



TRANSFER OF **LIFE** CERTIFICATION BETWEEN CERTIFICATION BODIES

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OBJECTIVE

This procedure establishes minimum requirements for the transfer of LIFE Certification between certification bodies, during the certification cycle of the LIFE certified organization.

APPLICATION

This document applies to certification bodies, LIFE certified organizations and the LIFE Institute.

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1. INTRODUCTION

This document aims to present the minimum requirements for the transfer of LIFE Certification from the issuing certification body to the receiving certification body, during the organization's certification cycle, in order to maintain the integrity of the LIFE Certification system.

The certification body that has its own guidelines for the transfer of certification must proceed with its process in compliance with this document.

LIFE Institute must be notified by the receiving certification body about the transfer of LIFE Certification as soon as the process has started.

2. ELIGIBILITY FOR TRANSFER

The minimum criteria for eligibility to transfer LIFE Certification are:

- a) The transfer of LIFE Certification must occur when the LIFE certified organization has begun the certification cycle. If the cycle has been completed, it is a new certification process, and this document is not applicable to the situation.
- b) Only valid LIFE certifications can be transferred. Suspended or pending certifications cannot be accepted for transfer.
- c) The transfer of LIFE Certification must take place between LIFE accredited certification bodies. The transfer may occur in cases where the certification body terminates its activities or LIFE accreditation expires/is suspended/cancelled.
- d) The deadline for completing the transfer process is 3 months from the notification from the issuing certification body to the receiving certification body and to LIFE Institute.

3. PRE-TRANSFER ANALYSIS

The receiving certification body must critically analyze the LIFE Certification to be transferred in order to carry out a decision. This analysis must be conducted by one or more people, provided that the competencies are compatible with the scope of the LIFE certified organization, in order to consider and document at least the following items:

- a) Confirmation that the organization's LIFE Certification is valid.
- b) Confirmation that the organization's LIFE Certification falls within the scope accredited by the issuing and receiving certification body.
- c) Transfer reasons.
- d) Assessment of the LIFE certified organization's existing audit reports, status of outstanding non-conformities and any other relevant documentation related to the certification process. If the reports are not available and/or if the follow-up audit has not been completed in accordance with the requirements of the issuing certification body, as well as the LIFE Certification system, the organization must reinitiate the certification cycle.
- e) Complaints received and respective negotiations.
- f) Relevant considerations for structuring the audit plan, applicable costs, and status of the LIFE certified organization.

It is recommended that the receiving certification body meet with the LIFE certified organization, in person or remotely, to resolve doubts and explain the actions necessary for the transfer of the certificate.

4. RESOLUTION ON TRANSFER

The decision made by the receiving certification body, whether favorable or not to the transfer of LIFE Certification, must be carried out before any audit. One or more people can issue the opinion, as long as they are not the same people who performed the pre-transfer review.

The receiving certification body may grant the organization's certification provided that, when applicable, it has verified compliance with the pending non-conformities, as well as those identified at the time of the pre-transfer analysis, combining negotiations and deadlines.

If no limiting requirements for the transfer are identified, the certification cycle must be continued, and the receiving certification body must prepare and communicate the planning for the remainder of the cycle to the organization.

The receiving certification body must mention the date of the organization's initial certification in the audit reports and certificates, informing that the certification was granted by another certification body during a certain period.

In the event that the receiving certification body identifies demands that make the transfer of LIFE Certification unfeasible, the organization must reinitiate the certification cycle. In this case, the certification body must justify, document, and communicate the decision to the organization and to LIFE Institute.

5. COOPERATION BETWEEN CERTIFICATION BODIES - ISSUER AND RECEIVER

When requested, the issuing certification body must provide the receiving certification body with the records and information inherent to the organization's certification process. If communication is not possible and/or the request is not met, the receiving certification body must register the situation and seek the necessary subsidies for the transfer of LIFE Certification through other sources.

The LIFE certified organization must authorize the transfer of records and information from the issuing certification body to the receiving certification body.

The issuing certification body shall not suspend or cancel the organization's valid LIFE Certification when it receives notice that the organization is in the process of transfer.

The receiving certification body must notify the issuing certification body once the transfer process is complete and the organization's updated LIFE certificate is issued.

The receiving certification body and/or the LIFE certified organization must contact the LIFE Institute when the issuing certification body does not provide what has been requested and/or suspends or cancels the organization's certification without evident reasons. In these cases, LIFE Institute must conduct the occurrence in compliance with the Procedure for Dispute Resolution, as well as the Protocol for Accreditation of LIFE Certification Bodies.

6. REFERENCES

ABNT NBR ISO/IEC 17021-1:2016.

NIT-DICOR-054.

NOTES ON DEVELOPMENT OF THIS DOCUMENT

Version 1.0: approved on 11/09/2021, by the LIFE Institute Board of Directors. Initial issue of the document.

Version 1.0-R1: approved on 08/31/2023, by the LIFE Institute Board of Directors. Change of document layout and insertion of the new LIFE Institute logo.