EXAMPLES
CERTIFICATION DOCUMENTS

Content

1.   Introduction

The ISO 17021 term «Certification documents» includes certificate, main certificate, site certificate, appendix and subappendix.

ISO/IEC 17021-1 (single-site) and IAF MD1 (multi-site) define the requirements.

2.   Scope

The certification documents shall contain, in accordance with ISO/IEC 17021-1, point 8.2.2, f), a clear and unambiguous scope of certification with regard to activities, products and services, as applicable at the respective site.

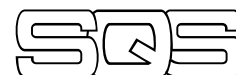The scope must be defined for all sites.

3.   Combined certificate and single certificate

A combined certificate (certificate, main/site certificate and appendix/subappendix) is issued exclusively for the standards ISO 9001, ISO 14001 and ISO 45001.

For each other/additional standard, an individual certificate (certificate, main/site certificate and appendix/subappendix) must be issued.

4.   Costs

- Certificate, main/site certificate and appendix/subappendix as per document 728 «Printing information and price list in-house print office».

5. Example certificate, main/site certificate and appendix/subappendix

5.1 Certificate for single-site

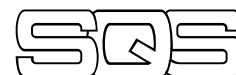|	
1	Basic text certificate
2	Logo of the certified organisation (optional)
3	Name and address of the certified organisation (without PO box)
4	Activities, products and services in the certified scope
5	Standards with revision status
6	Unique identification certificate (Reg. no.)
7	Start and end of validity
8	Creation date or date of last change (Issue)
9	Signatures president and CEO
10	QR code with link to list of certified organisations
11	Accreditation number (for accredited standards only)
12	Name and address of the certification body
13	Swiss Made logo
14	IQNet logo
15	Document control

Certificate

1 The SQS herewith attests that the organisation named below has a management system that meets the requirements of the normative basis mentioned.

2 LOGO FIRMA

3 **Muster Ltd**
Muristrasse 1
3013 Bern
Switzerland

Scope

4 Production and service of miniaturized drive systems
Assembly and testing of electronic components

Normative basis

5 ISO 9001:2015 — Quality Management System
ISO 14001:2015 — Environmental Management System
ISO 45001:2018 — Occupational Health and Safety Management System

6 Reg. no. 41407

7 Validity 22.06.2019–21.06.2022
8 Issue 22.06.2019

9 A. Grisard, President SQS

9 F. Müller, CEO SQS

10 sqs.ch

12 Swiss Association for Quality and Management Systems (SQS)
Bernstrasse 103, 3052 Zollikofen, Switzerland

13 Swiss Made

14 Partner of IQNet

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5.2   Main certificate for multi-sites

1   Basic text main certificate

2   Logo headquarters or site with central function (optional)

3   Only one site (if headquarters and site with central function are not identical, the customer has the choice)
Name and address (without PO box)

4   Unique reference to «Further sites according to appendix»

5   Representative and summarizing description of all activities, products and services in the certified scope according to appendix

6   List of all standards with revision status according to appendix

7   Unique identification main certificate (Reg. no.)

8   Start and end of validity

9   Creation date or date of last change (Issue)

10   Signatures president and CEO

11   QR code with link to list of certified organisations

12   Accreditation number (for accredited standards only)

13   Name and address of the certification body

14   Swiss Made logo

15   IQNet logo

16   Document control

SQS

Certificate

1 The SQS herewith attests that the organisation named below has a management system that meets the requirements of the normative basis mentioned.

2 LOGO FIRMA

3 **Muster Ltd**
Postgasse 24
3053 Münchenbuchsee
Switzerland

4 Further sites according to appendix

Scope

5 Development, manufacture and sale of fastening systems and chemicals for construction and industry

Normative basis

6 ISO 9001:2015   Quality Management System
ISO 14001:2015   Environmental Management System
ISO 45001:2018   Occupational Health and Safety Management System

7 Reg. no. H31982

8 Validity 22.06.2019 – 21.06.2022
9 Issue 22.06.2019

10 A. Grisard, President SQS   **10** F. Müller, CEO SQS

11 sqs.ch   **12**   **13** Swiss Association for Quality and Management Systems (SQS) Bernstrasse 103, 3052 Zollikofen, Switzerland   **14** Swiss Made   **15** Partner of IQNet

16 4025_2/June 2019/Version 2.0

5.3 Appendix with sampling for multi-sites

1	Pages are numbered consecutively (Main certificate/appendix are one document)
2	[1] * Creation date or date of last change (Issue)
3	Unique identification appendix (Reg. no.) (like main certificate)
4	Logo (like main certificate)
5	Name and address (like main certificate)
6	Site with central function
7	[1] Activities, products and services in the certified scope per site
8	[1] Standards with revision status per site
9	Reg. no. (like main certificate) or own Reg. no.) (if site certificate)
10	Start and end of validity per site (Start later than main certificate possible/end must be identical to main certificate)
11	[1] Further sites in the scope
12	Signatures president and CEO
13	QR code with link to list of certified organisations
14	Accreditation number (for accredited standards only)
15	Name and address of the certification body
16	Swiss Made logo
17	IQNet logo
18	Document control

Appendix

1 Page 2 of 2
2 Issue 22.06.2019

3 Appendix of main certificate Reg. no. H31982

4 LOGO FIRMA

5 Muster Ltd
Postgasse 24
3053 Münchenbuchsee
Switzerland

6 Central Function	**7** Scope	**8** Norm / Revision	**9** Reg. no.	**10** Validity
Muster Ltd Postgasse 24 3053 Münchenbuchsee Switzerland	Development, manufacture and sale of fastening systems and chemicals for construction and industry	ISO 9001:2015 ISO 14001:2015 ISO 45001:2018	H31982	22.06.2019 21.06.2022

11 Locations	Scope	Norm / Revision	Reg. no.	Validity
Ruth Muster Ltd Thalstrasse 100 8048 Zürich Switzerland	Development, manufacture and sale of fastening systems and chemicals for construction and industry	ISO 9001:2015 ISO 14001:2015 ISO 45001:2018	H31982	22.06.2019 21.06.2022
Schweiz Ltd Industriestrasse 20 3422 Kirchberg Switzerland	Development, manufacture and sale of fastening systems and chemicals for construction and industry	ISO 9001:2015 ISO 14001:2015 ISO 45001:2018	H31982	22.06.2019 21.06.2022
Walter Ltd (Logistik Center) Hochstrasse 2 3123 Belp Switzerland	Development, manufacture and sale of fastening systems and chemicals for construction and industry	ISO 9001:2015 ISO 14001:2015 ISO 45001:2018	H31982	22.06.2019 21.06.2022
Muster Ltd Dorfstrasse 50 6700 Bludenz Austria	Development, manufacture and sale of fastening systems and chemicals for construction and industry	ISO 9001:2015 ISO 14001:2015	S31888	22.06.2019 21.06.2022
Österreich Ltd Sender 38 6922 Wolfurt Austria	Development, manufacture and sale of fastening systems and chemicals for construction and industry	ISO 9001:2015 ISO 14001:2015	S31888	22.06.2019 21.06.2022

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15 Swiss Association for Quality and Management Systems (SQS) Bernstrasse 103, 3052 Zollikofen, Switzerland
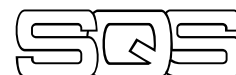
16 Swiss Made

17 Partner of IQNet

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Important
[1] No contradictions to main certificate.
* In case of changes, the main certificate must also be adjusted.

5.4 Site certificate for multi-sites

1 Unique link to main certificate (Reg. no. main certificate)

2 Basic text site certificate

3 Logo of the certified site (optional)

4 Name and address (without PO box)

5 [1] Activities, products and services in the certified scope

6 [1] Standards with revision status

7 Unique identification site certificate (Reg. no.)

8 [1] Start and end of validity

9 [1] *Creation date or date of last change (Issue)

10 Signatures president and CEO

11 QR code with link to list of certified organisations

12 Accreditation number (for accredited standards only)

13 Name and address of the certification body

14 Swiss Made logo

15 IQNet logo

16 Document control

SQS Certificate

[1] Site certificate of main certificate Reg. no. H31982

[2] The SQS herewith attests that the organisation named below has a management system that meets the requirements of the normative basis mentioned.

[3] LOGO FIRMA

[4] **Muster Ltd**
Dorfstrasse 50
6700 Bludenz
Austria

Scope

[5] Development, manufacture and sale of fastening systems and chemicals for construction and industry

Normative basis

[6] ISO 9001:2015 — Quality Management System
ISO 14001:2015 — Environmental Management System

[7] Reg. no. S31888

[8] Validity 22. 06. 2019 – 21. 06. 2022
[9] Issue 22. 06. 2019

[10] A. Grisard, President SQS
[10] F. Müller, CEO SQS

[13] Swiss Association for Quality and Management Systems (SQS) Bernstrasse 103, 3052 Zollikofen, Switzerland

[14] Swiss Made

[15] Partner of IQNet

[11] sqs.ch

[16]

Important
[1] No contradictions to main certificate/appendix.
* In case of changes, the main certificate/appendix must also be adjusted.

5.5 Subappendix for multi-sites

#	Description
1	Pages are numbered consecutively. (Site certificate/subappendix are one document)
2	Unique link to main certificate (Reg. no. main certificate) (like main certificate)
3	[1] *Creation date or date of last change (Issue)
4	Unique identification subappendix (Reg. no.) (like site certificate)
5	Logo (like site certificate)
6	Name and address (like site certificate)
7	Central site (like appendix)
8	[1] Activities, products and services in the certified scope per site
9	[1] Standards with revision status
10	Central site (Reg. no.) (like main certificate) or own Reg. no. (if own site certificate) Further sites in the scope of Reg. no. (like site certificate) or own Reg. no. (if own site certificate)
11	Start and end of validity per site (Start later than main/site certificate possible/end must be identical to main/site certificate)
12	[1] Further sites in the scope
13	Signatures president and CEO
14	QR code with link to list of certified organisations
15	Accreditation number (for accredited standards only)
16	Name and address of the certification body
17	Swiss Made logo
18	IQNet logo
19	Document control

Important
[1] No contradictions to site certificate and to main certificate/appendix.
* In case of changes, the site certificate and main certificate/appendix must also be adjusted.
  Site certificate ⇨ like «Site certificate for Multi-Sites» except for clear reference to «Further sites according to appendix»