

**CLIENTS TRANSFERRING THEIR CERTIFICATION TO A NEW CERTIFICATION BODY**

**PURPOSE**

This procedure defines the method that shall be adopted by the Approved Certification Bodies by which an Existing IFFO RS Certificate Holder can change from one IFFO RS approved CB to another.

**1. SCOPE**

An Existing IFFO RS Certificate Holder may wish to change their Certification Body and this Procedure shall allow this process to occur by setting out a methodology that will ensure that the IFFO RS client’s certification is still credible and the integrity of the IFFO RS Programme is not compromised. There are a number of reasons that a client may wish to move from one Approved CB to another Approved CB and the following situations are intended to illustrate a few.

- A Client with a valid IFFO RS Certificate wishes to move to another CB during the period of validity for their current IFFO RS Certificate.
- The current CB has lost its Accreditation Credentials for the IFFO RS standard.
- The current CB is to cease / has ceased trading.
- The current CB has not attained Accreditation from its Accreditation Body to cover the IFFO RS standard.

This Procedure does not cover an IFFO RS Certificate Holder who’s current Certificate is about to expire and wishes to change its CB to conduct the certification services for a new IFFO RS Certificate. In this instance the Certificate Holder will be treated as a New Applicant to the IFFO RS standard and should conduct the certification in accordance with control documents under the following section.

**IFFO RS CERTIFICATION BODY ACCREDITED PROCEDURES FOR CONDUCTING AND CERTIFYING APPLICANTS TO THE IFFO RS STANDARD**

If a CB is unsure what procedure to conduct they should contact the IFFO RS to discuss and approve the correct course of action.

**2. IFFO RS CERTIFICATION TRANSFER PROCEDURE**

**2.1** The first obligation required by the IFFO RS Certificate Holder on them wishing to change their Approved CB is to inform IFFO RS, in writing via letter or e mail, of their intention to move from one Approved CB to another.

<b>Doc D3</b>				
Issued By	IFFO RS Ltd	Approved By		Andrew Jackson
Issue Date	February 2016	Issue	1	Revision
Controlled Copy- No unauthorised copying or alteration permitted				
© IFFO RS Ltd., for authorised use only				

**2.2** The IFFO RS will check to ensure that the proposed new CB has the required Approval Credentials to conduct the IFFO RS Certification Services for the IFFO RS Certificate Holder and will send notification that they approve the proposed transfer. The IFFO RS Secretariat will respond back to the IFFO RS Certificate Holder in a period of **5 working days** from the receipt of the Initial Letter of Intent.

**2.3** The IFFO RS Certificate Holder on receipt of IFFO RS approval shall inform their current CB and their proposed new CB of their intention to transfer their valid IFFO RS Certificate in writing.

**2.4** The IFFO RS Certificate Holder shall authorise and direct their current CB to collate their Certification File and despatch this to the new CB **within a time period of 30 calendar days** from the receipt of the Letter of Intent to transfer their certificate to a new CB.

**2.5** The current CB shall despatch the IFFO RS Client/Applicant file to the new CB within the time period stated as long as all outstanding invoices for existing certification work have been settled. If there are outstanding accounts then the time period stated in 2.4 may be extended, on the proviso that all parties, including the IFFO RS Secretariat, are informed.

**2.6** On receipt of the IFFO RS Client/Applicant File the new CB shall conduct a Full Technical Review and ensure that any conditions for certification to the IFFO RS standard are still adhered to, e.g. the Schedule for Annual Assessment from the time the Client/Applicant was first Certified to the IFFO RS standard shall be complied with by the new CB.

**2.7** If the Certificate Holder does not require an Annual Surveillance Assessment at the time of the certificate transfer the new CB shall issue their own Certificate which states the same Scope and Period of Certification as the existing Certificate for IFFO RS and the existing Certificate destroyed.

**2.8** The new CB shall inform the IFFO RS Secretariat and current CB on their decision to issue, or not issue, their own IFFO RS Certificate to the IFFO RS Certificate Holder **within a period of 5 working days** from the completion of their Technical Review of the Client's Certification File.

**2.9** If the Certificate Holder does require an Annual surveillance Assessment to **within 2 months** of the Transfer Request, or the Technical Review conducted by the new CB highlights concerns over the validity of the IFFO RS Certificate Holders certificate. The new CB **should withhold** issuing a Certificate until this Assessment has been successfully completed to the IFFO RS standard. The IFFO RS Certificate Holder will still be certified as their current CB will be requested **to give 3 months from the date of the Transfer Request** to maintain the Client's Certificate.

<b>Doc D3</b>					
Issued By	IFFO RS Ltd	Approved By		Andrew Jackson	
Issue Date	February 2016	Issue	1	Revision	2
Controlled Copy- No unauthorised copying or alteration permitted © IFFO RS Ltd., for authorised use only					



**IFFO RS Limited**

**2.10** After a period of **3 months from the Transfer Request** the current CB will withdraw their Certificate and inform the IFFO RS Secretariat **within 5 working days** after the expiry of this **3 month transfer period**.

**2.11** IFFO RS shall amend the details on the IFFO RS website and change the name of the CB certifying the Certificate Holder and upload the new CB's Certificate.

**AMENDMENT LOG**

<b>DATE</b>	<b>ISSUE</b>	<b>AMENDMENT</b>	<b>AUTHORISED BY</b>
13/05/2015	1.0	Introduction of IFFO RS Ltd	Francisco Aldon
17/02/2016	1.2	Introduction of <i>'and the existing Certificate destroyed.'</i> In 2.7.	Andrew Jackson

<b>Doc D3</b>					
Issued By	IFFO RS Ltd		Approved By	Andrew Jackson	
Issue Date	February 2016		Issue	1	Revision 2
<b>Controlled Copy- No unauthorised copying or alteration permitted</b> © IFFO RS Ltd., for authorised use only					