







Requirements for Transfer 

Pre-Transfer Review :
 Review shall cover the following aspects and its findings shall be documented:
 (i) the client's certification falls within the accredited scope of the issuing and accepting certification body;
 (ii) the reasons for seeking a transfer;
 (iii) that the site or sites wishing to transfer certification hold a valid accredited certification;
 (iv) the initial certification or most recent recertification audit reports, and the latest surveillance report, the status of all outstanding nonconformities is available. If audit reports are not made available or if the surveillance audit or recertification audit has not been completed as required by the issuing certification body's audit programme, then the organisation shall be treated as a new client;
 (v) complaints received and action taken;
 (vi) The audit programme established by the issuing certification body should be reviewed if available, and
 (vii) any current engagement by the transferring client with regulatory bodies relevant to the scope of the certification in respect of legal compliance.

Requirements for Transfer 

Transfer of Certification :

- Accepting CB shall not issue certification until:
 - (i) implementation of corrections and corrective actions are verified
 - (ii) accepted the transferring client's plans for correction and corrective action for all outstanding minor nonconformities.
- Where the pre-transfer review identifies issues, the accepting CB shall treat the client as a new client.
- If no problems, then issue the certificate based on previous certification cycle and the new Audit program is planned for the remainder of the certification cycle.
- If treated as new client, the certification cycle shall begin with the certification decision.
- The accepting certification body shall take the decision on certification before any surveillance or recertification audits are initiated.

Requirements for Transfer 

Cooperation Between the Issuing and Accepting Certification Bodies :

- Issuing CB shall provide all the documents and information required to the accepting CB
- Transferring client shall authorise the issuing CB to provide the information to the accepting CB.
- Issuing CB shall not suspend or withdraw the certificates if the client continues to satisfy the requirements of certification until the smooth transfer.
- Accepting CB and the client shall contact the AB (for Issuing CB) where the issuing certification body
 - (i) has not provided the requested information to the accepting CB, or
 - (ii) suspends or withdraws the transferring client's certification without cause
- The AB shall have a process for addressing the situation, including the suspension or withdrawal of the accreditation, if issuing CB doesn't cooperate.
- Once the accepting CB has issued the certification it shall inform the issuing CB.

Thank you!



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