Table 1: Transfer of certification

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| Step | Responsible party | Action Required | Notes |
| 1 | Applicant | Complete transfer application | A transfer application must be in writing and include the following information:  The name of the issuing accredited body  The reason/s for transfer. |
| 2 | Accepting accredited body | Seek information from the issuing accredited body | We will ask whether there are any outstanding non-conformities and establish the validity of certification If we are unable to collect this information we will terminate the transfer process and use the new client application process. |
| 2a | Accepting accredited body | Establish validity | We will ask you to provide a statement to the effect that your certification is not under suspension. |
| 3 | Accepting accredited body | Visit to transferring organisation | The visit will establish what is required to complete the transfer and the reasons supporting the decision. |
| 4 | Accepting accredited body | Confirm acceptance | Letter of confirmation to organisation. |