

Information for Organisations Considering Transferring Certification Bodies

An organisation certified against a JASANZ accredited scheme may choose to transfer its certification for a number of business reasons. This is an organisational decision. The accepting Certification Body must undertake a process that accords with IAF MD 2.

The process is called a pre-transfer review and, in most cases, will be conducted by means of a documentation review. It may also involve a pre-transfer site visit to confirm the validity of the certification.

The pre-transfer review includes the following:

- confirmation that the client's certified activities fall within the accredited scope of the accepting Certification Body;
- the reasons for seeking a transfer;
- that the site/s wishing to transfer certification hold a valid accredited certification;
- the initial certification or most recent recertification audit reports 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. If these 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 program then the organisation will be treated as a new client;
- complaints received and action taken;
- considerations relevant to establishing an audit plan and an audit program with reference to the audit program established by the issuing certification where available; and
- any current engagement by the organisation with regulatory bodies in respect of legal compliance.

IHCA Certification will issue certification following:

- verification of the implementation of corrections and corrective actions in respect of all outstanding major nonconformities; and
- acceptance the transferring clients plans for correction and corrective action for all outstanding minor nonconformities.

Should the pre-transfer review identify issues that prevent the completion of the transfer, the client will be treated as a new client and the certification cycle will re-commence.

If you have any questions regarding the process for transferring your certification, please do not hesitate to contact the Institute for Healthy Communities Australia Certification Pty Ltd on (07) 3844 2222 or via email: certification@ihcac.com.au.