

# Changes to Transfer of Certificates

**For the transfer of certificates, changes have occurred in accordance with international requirements (IAF MD 2:2017 – IAF Mandatory Document for the Transfer of Accredited Certification of Management Systems) that affect the auditing of management systems based on ISO/IEC 17021-1:2015.**

The new requirements are defined in our procedure A00VA02 and are to be implemented with immediate effect.

## Prerequisites

Only certification which is covered by an accreditation of an IAF or Regional MLA signatory at level 3 and, where applicable, level 4 and 5 shall be eligible for transfer. Organizations holding certification that is not covered by such accreditations shall be treated as new clients.

Only valid accredited certification shall be transferred. Certification which is known to be suspended shall not be accepted for transfer.

## Major changes

### Pre-transfer review

- A “pre-transfer review” (document review and/or pre-transfer visit) shall always be carried out by a competent auditor. The pre-transfer review is documented in the Checklist / Documentation on Certificate Transfer (A00F500e).

### Transfer of certification

- After positive completion of the pre-transfer review, TÜV NORD CERT, as the accepting certification body, can carry out the transfer of certification.
- The normal **certification decision making process** shall be followed, including the requirement that the personnel making the certification decision are different from those carrying out the pre-transfer review.
- **TÜV NORD CERT, as the accepting certification body, shall take the decision on certification before any surveillance or recertification audits are initiated.**
- The certification cycle of the transferred certificate is based on the previous one. TÜV NORD CERT shall establish the audit programme for the remainder of the certification cycle.
- Where the accepting certification body is required to treat the client as a new client as a result of the pre-transfer review, the certification cycle shall begin with the certification decision.

### Cooperation between the issuing and accepting certification bodies

- When requested, the issuing certification body shall provide TÜV NORD CERT, as the accepting certification body, with all the documents and information required.
- The issuing certification body shall not suspend or withdraw the organization's certification following the notification that the organization is transferring to the accepting certification body if the client continues to satisfy the requirements of certification.
- Once TÜV NORD CERT, as the accepting certification body, has issued the certification, it shall inform the issuing certification body.

Essen, 18/03/2019



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