

**ClassNK**

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# Use of Certification Documents and Symbols

**Revision History**

Revision Number	Revision Date	Revised Sections	Reason for Revision
0	11.01.2016	-	Newly enacted
1	10.16.2017	Overall	Corrected typographical errors, etc.
2	12.01.2017	Overall	Reviewed overall provisions with the expansion of accreditation range to Wind Turbine Type Certification and Wind Farm Certification.
3	04.01.2020	-	Revised due to organizational restructuring and changes in department names.
4	02.15.2024	5 Overall	Revised due to the JAB Accreditation Symbol Renewal. Corrected typographical errors, etc.

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## 1. Applicability

-1. This procedure sets forth the provisions on the use of certification documents and symbols in product certification operations.

## 2. Certification Document

-1. Registrants who have received certification of their product shall not reproduce or redistribute the certification document issued by ClassNK without permission.

-2. The certification document may not be copied unduly. In addition, when copying the document, only certification documents with their entirety copied shall be deemed effective, and partial copies of the certification documents shall be deemed invalid.

-3. Registrants who have received certification for their product shall not publish the certification document issued by ClassNK on explanatory materials, print materials such as publicity materials and websites, etc.

-4. Registrants shall guarantee that the requirements described in sections -1. to -3 are followed by themselves and their stakeholders including customers.

-5. If ClassNK recognizes that a registrant has been found or notified to have committed an act that goes in conflict with sections -1. to -3, ClassNK will require the registrant for correction. If the registrant does not comply with ClassNK's requirement within 30 days, ClassNK will take the appropriate measures such as cancellation of certification, announcement of violation, necessary legal procedures, etc.

## 3. Certification Seal (Only Applicable to Small Wind Turbine Type Certification)

-1. If the registrant ship a small wind turbine that has received type certification from factory, the registrant shall apply to ClassNK for issuance of a certification seal. The application shall not be submitted any later than 30 days from the day of shipment.

-2. The registrant shall make sure to attach the certification seal issued by ClassNK to each small wind turbine that has been certified. ClassNK does not approve the validity of type certification for small wind turbines without a certification seal attached.

-3. The registrant shall promptly apply for re-issuance of the certification seal to ClassNK, if the attached certification seal loses or loses its functionality due to damage or deterioration.

-4. ClassNK recommends the certification seal to be attached, as a general rule, to either the main unit, controlling device, or inverter of the wind turbine included in the scope of certification where it can be visually spotted from ground level and on a place that has little likelihood of exposure to wind and rain.

-5. Registrants shall make sure to promptly remove and dispose the certification seal attached to the small wind turbine in the case of cancellation or termination of certification.

-6. An example of the certification seal is shown in Figure 1.



Figure 1 Certification Seal

#### 4. Certification Mark (Only Applicable to Small Wind Turbine Type Certification)

- 1. Registrants may use the certification mark on explanatory materials on the small wind turbine, print materials such as publicity materials and websites, etc. Registrants shall apply to ClassNK if registrants wish to use the certification mark.
- 2. The ownership of the certification mark shall belong to ClassNK, and reproduction and redistribution of the certification mark are strictly prohibited.
- 3. Registrants shall not use the certification mark in a way that would mislead others that the registrant's organization has been certified.
- 4. When registrant use the certification mark on printed materials and websites, etc., registrant shall use in a manner that does not mislead the public into believing that an uncertified small wind turbine is certified.
- 5. No changes to the certification mark are allowed, including but not limited to changes to the display, font, placement, or color scheme of the mark, other than the repro provided by ClassNK. Registrants shall not change the ratio of the vertical and horizontal size when scaling the repro.
- 6. If the registrant provides reproductions of repro to subcontractors to produce printed materials and websites, etc., the registrant shall prepare a list of subcontractors and apply to ClassNK.
- 7. Registrants shall require subcontractors to properly manage the copy of the repro for protection and prevention of leakage when permitted by ClassNK to copy and redistribute the repro to subcontractors.
- 8. Registrants using the certification mark shall submit a sample of all print materials and websites on which they have used the certification mark in an annual report submitted to ClassNK every year.
- 9. ClassNK will check the status of use of the certification mark when conducting surveillance of registrants. ClassNK will require correction to registrants when finding inappropriate use of the certification mark. If the registrant does not comply with ClassNK's requirement for correction within 30 days, ClassNK will take the appropriate measures such as cancellation of certification, announcement of violation, necessary legal procedures, etc.
- 10. Registrants may use the certification mark only within the period of ClassNK's certification of the small wind turbine type.
- 11. Registrants shall promptly dispose all print materials on which the certification mark is used and delete the certification mark from websites, etc., when the certification has been canceled or terminated. Registrants shall promptly notify ClassNK after completing these steps.
- 12. The certification mark is shown in Figure 2.



Figure 2 Certification Mark

**5. JAB Accreditation Symbol**

- 1. JAB refers to Japan Accreditation Board.
- 2. Registrants may use the JAB accreditation symbol shown in Figure 3 on explanatory materials on the certified products, print materials such as publicity materials and websites, etc. Registrants shall apply to ClassNK if they wish to use the JAB accreditation symbol.



Figure 3 JAB Accreditation Symbol

- 3. The ownership of the JAB accreditation symbol shall belong to JAB, and reproduction and redistribution of the symbol are strictly prohibited.
- 4. The JAB accreditation symbol shall always be used together with the certification mark shown in Figure 4 for small wind turbine type certification and shown in Figure 5 for wind turbine certification and wind farm certification.



Figure 4 Image for Small Wind Turbine Type Certification



Figure 5 Image for Wind Turbine Type Certification and Wind Farm Certification

- 5. Registrants shall not use the JAB accreditation symbol in a way that would cause misunderstanding that their organization has been certified or accredited or their management system or processes have been certified.
- 6. When registrant use the certification mark on printed materials and websites, etc., registrant shall use in a manner that does not mislead the public into believing that an uncertified product or wind farm is certified.
- 7. No changes to the JAB accreditation symbol are allowed, including but not limited to changes to the display, font, placement, or color scheme of the symbol, other than the repro provided by ClassNK. Registrants shall not change the ratio of the vertical and horizontal size when scaling the repro.
- 8. If the registrant provides reproductions of repro to subcontractors to produce printed materials and websites, etc., the registrant shall prepare a list of subcontractors and apply to ClassNK.
- 9. Registrants shall require subcontractors to properly manage the copy of the repro for protection and prevention of leakage when permitted by ClassNK to copy and redistribute the repro to subcontractors.
- 10. Registrants using the JAB accreditation symbol shall submit a sample of all print materials and websites on which they have used the JAB accreditation symbol in an annual report submitted to ClassNK every year.

- 11. ClassNK will check the status regarding the use of the JAB accreditation symbol when conducting surveillance of registrants. ClassNK will require correction to registrants if it finds an inappropriate use of the JAB accreditation symbol. If the registrant does not comply with ClassNK's requirement for correction within 30 days, ClassNK will take the appropriate measures such as cancellation of certification, announcement of violation, necessary legal procedures, etc.
- 12. Registrants may use the JAB accreditation symbol only during the period in which ClassNK certifies products by obtaining products certification during JAB's accreditation period.
- 13. Registrants shall promptly dispose all print materials on which the JAB accreditation symbol is used and delete the JAB accreditation symbol from their websites, etc. when the certification has been canceled or terminated. Registrants shall promptly notify ClassNK after completing these steps.

## 6. ClassNK's Logo

- 1. Only the registrants who have received certification for their product may use ClassNK's logo.
- 2. If registrants wish to use ClassNK's logo, registrants shall request to ClassNK.
- 3. Registrants shall comply with ClassNK's requirements when using ClassNK's logo.
- 4. Registrants shall use ClassNK's logo on print materials and website, etc. in a way that would not cause misunderstanding.
- 5. No changes to ClassNK's logo are allowed, including but not limited to changes to the display, font, placement, or color scheme of the mark, other than the repro provided by ClassNK. Registrants shall not change the ratio of the vertical and horizontal size when scaling the repro.
- 6. If the registrant provides reproductions of repro to subcontractors to produce printed materials and websites, etc., the registrant shall prepare a list of subcontractors and apply to ClassNK.
- 7. Registrants shall require subcontractors to properly manage the copy of the repro for protection and prevention of leakage when permitted by ClassNK to copy and redistribute the repro to subcontractors.
- 8. ClassNK will require correction to registrants when finding inappropriate use of ClassNK's logo. If the registrant does not comply with ClassNK's requirement for correction within 30 days, ClassNK will take the appropriate measures such as cancellation of certification, announcement of violation, necessary legal procedures, etc.
- 9. The ClassNK's logo (Renewable Energy) is shown in Figure 6.



Figure 6 ClassNK's Logo (Renewable Energy)





ADMINISTRATIVE PROCEDURE

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**ClassNK**

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