

# TRANSFER OF ACCREDITED CERTIFICATION OF MANAGEMENT SYSTEMS

## Requirements for the transfer:

- Only valid certificates (not currently suspended or withdrawn) are eligible for transfer
- Only certificates covered by an accreditation of an IAF or Regional MLA signatory are eligible for transfer (List of IAF or Regional MLA signatories is available on the IAF website ([www.iaf.nu](http://www.iaf.nu)))

### STEP

## 01



## PRE-TRANSFER REVIEW

The accepting Certification Body conducts a detailed document review to check:

- That certified activities fall within accredited scope;
- That the issuing Certification Body is accredited for the management system and scope of the certification being transferred;
- Reasons for seeking a transfer;
- That site(s) applying for transfer hold a valid accredited certificate, in terms of:
  - Authenticity;
  - Duration;
  - Scope of activities covered by the management system;
  - Scope of accreditation;
  - Last audit and surveillance reports, including any other available documentation regarding the certification process (handwritten notes, checklists, etc.);
  - Complaints received and action taken;
  - The stage of the current certification cycle;
  - Any current engagement by the transferring client with regulatory bodies relevant to the scope of the certification in respect of legal compliance.

Outstanding non-conformities shall be closed out with issuing Certification Body, before the transfer. If they are not closed, they shall be closed out by the accepting Certification Body prior to certificate issuance.

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## STEP

### 02



## TRANSFER VISIT

A Transfer Visit is done in case:

- Information supplied by the transferring client or issuing Certification Body is not enough or unsatisfactory; and
- There are outstanding major nonconformities.

The transfer visit shall clarify outstanding issues from the pre-transfer review. This transfer visit can be a conference call, a visit to your premises or a meeting at the accepting Certification Body's office.

## STEP

### 03



## TRANSFER AUDIT

In case outstanding issues are not solved by the Pre-Transfer Review nor by the Transfer Visit, the accepting Certification Body shall perform a transfer audit, concentrating only on the outstanding issues.

## STEP

### 04



## TRANSFER DECISION

- If no outstanding or potential problems are identified by the Pre-Transfer Review, the Transfer Visit and the Transfer Audit, a positive transfer decision is taken and the certificate is issued.
- The date is based upon previous cycle dates or upon transfer audit date, if an audit was performed.
- Any surveillance or recertification audits shall not be initiated, unless a positive transfer decision is taken. The accepting Certification Body shall take the decision on certification before any surveillance or recertification audits are initiated.
- Once the accepting Certification Body has accepted and issued the certificate, it shall inform the issuing Certification Body.

For more information:

[certification.bureauveritas.com](https://certification.bureauveritas.com)

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