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1.0 Purpose

To lay down the procedure for transfer of Accredited Certification from other certification body.

2.0 Scope

Transfer of Certificates which are covered by an accreditation of an IAF MLA signatory.

3.0 Responsibility & Authority

Certification Manager

4.0 Policy & Procedure

4.1 Definition

Transfer of certification
The transfer of certification is defined as the recognition of an existing and valid management system certification, granted by one accredited certification (hereinafter referred to as the "issuing certification body"), by INSPIRE CERT for the purpose of issuing its own certification.

4.2 Eligibility of certification for transfer

1. Only valid accredited certification are transferred. Certification which is known to be suspended are not accepted for transfer.
2. In cases where certification has been granted by a certification body which has ceased trading or whose accreditation has expired, been suspended or withdrawn, the transfer is completed within 6 months or on expiration of the certification whichever is sooner. In such cases, INSPIRE CERT do inform the accreditation body, under whose accreditation it intends to issue the certification, prior to the transfer.

4.3 Application for Transfer and Certificate Pre-Transfer Review

4.3.1 Application process for transfer of certification is the same as that for initial certification for a new client. Certificate Manager reviews the application of the prospective client. This review is conducted by means of a document review and, where required, by a visit to the prospective client particularly if there are outstanding major nonconformities. The review is conducted covering the following aspects and its findings are fully documented in pre-transfer review form ICQ-FOR-74. Pre-transfer visit is not an audit. Pre-transfer review details:

(1) Confirmation that the client's certification falls within the accredited scope of the issuing certification body and INSPIRE CERT.
(2) Confirmation that the issuing certification body's accredited scope falls within its accreditation body's MLA scope
(3) The reason for seeking a transfer
(4) The site or sites wishing to transfer certification hold a valid accredited certification
(5) The initial certification or most recent re-certification audit report and the latest surveillance report; the status of all outstanding nonconformities that may arise from them and any other available, relevant documentation regarding the certification process, i.e., handwritten notes, checklists. If these last 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 organization is treated as a new client.
(6) Complaints received and action taken.
(7) Considerations relevant to establishing an audit plan and an audit programme. The audit programme established by the issuing certification body is reviewed if available
(8) Any current engagement by the transferring client with regulatory bodies relevant to the scope of the certification in respect of the legal compliance

Certificate Manager determines the competence criteria for personnel involved in Certificate Transfer review. The review may be conducted by one or more persons. The individual or group conducting the pre-transfer visit have the same competence that is required for an audit team appropriate for the scope of certification being reviewed.

4.4 Transfer of Certification

INSPIRE CERT issues certification to the transferring client after ensuring the following: -

1. It has verified the implementation of corrections and corrective actions in respect of all outstanding major nonconformities
2. It has accepted the transferring client's plans for correction and corrective action for all outstanding minor nonconformities.

4.4.1 Where the Certificate transfer review (document review and/or pre-transfer visit) identifies issues that prevent the completion of transfer, INSPIRE CERT treats the transferring client as a new client. The justification for this action is explained to the transferring client and is documented, and the records are maintained.

4.4.2 The normal certification decision making process in accordance with procedure ICQ-PROC-07 is followed including that the personnel making the certification decision are different from those carrying out the Certificate transfer review.

4.4.3 If no problems are identified by the Certificate transfer review, the certification cycle is based on the previous certification cycle and INSPIRE CERT establish the audit programme for the remainder of the certification cycle. INSPIRE CERT can quote the organization's initial certification date on the certification documents with the indication that the organization was certified by a different certification body before a certain date. Where INSPIRE CERT has had to treat the client as a new client as a result of the Certificate transfer review, the certification cycle begins with the certification decision.

4.4.4 INSPIRE CERT take the decision on certification before any surveillance or recertification audits are initiated.

4.5 Cooperation Between the Issuing and Accepting Certification Bodies

4.5.1 The cooperation between the issuing and accepting certification bodies is essential for the effective process for transfer and the integrity of certification. When requested, the issuing certification body has to provide to the INSPIRE CERT all the documents and information required by this document and vice-versa. Where it has not been possible to communicate with the issuing certification body, INSPIRE CERT shall record the reasons and make every effort to obtain necessary information from other sources.

4.5.2 The transferring client is to authorise that the issuing certification body provides the information sought by INSPIRE CERT. The issuing certification body cannot suspend or withdraw the organization's

certification following the notification that the organization is transferring to the accepting certification body (INSPIRE CERT) if the client continues to satisfy the requirements of certification. This also applies to INSPIRE CERT as well.

4.5.3 The accepting certification body and/or the transferring client shall contact the accreditation body that accredits the issuing certification body when
a) has not provided the requested information to the accepting certification body
b) suspends or withdraws the transferring client's certification without cause.

4.5.4 The accreditation body have a right for addressing the situation, including the suspension or withdrawal of the accreditation, where the issuing certification body does not cooperate with the accepting certification body or suspends or withdraws the transferring client's certification without cause.

4.5.5 Once the INSPIRE CERT has issued the certification, it shall inform the issuing CB.

5.0 Reference Records

ICQ-FOR-75 Pre-Transfer Review Form
ICQ-FOR-73 Transfer Letter

6.0 Revision History

REVISION NUMBER	SECTION	CHANGE MADE	DATE OF REVISION	PREPARED BY	REVIEWED BY	APPROVED BY
00	-	Initial Release	15/01/2025	Compliance Officer	Certification Manager	Managing Director