

Transfer of your certificate

If the certificate is to be transferred to DEKRA or another certification body, then a transfer audit will be required. The transfer audit takes place prior to the surveillance or recertification audit. DEKRA will contact your current certification body to arrange this.

Conditions

The transfer of your certificate is subject to a number of conditions. Firstly, your current certificate must have been issued under accreditation. In addition, your current certificate must be valid and not suspended at the time of the certification decision.

If the conditions for transfer are not met, then DEKRA will be unable to carry out a surveillance or recertification audit. An initial audit would therefore be required before recertification can be granted. We will draw up a separate quotation for this purpose.

Scope of the transfer audit

During the transfer audit, the following topics will be addressed:

1. the reason for switching certification bodies
2. checking the most recent certification audit report, surveillance audit report, and any outstanding nonconformities
3. checking the scope of your certificate
4. the audit cycle progress
5. the complaints log and follow-up
6. the validity of your certificate

Receipt of documents

We will only be able to schedule the transfer audit(s) after we have received the following documents:

1. the signed order and/or certification agreement
2. a copy of your current certificate
3. the latest certification/recertification audit report
4. the latest surveillance audit report

Method

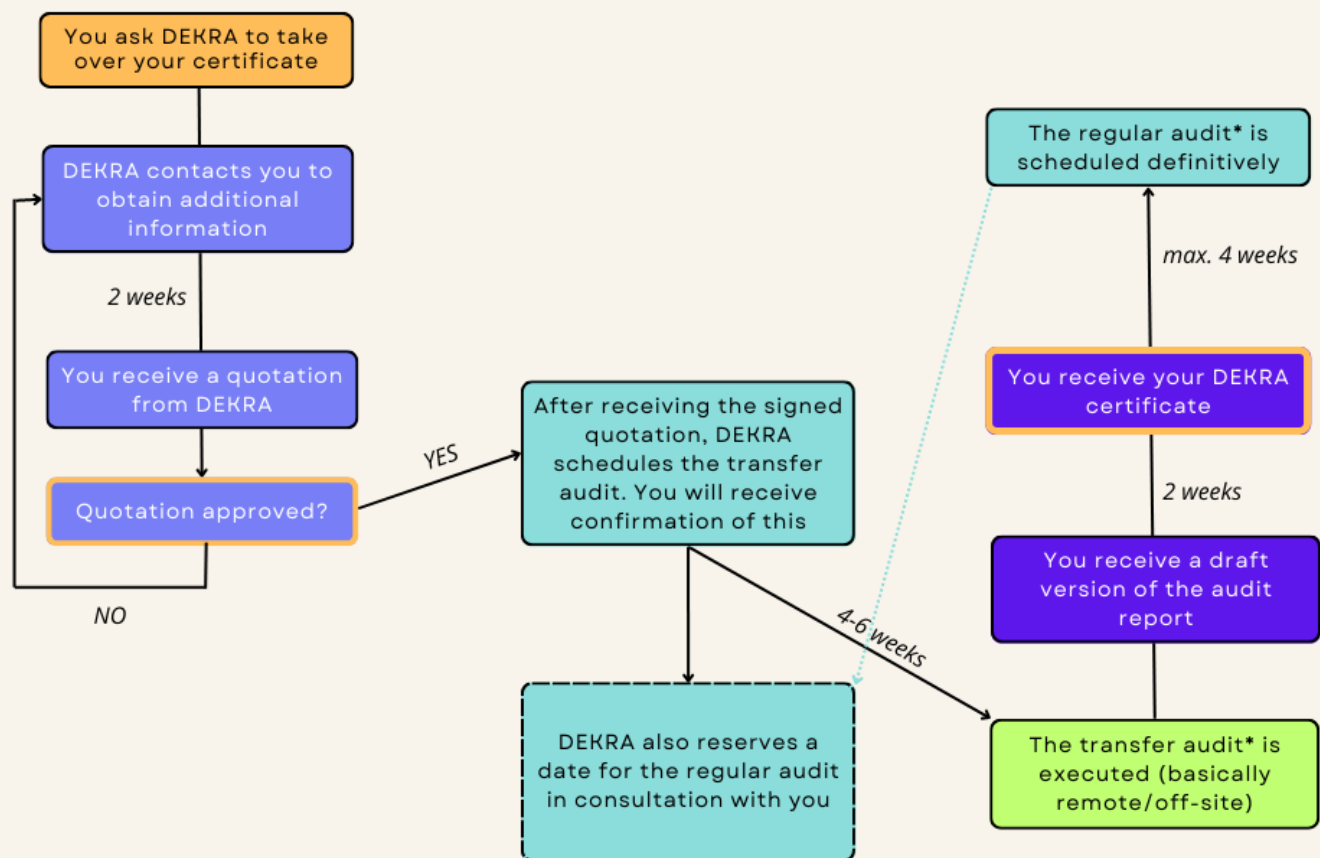
The time required for the transfer audit(s) will be included in the investment schedule in the quotation. The transfer audit will usually take place off-site (not on your premises).

After your certificate has been transferred to us, we will confirm the final schedule of the surveillance or recertification audit.

Additional on-site inspection

We assume that any nonconformities from previous audits have been fully resolved before the transfer.

However, if there are any outstanding nonconformities of a serious nature, or if the auditor has reason to require an additional audit to be carried out, then DEKRA will need to conduct an additional audit on your premises. In such a case, we will schedule an additional on-site assessment. The auditor will discuss this with you during the transfer audit. We will charge for an additional on-site audit based on the applicable daily rate, plus travel expenses.



* During the transfer audit, the *current* situation is assessed. Possible changes in your organization (such as expansion of branches) are included during the regular audit. Provided that it is included in the quotation!