，对违反规定行为的应向有关部门提出处罚建议，也可直接向法院起诉。

The business department shall be responsible for the publication of the certificate template and the certification mark designation, the use of the right to carry out supervision and inspection, the violation of the provisions of the behavior should be made to the relevant departments of the punishment recommendations can also be directly to the court.

3.2 项目经理依据认证决定完成证书编制确认表（QPV0801），打印、发放、更改、归档、收回认证证书。

The project manager completes the <Certificate drafting confirmation form> (QPV0801) according to the certification decision, and print, distribute, change, file, recover the certificate .

3.3 安全质量部负责认证证书模板和认证标志式样的汇总管理工作。

The Safety and Quality Department is responsible for the summary management of certification templates and certification marks.

3.4 办公室负责认证标志的印制及相关工作。

The office is responsible for the printing of certification marks and related work.

3.5 认证证书以主任的名义签发。


The certificate is issued in the name of the director.

## 4 认证证书的形式 Certificate form

4.1 CGC 认证证书有效期一般为 4 年或 5 年，具体以实施规则为准。

CGC certification certificate is valid for 4 years or 5 years, the specific implementation of the rules shall prevail.

4.2 当申请人有要求时，认证证书可采用中、英文对照形式，当对英文内容发生争议

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时，以中文为准。如果境外企业的地址无法译成中文，则使用英文或当地邮政能识别的写法。

When the applicant has requested, the certificate can be used in Chinese and English forms of control, when the content of the dispute in English, the Chinese shall prevail. If the address of an overseas enterprise cannot be translated into Chinese, the wording written in English or local postal can be used.

4.3 认证证书正本、副本具有同等的法律效力。认证证书复印件不具有法律效力。

The original copy of the certificate, the copy has the same legal effect. A copy of the certificate does not have legal effect.

4.4 认证证书采用防伪技术，以防假冒。

Certification using anti-counterfeiting technology to prevent counterfeiting.

4.5 认证证书编号规则参照《认证证书编号规则》(CGC-XZ-G01)。

Certificate Number Rule Refer to <Rules of certificate coding> (CGC-XZ-G01).

4.6 认证证书具体要求参照《认证证书管理细则》(CGC-XZ-G20)。

The specific requirements of the certification certificate with reference to < Procedure for certificate detailed management> (CGC-XZ-G20).

4.7 认可标志具体要求参照《认可标志使用说明》(CGC-XZ-G07)。

Accreditation marks refer to < Instructions for accreditation mark> (CGC-XZ-G07).

## 5 认证标志的形式 Certification mark

5.1 CGC 认证标志是证明产品、服务、过程、体系符合 CGC 认证要求的直接体现。

CGC certification mark is a direct proof of product compliance with CGC certification requirements.

5.2 只有通过 CGC 认证的产品、服务、过程、体系方能使用相应实施规则中的认证标志。

Only CGC certified products can use the corresponding certification mark of certification rules..

5.3 认证标志的样式

CGC 认证标志式样及说明参见认证标志汇总表 (QPV0803)。在认证标志基本图案的右侧加上种类标注，证明所获得的认证种类，种类标注由代表认证种类的英文单词、单词缩写等组成。认证标志基本图案如下：

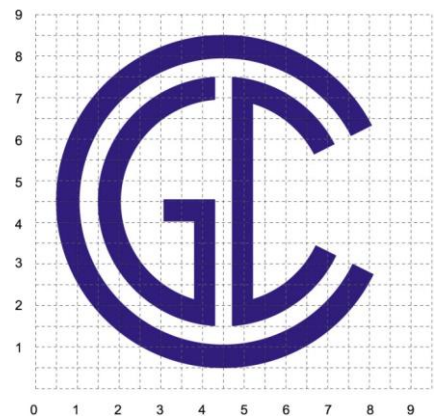
CGC certification mark style and description refer to the <Certification mark summary table>(QPV0803). To the right of the basic pattern of the certification mark, add a type label to prove the type of certification obtained. The type label consists of English words and word abbreviations representing the type of certification. The basic pattern of the

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certification mark is as follows:



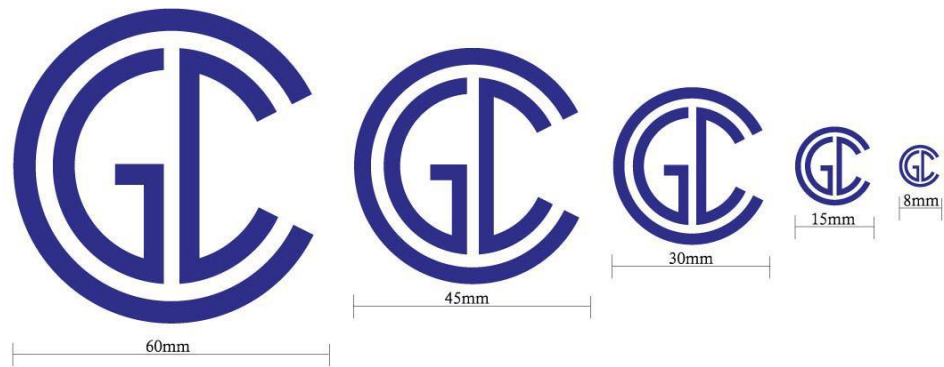
5.4 认证标志的规格 Specifications of the certification mark



a) 认证标志的蓝色色值为 C: 100 M: 60 K: 10。获证企业使用认证标志必须严格按照此色值的规定或者黑色使用。

The blue color value of the certification mark is C: 100 M: 60 K: 10. The use of certification marks by certified enterprises must be strictly in accordance with the provisions of this color value or black use.

b) 标准认证标志规格分为如下五种：Standard certification mark specifications are divided into the following five types:



c) 当使用非标准认证标志时，其规格必须与标准认证标志成线性比例。

When a non-standard certification mark is used, its specifications must be in linear

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proportion to the standard certification mark.

5.5 认证标志的式样、文字和名称，不得违反法律、行政法规的规定，不得与国家推行的认证标志相同或者近似，不得妨碍社会管理，不得有损社会道德风尚。同时，认证标志必须满足市场监督管理部门《认证证书和认证标志管理办法》和其他相关文件的规定。

The style, text and name of the certification mark shall not violate the provisions of laws and administrative regulations, shall not be identical with or similar to the certification mark promoted by the State, shall not interfere with social management, and shall not harm social morality. At the same time, the certification mark must meet the provisions of the market supervision and management department's <Management Measures for Certification Certificates and certification marks> and other relevant documents.

5.6 业务部门应将认证标志式样通过 CGC 官网进行公布。

## 6 认证标志使用说明 Instructions for Certification marks

6.1 获证企业可采用粘贴不干胶标志或压模（压模、模制、丝印、喷漆、蚀刻、雕刻、烙印、打戳等）的方式在产品上、包装上、铭牌上、说明书上使用认证标志。

Certified enterprises can use certification marks on products, packages, nameplates and instructions by affixing self-adhesive marks or stamping molds (stamping, molding, screen printing, spray painting, etching, engraving, branding, stamping, etc.).

### 6.1.1 不干胶标志 Self-adhesive mark

如获证企业采用粘贴不干胶标志，需提交认证标志购买申请书（QPV0804）向 CGC 购买，不得自行印刷，在标准认证标志中选择一种或多种。不干胶标志应采用防伪技术。

If the certified enterprise uses the sticker mark, it is necessary to submit the <Certification mark purchase application> (QPV0804) to CGC purchase, shall not print by itself, choose one or more of the standard certification marks. Anti-counterfeiting technology should be adopted for self-adhesive labels.


### 6.1.2 压模标志 Die mark

如获证企业采用压模方式，需提交认证标志购买申请书（QPV0804），注明使用种类及使用年限。

If the certified enterprise adopts the pressing mode, it is necessary to submit the <Certification mark purchase application> (QPV0804), indicating the type of use and service life.

6.2 认证标志必须醒目、清楚，并按比例放大缩小。对于体积较小的产品，须经 CGC 同意，方可使用变形的认证标志。认证标志的正下方或左方或右方应注明认证证书编



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号和认证标准号；若位置有限，须经 CGC 批准，可以不注明认证证书编号和产品标准号。

The certification mark must be eye-catching, clear, and scaled up. For smaller products, approval of CGC is required before the use of the deformed certification mark. The certificate number and standard number shall be indicated directly below or to the left or right of the certification mark; If the location is limited, subject to CGC approval, the certification certificate number and product standard number may not be indicated.

6.3 申请书等材料审核通过后，CGC 通知企业付款。经确认付款到账，CGC 于 5 个工作日之内寄出不干胶标志或向企业发出批准使用压模标志通知书（QPV0805）。

After the application and other materials are approved, CGC will notify the enterprise to make payment. After confirming the payment to the account, CGC will send the self-adhesive mark or issue a <Notice of approval to use the die mark> (QPV0805) to the enterprise within 5 working days.

6.4 企业通过缩小认证范围减少获证型号后，不得再继续使用任何形式的认证标志。

The enterprise shall not continue to use any form of certification mark after reducing the number of certified models by narrowing the scope of certification.


6.5 CGC 经过中国合格评定国家认可中心（CNAS）认可后，可在颁发的认证证书上使用 CNAS 认可标识或“经过中国合格评定国家认可中心认可”字样与认可注册号及根据 IAF-MLA/CNAS 国际互认联合标识使用协议使用 IAF-MLA/CNAS 联合标识。同时，可以允许获证企业在获证产品或单个包装上使用国家认可标志。

After CGC is accredited by China National Accreditation Center for Conformity Assessment (CNAS), The CNAS accreditation mark or the words "recognized by the China National Accreditation Center for Conformity Assessment" and the accreditation registration number can be used on the certification certificate issued, and the IAF-MLA/CNAS joint identification can be used in accordance with the IAF-MLA/CNAS International Mutual recognition Joint Identification Agreement. At the same time, licensed enterprises can be allowed to use national recognition marks on licensed products or individual packaging.

6.6 国推产品认证使用国推认证标志时，应符合国家市场监督管理总局《认证证书和认证标志管理办法》、相关产品标志使用管理办法及实施规则的规定。

When using the national push certification mark for national push product certification, it shall comply with the State Administration for Market Supervision and Administration's "Measures for the Administration of Certification Certificates and Certification Marks", the relevant product mark use management measures and implementation rules.

6.7 IECRE LOGO 和 IECEE LOGO 的使用要符合 IECRE OD 006 和 IECEE OD-G-2058 的规定。

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The IECRE LOGO and IECEE LOGO should be used in accordance with IECRE OD 006 and IECEE OD-G-2058.

## 7 收费说明 Fee

### 7.1 认证标志售价: Certification mark price:

规格 specification	8mm	15mm	30mm	45mm	60mm
价格 price (yuan/piece)	0.05	0.10	0.15	0.35	0.45

### 7.2 对于采用压模加施方式的企业每年向 CGC 交纳管理费 1000 元/种。

For the enterprises that adopt the method of pressing mold application, they shall pay an annual management fee of 1000 yuan/kind to CGC.

## 8 获证企业的权利和义务 Rights and obligations of the licensed enterprise

8.1 凡经 CGC 认证合格的产品，自认证证书有效之日起，证书持有者可在认证合格的产品上、包装上、铭牌上、说明书上同时使用 CGC 认证标志。认证证书和认证标志可用于广告宣传。

For products certified by CGC, from the date of validity of the certification certificate, the certificate holder may use CGC certification mark on the certified products, packaging, nameplate, and instructions at the same time. Certification certificates and certification marks can be used for advertising.

8.2 获证企业应当在认证范围内使用认证证书和认证标志，不得利用产品认证证书、认证标志和相关文字、符号，误导公众认为其管理体系已通过认证，也不得利用管理体系认证证书、认证标志和相关文字、符号，误导公众认为其产品、服务、过程已通过认证。

Certified enterprises shall use certification certificates and certification marks within the scope of certification, and shall not use product certification certificates, certification marks and related texts and symbols to mislead the public that its management system has passed certification, nor shall they use management system certification certificates, certification marks and related texts and symbols to mislead the public that its products, services and processes have passed certification.

8.3 获证企业应保证获证产品质量稳定，认证产品变更未经检测实验室、CGC 同意，不能使用认证证书和认证标志。获证企业质量体系的变化，应报告 CGC，并接受 CGC 的监督检查。



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The certified enterprise shall ensure the quality and stability of the certified products, and the certified products shall not be changed without the consent of the testing laboratory and CGC. Changes in the quality system of a certified enterprise shall be reported to CGC and subject to the supervision and inspection of CGC.

8.4 企业必须设专人负责，建立 CGC 认证标志的使用制度，认真填写记录，记录应包含获证产品的证书号、规格型号、使用标志的数量、规格等内容。认证标志的使用记录应提交给检查组检查。

The enterprise must appoint a special person to be responsible for the establishment of CGC certification mark use system, and carefully fill in the record, which should contain the certificate number of the certified product, specifications and models, the number and specifications of the use of the mark, etc. The use record of the certification mark shall be submitted to the inspection team for inspection.

8.5 认证标志不准转让，而且仅限于在已检查合格的制造场地生产的获证产品上使用。The certification mark is not transferable and is limited to use on certified products produced at inspected manufacturing sites.

8.6 获证企业保证获证产品将按照与在初始检验中得到的符合标准的样品保持一致。The certified enterprise guarantees that the certified product will be consistent with the standard samples obtained in the initial inspection.

8.7 CGC 认证标志不允许被获证客户用于实验室检测、校准或检验的报告或证书。CGC certification Mark does not allow reports or certificates to be used by the certified customer for laboratory testing, calibration or inspection.

8.8 获得管理体系认证的获证客户，可在产品包装上或附带信息中声明管理体系通过认证。产品包装的判别标准是其可从产品上移除且不会导致产品分解、碎裂或损坏。附带信息的判别标准是其可分开获得或易于分离。型号标签或铭牌被视为产品的一部分。声明决不应暗示产品、过程或服务以这种方式得到了认证。声明应包含对下列的引用：

Certified customer who has obtained the management system certification may declare that the management system is certified on the product packaging or in the accompanying information. Product packaging is judged by its ability to be removed from the product and does not cause decomposition, fragmentation or damage to the product. Collateral information is judged by its availability separately or ease of separation. The model label or nameplate is considered part of the product. Statements should in no way imply that products, processes or services have been certified in this way. The declaration shall contain references to:

-获证客户的标识（例如品牌或名称）；

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the identity of the certified customer (e.g. brand or name);

-管理体系的类型（例如质量、环境）和适用标准；

Type of management system (e.g. quality, environment) and applicable standards;

-颁发证书的认证机构。

Certification bodies that issue certificates.

8.9 获证客户不得暗示认证适用于认证范围以外的产品、服务、过程、活动和场所。

The Certified Customer shall not imply that the certification applies to products, services, processes, activities and places outside the scope of the certification.

8.10 使用认证标志和认证证书，不得损坏认证机构和（或）认证制度的声誉。

The use of certification marks and certificates shall not damage the reputation of certification bodies and/or certification systems.

8.11 获证企业应妥善保管好认证证书，以免丢失、损坏。认证证书不准伪造、涂改、出借、出租、转让。

The certified enterprise shall properly keep the certificate to avoid loss or damage. The certificate shall not be forged, altered, lent, rented or transferred.

8.12 企业应按时交纳认证费用，以获得认证证书或保持认证证书。

The enterprise shall pay the certification fee on time to obtain or maintain the certification certificate.

8.13 下列情况之一者应停止使用认证标志：

The use of certification marks shall be stopped under any of the following circumstances:

a) 认证证书的有效期已过，重新提出认证申请未获批准；

The validity period of the certification has expired, and the application for re-certification has not been approved;

b) CGC 暂停使用认证证书的产品，在暂停期间，该产品应停止使用认证标志；

CGC suspends the use of the certified product, and during the suspension, the product shall cease to use the certified mark;

c) CGC 撤销、注销认证证书的产品；


CGC revokes or cancels the certificate of the product;

d) 企业的质量保证能力发生重大变化，已不能满足认证要求。

The quality assurance capability of the enterprise has changed significantly and can no longer meet the certification requirements.

## 9 处罚 Punish

9.1 对伪造、假冒、涂改、出借、转让认证证书者，除暂停或撤销其认证证书外，责

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令公开更正，并按国家有关规定进行处罚。

Whoever forges, counterfeits, alters, lends or transfers certificates shall, in addition to suspending or revoking their certificates, be ordered to make public corrections and be punished in accordance with relevant state regulations.

9.2 获证企业有滥用标志或涉及认证虚假宣传行为的，CGC 除责令其采取纠正措施、公开更正、暂停或撤销其认证证书外，并按照国家有关规定处罚。

Where a certified enterprise abuses the mark or involves in false certification publicity, CGC shall, in addition to ordering it to take corrective measures, make public corrections, suspend or revoke its certification, punish it in accordance with the relevant provisions of the State.

9.3 认证标志不得伪造和非法印制，对违反规定者，将由国家行政主管部门按照国家有关规定处罚。

The certification mark shall not be forged or illegally printed, and those who violate the provisions will be punished by the State administrative department in accordance with the relevant provisions of the State.

## **10 误用和未按规定使用认证证书或认证标志采取的纠正措施 corrective action**

### **10.1 采取纠正措施的条件 Conditions for taking corrective action**

10.1.1 对加贴了认证标志的产品发生如下情况，CGC 要求误用者采取纠正措施：

For products affixed with the certification mark, CGC requires the misuser to take corrective action in the following cases:

a) 有潜在缺陷的认证产品，具有一定危险；

Certified products with potential defects, which have certain risks;

b) 未经授权使用认证标志。例如，因为没有记录证明该产品已被认证，或不符合认证要求，从而一定程度上破坏了合格标志的完整性；

Unauthorized use of certification marks. For example, because there is no record to prove that the product has been certified, or does not meet the certification requirements, thereby undermining the integrity of the conformity mark to some extent;

c) 使用未经授权认证标志（例如伪造认证标志）；

The use of unauthorized certification marks (e.g. forged certification marks);

d) 违背认证协议。

Breach of authentication protocol.

10.1.2 当收到误用认证标志或收到使用认证标志的产品出现危险的报告时，CGC 要调查报告的真实性和准确性。当确认已经发生误用时，CGC 要确定误用的范围，包括产品、型号、系列号、工厂的生产设施、生产批次和所涉及的数量。

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When a report is received of misuse of the certification mark or of a dangerous product using the certification mark, CGC shall investigate the authenticity of the report. When it is confirmed that misuse has occurred, CGC determines the scope of the misuse, including the product, model, series number, production facility of the plant, production lot and quantity involved.

#### 10.2 采取纠正措施的种类 Types of corrective actions to be taken

根据误用的性质及其产生的后果的严重程度，纠正措施可以采用下列措施的一种或几种（没有合同或不遵守合同使用合格标志时可诉诸法律，由法庭决定纠正措施）：

Depending on the nature of the misuse and the severity of its consequences, corrective measures may take one or more of the following measures (the absence of a contract or failure to comply with the contract for the use of the mark of conformity may be subject to legal recourse, with the court determining the corrective measures) :

- a) 如果 CGC 认为采取“召回”的措施对保护公众利益是必要的，则由 CGC 通知被授权和负责执行“召回”的各方实施；

If, in the opinion of CGC, the adoption of a recall is necessary to protect the public interest, the CGC shall notify the parties authorized and responsible for the implementation of the recall;

- b) 从产品上除去认证标志；

Remove the certification mark from the product;

- c) 改造产品使其满足规定的认证要求（改造产品最好在工厂完成。但若把某些有问题装置收回工厂不现实，也可授权在现场进行改造）；

Retrofit the product to meet the specified certification requirements (retrofit is best done at the factory. However, if it is not practical to take back some of the faulty devices to the factory, it may also be authorized to carry out modifications on site);

- d) 对既不能通过除去认证标志又不能通过改造来满足规定的认证要求的产品，则采取报废或适当的替换措施；

Obsolescence or appropriate replacement measures for products that cannot meet the specified certification requirements either by removing the certification mark or by retrofitting;

- e) 当存在危险又不能实行以上 a、b、c、d 的纠正措施时，应向公众发布有关危险的公告，或采取符合国家法规的其他措施。

When there is a danger and the corrective measures of a, b, c and d above cannot be implemented, the company shall publish the announcement about the danger to the public, or take other measures in accordance with national regulations.

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## 11 相关文件 Relevant procedures

《认证证书和认证标志管理办法》（国家市场监督管理总局）

<Measures for the Administration of Certification Certificates and Certification  
Marks>( State Administration for Market Regulation)

IECRE OD 006

IECEE OD-G-2058

## 12 引用文件 Relevant procedures

1、《认证证书编号规则》（CGC-XZ-G01）

<Rules of certificate coding>

2、《认可标志使用说明》（CGC-XZ-G07）

<Instructions for accreditation mark>

3、《自愿性产品认证 认证证书管理细则》（CGC-XZ-V01）

<Voluntary product certification - Procedure for certificate detailed management>

## 13 记录 Records

1、证书编制确认表（QPV0801）

<Certificate drafting confirmation form >

2、认证标志汇总表（QPV0803）

<Certification mark summary table>

3、购买标志申请书（QPV0804）

<Certification mark purchase application>

4、批准使用压模标志通知书（QPV0805）

<Notice of approval to use the die mark>