	<b>INGRAIN GLOBAL STANDARD PRIVATE LIMITED</b>	<b>Format No.</b>	IGSPL-F-95
	<b>CERTIFICATION BODY TRANSFER PROCEDURE</b>	<b>Rev. No.</b>	00
		<b>Date</b>	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](mailto: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.

P. Jush

Prepared by

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Approved by