



# Exquisite Certification And Audit Limited

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## Transfer Certificate and Scope Extension Process

### Transfer Certificate Procedure

The certification transfer process is moving an organization's management system certificate from one certification body to another, and it requires a review of certain elements before anything can be done. The transfer process requires the following:

- Exquisite's assessment of the issuing certification body's accreditation and on the previous work performed by the issuing certification body;
- The review of reports and other external audit-related documents; and
- Confirmation of the following:
  - That the issuing certification body is active and in good standing;
  - That the issuing certification body is accredited for the management system certificate that was issued; and
  - That the issuing certification body performed their assessments in accordance with the related normative standards.

The transfer cannot be accepted by Exquisite if the previous issuer has not performed previous audits in conformance with the related normative standards.

If there are open nonconformities at the time of the transfer process—and there are different requirements for major and minor nonconformities—Exquisite is required to assess the organization's efforts in closing those nonconformities.

As part of the assessment, Exquisite is also required to communicate with the initial issuer regarding the intent of the organization to transfer, confirmation that the existing certificate is active and in good standing, and the continuation of the audit program of the receiving certification body. The initial issuer must formally respond before the transfer process can continue.

Once the transfer certification process is done, the original issuance date and the current expiration date for an existing certificate are maintained, and there is no disruption to the certification term.



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## **Scope extension**

Extension of scope (including technological and geographical extension) is acceptable under the certification requirements. The audit for extension of certification can be performed in surveillance audit or re-certification audit

Extension to scope, who wish to add to or change their range of activities, either technological or geographical. This process may cover a number of changes to an existing scope, including:

- Addition of new activities
- Addition of new locations (within the country or overseas)

Organization wishing to extend their scope of certification needs to apply.

The audit for extension of certification shall be performed by Exquisite in the schedule agreed by the organization and Exquisite (e.g., surveillance audit or re-certification audit).

Following successful audit and closure of any non-conformity raised during the audit, the extension to scope will be granted and added to the certification. A certificate with the extended scope will be issued to the organization.