

## Regulations



1. These regulations relate to certification by Sovereign Certification Limited.
2. For the purpose of these regulations:
  - a. **"Applicant"** means an individual, body corporate or body incorporate which has applied but has not yet been granted a certificate to the standard applied for.
  - b. **"Directors"** means the Directors of Sovereign Certification Limited.
  - c. **"Assessment Review Report"** means the self-assessment form for a particular standard which must be completed by an applicant prior to certification.
  - d. **"Assessor"** means the suitably qualified person appointed by Sovereign Certification Limited to review application material.
  - e. **"Certificate"** means a certificate recognising that the Assessment Review Report or onsite assessment of the applicant's systems, having been assessed by Sovereign Certification Limited is in accordance with the relevant standard and these regulations.
  - f. **"Organisation"** means an individual, body corporate or body incorporate which has applied or is awarded a certificate.
  - g. **"Logo"** means the insignia that is allowed to be displayed once a certificate has been issued.
3. The Directors of Sovereign Certification Limited are the only body that holds authority by which certificates may be awarded.
4. Certificates will only be issued where the Directors of Sovereign Certification Limited are satisfied that the full criterion of the application process has been satisfactorily completed.
5. Certificates will be issued for a period of 12 months.
6. An organisation that holds a certificate must:
  - a. Only use the certificate and logo in accordance with the standards to which they have been a certificate and not use them in a misleading manner.
  - b. Decease utilising the certificate and logo should a current certificate not be issued by Sovereign Certification Limited.
  - c. Ensure that the organisation maintains its adherence to the requirements of the standard(s) that are covered by a certificate(s).
  - d. Pay all fees due for services supplied.
  - e. Respond to requests for information relating to the application process and its continuing maintenance.
7. Sovereign Certification Limited shall undertake it duties in accordance with the services offered on its website and other informational material including assessment of documentation and issue of certificates and communication in relation to this service.
8. Sovereign Certification Limited shall be at liberty to improve its service's and update its assessment material wherever required by the relevant standards and for the purposes of improvement.
9. Sovereign Certification Limited shall not disclose any information concerning the applicant / organisation which is of a confidential nature, other than information which is in the public domain.
10. In the event of a registered organisation or applicant wishing to appeal against any decision of the certification board under these regulations, it shall be within 14 clear days after having been officially informed of such a decision, giving notice in writing to the Directors of its desire to appeal against that decision. A meeting of the Directors shall then determine its validity in conjunction with the opinion of one or more relevant assessors. A decision by the Directors is final.
11. These regulations may from time to time be altered by the Directors.
12. A list of organisations holding a certificate (including the relevant standard) may be listed by Sovereign Certification Limited.