

POLICY ON TRANSFER OF MANAGEMENT SYSTEM CERTIFICATION BODY ACCREDITATION FROM ANOTHER ACCREDITATION BODY

1.0 Introduction

This document describes the requirements and process by which International Accreditation Service (IAS) undertakes a transfer request for accreditation by a Conformity Assessment Body [CAB, also referred to as management system certification body (MSCB)] already accredited by another Accreditation Body (AB).

An AB may or may not be a signatory to the IAF Multilateral Arrangement (MLA). The following two cases define the types of situations under which a CAB may request for a transfer of accreditation to IAS:

- 1.1** Case A: The applicant is accredited by an accreditation body which is not a member of IAF. In this situation, the regular provisions for accreditation shall apply without any exceptions. The CAB shall apply as a new applicant. To enquire about the accreditation please refer to the IAS website link '**Get a Quote**', <https://www.iasonline.org/services/> and an IAS representative will be in contact.
- 1.2** Case B: The applicant is accredited by an accreditation body which is member of IAF and a signatory to the IAF MLA. The request for transfer must be within the similar scopes of the IAF MLA signatory and IAS.

Note 1: The transfer process for Case B may include one or a combination of reviews such as an on-site evaluation, review of the other MLA-AB witness reports, feedback from personnel, other CABs or interested parties. The benefit of a structured transfer process by IAS is to recognize the accreditations under the IAF MLA and those certificates issued by CABs accredited by signatories of the IAF MLA, with the appropriate scope.

Note 2: For those non-transfer requests, where a CAB may already have one accreditation through another IAF MLA AB and request to add an additional IAS accreditation. In these cases, IAS may consider some reduction in duration of office and witness assessments through the verification of assessments reports issued by the other existing IAF MLA AB.

2.0 Data collection and Application review

- 2.1** Where an applicant seeks to transfer accreditation, IAS can proceed to seek additional information for establishing the validity of the applicant CAB that is requesting transfer.
- 2.2** IAS has the right to refuse an application for transfer if the applicant CAB is under suspension, cancelled or under appeal process by the other IAF MLA AB. Further, the application cannot be considered if the applicant fails to provide sufficient information to IAS for justifying its current status with the other IAF MLA AB.
- 2.3** IAS may accept the office or witness assessments conducted over the last 5 years by the other IAF MLA signatory for the scopes under consideration. The other AB's MLA scope must be an approved IAF scope before IAS can consider accepting the application otherwise the stipulations described in case A shall apply.
- 2.4** Where required, the CAB shall inform and grant permission to the other IAF MLA AB to provide any relevant information to IAS.

- 2.5** The applicant shall submit the following information upon application:
- a.** Certificates of accreditation.
Note: The applicant must provide a non-expired accreditation certificate otherwise the stipulations described in case A shall apply.
 - b.** Assessment reports including closure of findings from the last two assessments; of which one shall be either an initial assessment or reassessment report.
 - c.** Closure details if there are any outstanding findings.
 - d.** Other documentation/information as required by IAS.
- 2.6** Any certificates, assessment reports, procedures etc. must be translated to English before submission.

3.0 Establishing validity

- 3.1** Where the CAB's scope of accreditation is defined within the IAS-IAF MLA scope, and in supporting the principles of the IAF MLA, the conformity assessment certificates issued within the sub-scopes of the IAF MLA by CABs accredited by an IAF MLA signatory will be recognized within the worldwide IAF program. Therefore, the transfer CAB's accredited-certifications could be considered as equivalent to that of IAS accreditations. In these instances, and at the discretion of the Program Manager, the following actions will be required by the CAB:
- 3.1.1** An application to be submitted by the transferring CAB via the IAS portal enquiry system. Please ensure that on the 'Quotation Request Form', under 'How did you hear about us' click 'Other' and include the term 'TRANSFER' in the comment box.
 - 3.1.2** An office assessment shall be planned to verify a portion of the system sampling to ensure that the stated attributes of the CAB's program(s) have been in place.
 - 3.1.3** Where the transferring CABs accreditation scope is found to be outside the approved IAF scope of both the other IAF MLA AB and IAS, then the provisions of case A apply.
- 3.2** When the CAB's requested scope is within both the other IAF MLA AB and IAS, then upon the CAB meeting the documentary requirements of clause 2 of this policy, IAS shall accept and transfer those scopes and sub scopes under IAS. However, IAS reserves the right to ensure that these scopes and sub scopes meet the requirements of IAF Mandatory Documents (e.g., IAF MD 16, 17, 22, etc.) and may redetermine whether the transfer would require the CAB's full scope to be witnessed over the remaining IAS accreditation cycle. Any witnessing plan established for the CAB will be conducted as part of the CAB's routine assessments.

4.0 Pre-conditions for granting accreditation

- 4.1** After considering all the different options described in the above clauses of this policy, and a transfer application is accepted by IAS from a CAB already accredited by another IAF MLA AB for the same sub scope, IAS shall undertake the following actions:
- 4.1.1** IAS will not issue an accreditation certificate based solely on the assessments completed by another IAF MLA AB without establishing validity as stated in Clause 3.
 - 4.1.2** IAS may consider a reduction in assessment duration based on a combination of reviews such as an on-site/remote evaluation, review of the other MLA-AB witness reports, feedback from personnel, inputs for other CABs or interested parties. The review is dependent on the CAB submitting all the relevant documentation requested (refer to clause 2).

