


TRANSFER PROCESS

FOR CERTIFICATIONS WITH CfA



Centre for Assessment is a UKAS-accredited (No. 0120) Certification Body with over 20 years' experience delivering robust, client-focused audits to a number of Standards across the UK and internationally. We are proud to be part of the Growth Company, an award-winning, accredited Social Enterprise with a mission to enable growth, create jobs and improve lives.

We aim to make the transfer of your certification from your current provider to CfA as simple and efficient as possible. Here is an outline of the process...

1

Complete an application form – when you send us a completed copy of the attached application form we will acknowledge this and provide you with a no obligations proposal within 3 working days. We may need to contact you to clarify the application information in order to provide the best possible proposal.

2

Proposal acceptance – if you're happy with the quotation and would like to go ahead with the transfer just type in the details on the acceptance page and email us a copy.

3

Transfer documentation – as part of the UKAS-approved process, we will also need copies of your current certificate(s), your last full cycle of reports (i.e. either stage 1 report onwards, or latest recertification report onwards).

4

Non conformances (NCs) – if you had any NCs raised at your last audit this does not prevent you from transferring. If there were minor NCs then we need to see a Corrective Action plan, which includes a root cause analysis and proposed corrective action. This may be included in your latest report. We don't need to see any evidence that the NCs have been addressed – this will be checked at the next audit. If there were major NCs then we need to see the Corrective Action plan, and confirmation from your certification body that the NCs have been addressed and closed. If they have not been addressed or closed out then we may need to arrange for a Revisit audit before the transfer can be completed.

5

Issue of Transfer Certificates - once we have received the proposal acceptance and necessary documentation we will issue you your free transfer certificate(s) within 2 weeks. Our team will contact you to confirm everything has been set up on the system, and an auditor will be allocated and contact you directly to introduce themselves and discuss audit arrangements.