

	INGRAIN GLOBAL STANDARD PRIVATE LIMITED	Format No.	IGSPL-F-95
		Rev. No.	00
	Certification Body Transfer Procedure	Date	07.05.2024

Certification Body to Certification Body Transfer Procedure

1. Research: Research potential Certification Bodies that you're considering transferring to. Ensure they are accredited and recognized by the appropriate accreditation bodies.

2. Contact Potential CBs: Reach out to the potential Certification Bodies and discuss your intention to transfer. They will likely provide you with information on their process and requirements.

3. Documentation Review: The new Certification Body will review your current certification documentation, including your Quality Management System (QMS) manual, procedures, records, and audit reports.

4. Audit: The new Certification Body will conduct an audit of your QMS to ensure compliance with ISO standards. This may include document reviews, interviews, and on-site inspections.

5. Transfer Agreement: Once the audit is successful, you'll need to sign a transfer agreement with the new Certification Body. This agreement outlines the terms and conditions of the transfer, including any fees involved.

6. Notification to Current CB: Inform your current Certification Body of your intention to transfer. They may require formal notification and possibly conduct an exit audit.

7. Issuance of New Certificate: After completing all necessary steps and satisfying the new Certification Body's requirements, they will issue you a new ISO certificate.

8. Updating Records: Update your records and notify relevant stakeholders, such as customers and suppliers, of the change in certification.

9. Continuous Improvement: Continue to maintain and improve your QMS to ensure ongoing compliance with ISO standards.

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Steps to Transfer with IGS

Step 1: Request a Quote or Mail to admin@ingrain.world .Our team will respond to your request within one business day.

Step 2: Review, accept, and sign IGS transfer quote. SCB will handle all the necessary transfer details with your current certification body.

Step 3: IGS performs transfer audit.

Completion of Audit

Certificate is issued once the transfer audit is completed and all is found satisfactory.

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