MANAGEMENT OF ADMINISTRATIVE, LEGAL AND ORGANISATIONAL CHANGES AFFECTING CERTIFIED COMPANIES

Manual* = Quality Manual - **PI = Internal Procedure - **PE** = External Procedure*

REVISION	PREPARED BY		CHECKED BY		APPROVED BY		Date
	NAME	SIGN.	NAME	SIGN.	NAME	SIGN.	effective date
00	L. SABAPATHY		T. PASCAL		B. DORMOY		06/11/2026

CONTENTS

1. Purpose 2

2. References and definitions 2

2.1. Reference documents 2
2.2. Definitions 2

3. Scope of application 3

4. Notification by the client of changes and non-compliant situations 3

4.1. Organisational, administrative or legal changes 3
4.2. Situations of non-compliance with certification requirements 4

5. Handling by IS Certification of reported changes and situations 4

5.1. Administrative changes 5
5.2. Relocation or redistribution of activities between sites 5
5.3. Acquisition of a subsidiary or takeover by a group 6
5.4. Transfer of all or part of the activities covered by the certificate to another legal entity 6
5.5. Dissolution of the certified legal entity (cessation of trading, demerger, merger, absorption) 6
5.6. Summary table of the most common situations 7

6. Detection by IS Certification of a change not reported by the client 10

6.1. Immediate measures upon detection 10
6.2. Suspension initiated by IS Certification (involuntary suspension) 10
6.3. Retrospective assessment and treatment of services provided during the period not covered 11
6.4. Failure to notify: an aggravating circumstance 11

7. Transfer of certification 12

7.1. Prerequisites for transfer 12
7.2. Processing and assessment of an application 13
7.3. Transfer decision 13
7.4. Consequences of transferring certification 14

1. Purpose

The purpose of this document is to:

- Describe the types of change affecting a client holding a certificate issued by IS Certification under NF EN ISO 3834, NF EN 15085 and NF EN 1090, under COFRAC accreditation, which the client is required to notify to IS Certification;
- Inform certified clients how IS Certification handles such situations and the possible consequences for the validity of their certificates;
- Set out the prerequisites and the procedure for considering a request to transfer certification from one legal entity to another;
- Ensure that any certification issued by IS Certification continues to reflect the actual circumstances of the certified company.

This document is directly based on COFRAC procedure GEN PROC 20, “Situations to be reported to Cofrac and transfer of accreditation”, which governs the relationship between Cofrac and the bodies it accredits, including IS Certification. This document applies the same principles at the next level: the relationship between IS Certification, as an accredited certification body, and its certified clients.

The requirements of this procedure shall be interpreted according to the French version, which shall prevail in the event of any discrepancy with the English translation.

> *This document does not cover changes affecting IS Certification itself as an accredited body: such changes remain subject to GEN PROC 20 in the IS Certification / Cofrac relationship.*

2. References and definitions

2.1. Reference documents

- NF EN ISO/IEC 17065:2012
- COFRAC GEN PROC 20 (current revision);
- COFRAC CERT REF 5 (current revision);
- COFRAC GEN REF 11 (current revision);
- COFRAC GEN PROC 03 (current revision);
- NF EN ISO 3834 (Parts 1 to 5) – Quality requirements for fusion welding of metallic materials;
- NF EN 15085 (Parts 1 to 5) – Welding of railway vehicles and components;
- NF EN 1090-1 and NF EN 1090-2/3 – Execution of steel and aluminium structures, CE marking;
- Regulation (EU) No 305/2011 and the transitional provisions of Regulation (EU) 2024/3110, where applicable;
- PE CERTIF 01 Certification Rules (current revision);
- Certification contract/agreement between IS Certification and the certified client.

2.2. Definitions

- Legal form: the legal status of a company, determining the rights and obligations of its management and its tax status (SA, SARL, SAS, public body, association under the French Law of 1901, GIE, etc.).
- Registered company name: the name under which a company is legally registered.
- SIREN number: the unique identification number assigned to a legal entity. It is allocated by INSEE to any natural or legal person carrying on a professional activity upon registration in the SIRENE register (French business and

establishment register); it consists of nine digits. For entities established outside France, the equivalent official company registration number is used.

- Certified company: legal entity holding a certificate issued by IS Certification.
- Transfer of certification between legal entities: a procedure whereby IS Certification examines a certification application submitted by a new legal entity taking over all or part of the activities of a previously certified entity, taking account of the certification history and subject to the requirements of the applicable scheme.
- Certified site: production site, workshop or establishment identified on the certificate.
- Suspension: temporary interruption, in whole or in part, of the rights associated with a certificate.
- Withdrawal: termination of certification by formal decision of IS Certification.
- Reduction in scope: removal of activities or sites from the certified scope.
- Lapse: loss of effect of a certificate due to the dissolution of its holder, to be established and formally recorded by IS Certification.

3. Scope of application

This procedure applies to any client holding a certificate issued by IS Certification under NF EN ISO 3834, NF EN 15085-2 or NF EN 1090-1, and to IS Certification personnel responsible for processing certification files (IS Certification employees, IS Certification auditors and the Certification Committee).

4. Notification by the client of changes and non-compliant situations

4.1. Organisational, administrative or legal changes

Under the certification contract, the certified client must immediately inform IS Certification of any change to the circumstances assessed by IS Certification (NF EN ISO/IEC 17065 §4.1.2.2 k), and of any major change to its organisation or resources in respect of the activities covered by the certificate.

The following are examples of situations that must be reported (non-exhaustive list):

- Changes to administrative particulars supplied with the original application: registered company name, registered address, legal form, legal representative, quality/invoicing contacts;
- Amendment of the articles of association: submission of the relevant minutes, updated articles, statutory notices and Kbis extract;
- Opening, closing or redistribution of activities between the sites/workshops listed in the technical annex to the certificate;
- Complete or partial relocation of a site covered by the certificate;
- Acquisition of a subsidiary, takeover by a group or any undertaking liable to affect IS Certification's impartiality;
- Entry into safeguard, judicial reorganisation or judicial liquidation proceedings;
- Transfer of all or part of the activities covered by the certificate to another legal entity;
- Dissolution of the certified legal entity: complete and permanent cessation of trading, demerger, merger or absorption by another legal entity;

- Change of SIREN number resulting in a change of legal entity.
- Changes to the organisation or key personnel involved in certified activities, particularly welding coordinators;
- Significant changes to products, manufacturing or welding processes, or the quality management system, which may affect compliance with certification requirements.

These legal transactions (transfer of activities, dissolution of the entity, change of SIREN) must be reported before they take effect, as early as possible, as they may affect the validity of the certificate (see §§5.4 to 5.6).

Notification shall be made in writing as soon as the client becomes aware of the change, stating its effective date and including supporting documents enabling the situation to be assessed.

4.2. Situations of non-compliance with certification requirements

The certified client must notify IS Certification without delay upon becoming aware of any situation that prevents it from continuing to satisfy the requirements of the applicable standard (NF ISO 3834, NF EN 15085 or NF EN 1090).

Examples:

- Unavailability of essential physical resources (welding or inspection equipment, premises, etc.);
- Absence of personnel fulfilling key functions without a suitable replacement (e.g. the responsible welding coordinator).

The written notification must describe the nature of the situation, its effective date, the activities and sites concerned, its impact on services, the measures taken regarding use of the certificate and the proposed corrective action plan for restoring compliance.

The client shall immediately inform IS Certification of the activities concerned, and the precautionary measures implemented to prevent misleading claims of certification. IS Certification shall promptly assess the situation and formally decide whether to maintain, reduce the scope of, suspend or withdraw the certificate. In the event of suspension, restrictions on use of the certificate take effect on the notified date. The deadline for restoring compliance is specified in the decision: one month for nonconformities identified during an audit, and no more than three months in other situations, subject to the applicable scheme requirements. This deadline is distinct from the deadline for submitting evidence and from the maximum suspension period.

Where the client considers that it cannot restore compliance within the applicable deadline, it shall immediately notify IS Certification and, where appropriate, request suspension. IS Certification may also initiate a suspension in accordance with §6.

5. Handling by IS Certification of reported changes and situations

The requirements of this procedure shall be interpreted according to the French version, which shall prevail in the event of any discrepancy with the English translation. Each reported situation shall be assessed under the responsibility of IS Certification by a qualified person, followed by a review and a decision by the Certification Committee, which has not been involved in the assessment, in accordance with PE CERTIF 01. The client's internal audit reports may be used as inputs but do not replace this assessment. Decisions are notified to the client; suspension and its lifting both require a formal decision.

Following notification of a change, IS Certification alone determines how the situation is to be assessed and considers the consequences for certificate status:

- Maintenance of the certificate, where appropriate following a document review (which may take account of the client's internal audit report) or an early on-site assessment;
- Suspension of the certificate pending information or evidence that the situation is under control;
- Reduction of the certification scope;
- Withdrawal of the certificate, potentially accompanied by consideration of an application for transfer to another legal entity (see §7).

5.1. Administrative changes

Purely administrative changes that do not affect the certified legal entity, certification scope or compliance with the applicable standard may be dealt with without any additional assessment.

IS Certification verifies the supporting documents supplied by the client and records in the certification file the justification for not conducting an additional assessment.

Depending on the nature of the change, the certification contract, its annexes and, where appropriate, the certificate are updated. Any reissue of a certificate is subject to review and decision in accordance with the PE CERTIF 01 Certification Rules.

5.2. Relocation or redistribution of activities between sites

Only operations performed at sites listed in the technical annex to the certificate may be covered by certification.

To enable processing within three months, the client's notification must be accompanied by an impact assessment and an action plan covering in particular: informing the certified client's customers, preserving the integrity of relocated production resources, transporting and checking equipment before use, updating documentation and, if necessary, training or requalifying personnel. Depending on the risks identified, IS Certification determines the assessment arrangements (document review or on-site assessment) before updating the certificate.

For NF EN 1090-1 certification, relocation of the factory is considered a “new or changed essential provision” under Annex B.4.1 of NF EN 1090-1 and requires an on-site assessment.

5.3. Acquisition of a subsidiary or takeover by a group

The certified client shall specify the nature of the activities carried out by its parent and subsidiary entities, and the arrangements made to prevent or control risks that could affect IS Certification's impartiality.

Any acquisition of a subsidiary or takeover of the certified client by a group shall be analysed for its potential effects on certified activities, the resources used and applicable impartiality requirements. The findings feed into IS Certification's impartiality risk assessment and, where necessary, the associated controls.

Depending on the risks identified, IS Certification determines the necessary assessments. Continued certification is confirmed following an assessment, review and decision in accordance with PE CERTIF 01. Suspension may be decided pending information required to determine whether certification can be maintained.

An early surveillance assessment may be scheduled where necessary to verify that certification conditions continue to be met.

Acquisition of a subsidiary by the client does not automatically bring it within the certified scope: any extension is considered in accordance with the certification scheme. If the transaction results in all or part of the certified activities being transferred to the subsidiary, see §5.4.

5.4. Transfer of all or part of the activities covered by the certificate to another legal entity

Certification belongs to the individual legal entity and is not automatically transferable. Where all or part of the activities covered by the certificate are transferred to another legal entity, the transferor may no longer claim certification for the transferred activities from the effective date of the transfer.

IS Certification assesses the consequences of the transaction for the transferor's certification. Following review and decision by a person or body not involved in the assessment, the scope is reduced or the certificate withdrawn, depending on whether the transferor retains any certified activities.

The decision is notified to the original certificate holder. IS Certification updates the certificate, where applicable, and the publicly available information on its status. For NF EN 1090-1 certificates, the required information is provided to the notifying authority in accordance with applicable regulations.

The acquiring entity may not claim the transferor's certificate. It may apply to IS Certification for a transfer of certification, which shall be considered in accordance with §7 and subject to the applicable certification scheme requirements.

No certification may be recognised for the new entity before a favourable decision by IS Certification takes effect. The decision cannot take retrospective effect.

5.5. Dissolution of the certified legal entity (cessation of trading, demerger, merger, absorption)

The certificate lapses once the legal entity to which it was issued ceases to exist, including in cases of demerger, merger, absorption or any other legal reorganisation resulting in the dissolution of the originally certified entity.

IS Certification establishes the dissolution of the legal entity based on appropriate supporting evidence. Following assessment of the available information, review and decision by a person or body not involved in the assessment, IS Certification withdraws the certificate issued in the dissolved entity's name.

The decision is formalised and recorded in the certification file. Public information relating to the certificate is updated. For NF EN 1090-1 certificates, the notifying authority is informed in accordance with the applicable regulatory requirements.

A legal entity taking over all or part of the dissolved company's activities does not automatically acquire certification. It may apply for a transfer under §7, subject to the applicable scheme requirements.

Wherever possible, the application should be submitted before the originally certified entity is dissolved, to minimise any interruption of certification.

5.6. Summary table of the most common situations

The following table provides a quick reference for the most common cases encountered by IS Certification. It does not remove the need for a case-by-case document review by IS Certification.

Situation	Potential impact on the certificate	IS Certification action
Change of registered company name only (same SIREN number, same legal entity)	No impact on the technical validity of the certificate, provided no other changes have occurred.	Verification of the Kbis extract and administrative update of the file. Where certification requirements are unaffected, no additional assessment is necessary; the justification is recorded. Any reissue of the certificate is subject to review and decision under PE CERTIF 01.
Change of legal form (e.g. SARL to SAS) with no change of SIREN	No impact on the technical validity of the certificate, provided no other changes have occurred.	Verification of amended articles of association and Kbis extract. Assessment of any consequences for certified activities. Administrative update of the file and, where appropriate, the certificate, following review and decision under PE CERTIF 01.
Change of shareholders / takeover by a group (same legal entity, same SIREN)	The certificate does not lapse. Possible risks arising from changes to organization, resources or IS Certification impartiality.	Disclosure of the group structure and activities of related entities. Assessment of impacts on certified activities and risks to IS Certification impartiality. Additional assessment if required, followed by review and a decision on continued certification. Early surveillance may be scheduled.
Complete or partial relocation of the certified site (workshop, production resources, qualified personnel)	The certificate covers only the listed sites and activities. Risk of non-compliance due to transfer of production resources and changes to conditions for carrying out certified activities.	Prior notification by the client, with impact assessment and action plan. IS Certification determines necessary document and/or on-site assessments before any decision to maintain or amend the certificate. Under NF EN 1090-1, inspection of the new site is essential. An internal audit report may serve as an input but cannot replace an IS Certification assessment.
Transfer of all or part of the activities covered by the certificate to another legal entity	The transferor loses the right to claim certification for transferred activities. Scope reduction or certificate withdrawal depending on retained activities. No automatic transfer to the acquiring entity.	Assessment of the effects of the transfer on the transferor’s certification. Scope reduction or withdrawal following review and decision. Update of the certificate and public information. For NF EN 1090-1, notification to the notifying authority as required. The acquiring entity may apply for a transfer (§7), where permitted by the scheme, or for initial certification.

Situation	Potential impact on the certificate	IS Certification action
Merger by absorption: the certified entity absorbs another entity (certified entity's SIREN unchanged)	Certification may be maintained for the original scope. The absorbed entity's activities, resources and sites are not automatically covered.	Notification of the transaction and assessment of its impact. Assessment of new resources, sites, personnel and activities before any scope extension. Review and decision under PE CERTIF 01 and the applicable scheme.
Merger by absorption: the certified entity is absorbed by another entity (new SIREN)	The certificate lapses because the certificate-holding legal entity ceases to exist. The absorbing entity acquires no automatic right to certification.	Establish dissolution of the certified entity, assess the information, and formally review and decide withdrawal (§5.5). Update public information and make applicable regulatory notifications. The absorbing entity may request a transfer (§7), subject to the scheme, following prior assessment, review and decision. No retrospective effect.
Demerger of the certified entity into several separate legal entities	The original certificate lapses if its holder ceases to exist. No entity resulting from the demerger automatically acquires certification.	Assess the consequences of the demerger and formally withdraw the original certificate following review and decision if the holding entity ceases to exist. Each entity taking over certified activities must apply for a transfer (§7), if permitted, or for initial certification. If the original entity survives, its scope is reassessed and reduced where necessary.
Change of SIREN number not linked to an identified corporate transaction	Presumed change of legal entity requiring verification. Risk that the original holder's certification is no longer valid.	Verify the actual legal nature of the change using supporting evidence (Kbis, INSEE extract, legal deeds). Depending on findings: justified administrative update, reduction or withdrawal of the original certificate and, where appropriate, consideration of a transfer application (§7) or initial certification.
Safeguard, judicial reorganization or judicial liquidation proceedings	Risk of losing the resources or ability to comply with the standard on an ongoing basis. Legal proceedings alone do not automatically cause withdrawal.	Immediate notification to IS Certification. Assessment of the consequences for resources, personnel, sites and certified activities. Additional assessment if required, followed by review and a decision to maintain, reduce, suspend or withdraw certification as appropriate.
Prolonged unavailability of resources or key personnel (e.g. responsible welding coordinator)	Risk of non-compliance with NF EN ISO 3834, NF EN 15085-2 or NF EN 1090-1 requirements.	Immediate notification of IS Certification and assessment of the consequences for certified activities. IS Certification formally decides whether to maintain, reduce, suspend or withdraw certification. During suspension, the client ceases claiming certification for the affected activities. Evidence is submitted by the notified deadline; compliance must be restored within one month for audit nonconformities or no more than three months in other cases, subject to scheme requirements. Suspension must not exceed twelve months and does not automatically extend the compliance deadline (see §6.2).

The provisions in this table summarise the arrangements described in §§5, 6 and 7. Any decision to maintain, amend, suspend, reinstate or withdraw certification is taken in accordance with PE CERTIF 01 and the requirements of the applicable certification scheme. In the event of any discrepancy, the detailed provisions of this procedure and the applicable scheme requirements shall prevail.

6. Detection by IS Certification of a change not reported by the client

The provisions of §4 rely on client self-reporting: responsibility for alerting IS Certification rests with the client. In practice, IS Certification may itself discover a major change without any proactive notification by the client, for example:

- During a surveillance or renewal audit (on-site identification of a change in legal form, site, organisational structure, key personnel, ownership, etc.);
- Through information from a third party: a complaint from the certified client's customer, a report from a competitor, or an alert from a subcontractor or former employee;
- Through documentary monitoring or public information (Infogreffe, BODACC, business press, statutory announcements).

The principle is the same as that applied by Cofrac to its accredited bodies (see COFRAC GEN PROC 03): whether the situation is reported by the client or identified by IS Certification, the substantive handling is identical (§5). Only the route by which the process is triggered differs, with immediate precautionary measures and enhanced formal documentation as described below.

6.1. Immediate measures upon detection

- The finding is documented in writing (finding form/audit nonconformity): nature of the change, presumed effective date, source of information and activities and sites concerned;
- A formal written request is sent to the client requiring the supporting documentation needed for the assessment (Kbis, articles of association, organisation chart, qualifications, etc.) within 15 days;

Where the available information indicates a significant risk to continued compliance with certification requirements or to IS Certification's impartiality, a precautionary suspension may be imposed before the case assessment is completed.

Such suspension is decided by the Certification Committee in accordance with PE CERTIF 01 and notified to the client under the conditions set out in §6.2.

6.2. Suspension initiated by IS Certification (involuntary suspension)

Suspension is decided by the Certification Committee. By analogy with COFRAC GEN PROC 03 (§6.1), the decision:

- Is notified in writing (by recorded-delivery letter with acknowledgement of receipt or by a traceable electronic means), stating the effective date;
- Specifies the extent of the suspension (activities and sites affected), the reasons and the conditions under which the client may have its certificate reinstated;
- In the event of partial suspension, is accompanied by an updated certificate and technical annex;
- Specifies the expected supporting documents and the deadline for submission, distinguishing this from the deadline for restoring compliance and the maximum duration of suspension; any failure to submit documents is reassessed and, where necessary, results in a formal withdrawal decision under PE CERTIF 01.

During suspension, the client must cease referring to the certificate for the affected activities and inform its affected customers (ongoing services and prospective customers within the affected scope).

The suspension decision specifies its effective date, the activities and sites concerned, the deadline for any additional supporting evidence, the applicable deadline for restoring compliance, the evidence required from the client and the conditions for lifting the suspension.

The deadline for restoring compliance depends on the situation: one month for audit nonconformities and a maximum of three months in other cases, subject to any stricter provisions of the applicable certification scheme. It is separate from the deadline for submitting evidence and the maximum suspension period. If compliance has not been restored by the deadline, a formal reassessment of the certificate status and subsequent action is required; withdrawal is not automatic without a decision.

The maximum suspension period shall not exceed twelve (12) months from the effective date of the suspension decision, subject to any stricter requirements of the applicable certification scheme.

Reinstatement of certification is subject to an application from the client accompanied by evidence that compliance has been restored. IS Certification carries out the assessments necessary to verify the effectiveness of the corrections and corrective actions implemented. Suspension may only be lifted following review and a formal decision by the Certification Committee.

If the client does not request that suspension be lifted within twelve (12) months of its effective date, or if the reinstatement conditions are not met by the end of that period, IS Certification withdraws the certificate for the affected activities, following review and decision in accordance with PE CERTIF 01.

Any decision to suspend, continue suspension, reinstate or withdraw certification is notified to the client. The available appeal procedures are those set out in the PE CERTIF 01 Certification Rules.

6.3. Retrospective assessment and treatment of services provided during the period not covered

Where a change predates its detection, IS Certification determines whether a retrospective assessment of the relevant period is required to verify continued compliance with the standard.

- If compliance is demonstrated throughout the period, the certificate is maintained or updated without calling into question services previously performed;
- If non-compliance is established during all or part of the period, IS Certification determines the consequences for the certificates it has issued.

The retrospective assessment is conducted under IS Certification's responsibility by a qualified person. A client internal audit report may be considered as input but shall not replace this assessment. IS Certification decides solely on the status of the certificates it has issued. The client assesses the impact on delivered products and documents issued under its responsibility, including where personnel qualifications were invalid, determines necessary actions and informs affected customers; IS Certification verifies the appropriateness and implementation of these measures.

6.4. Failure to notify: an aggravating circumstance

Failure to report a change covered by §4 when the client was aware of it constitutes, in itself, a breach of contractual obligations, irrespective of whether the change itself complies with the standard. This breach is taken into account in IS Certification's decision and may, in itself, justify suspension or withdrawal, even where the substantive assessment would otherwise support maintaining the certificate.

Where there are indications of fraud, IS Certification investigates the facts and submits the file to the Certification Committee for review and decision.

Where suspension or withdrawal is decided on the grounds of fraud, IS Certification makes the required reports and notifications to Cofrac, in cases of misuse of references to accreditation under GEN REF 11, and, for NF EN 1090-1 certificates, to the notifying authority in accordance with applicable regulations.

Such communications are made in compliance with the confidentiality requirements of PE CERTIF 01 and applicable legal and regulatory obligations.

7. Transfer of certification

7.1. Prerequisites for transfer

Before a transfer decision can be made, at least the following conditions must be met:

Prerequisite	Supporting evidence required
The transferor's/dissolved entity's certificate is valid (not suspended, cancelled or withdrawn) when the transaction takes place	Certificate valid on the effective date of the legal transaction
The applicant assumes the original holder's commitments	Letter of undertaking signed by the legal representative
The human and physical resources underpinning the initial certification are taken over unchanged or declared	Declaration of transferred resources and updated organization chart
Any significant changes to operations or resources are identified and assessed to determine whether transfer is possible or initial certification is required	Document review by the IS Certification case manager
Payment of fees associated with processing the transfer application	According to IS Certification's current fee schedule

An application to transfer certification from one legal entity to another constitutes a certification application handled in accordance with the applicable scheme requirements and this §7.

Transfer may only be considered where the applicable certification scheme permits this arrangement and the eligibility conditions set out above are satisfied.

Transfer of certification between legal entities must not be confused with transfer of a certificate between certification bodies. For NF EN 15085-2 certification, the applicable provisions of the ECWRV (European Committee for Welding of Railway Vehicles) prohibit the transfer of a valid certificate to a new Manufacturer Certification Body (MCB) without a new certification audit.

The application should be made as far as possible before the legal transaction takes effect. The acquiring entity may not claim any certification before a favourable IS Certification decision takes effect. Such a decision is never retrospective.

7.2. Processing and assessment of an application

The transfer application is submitted using the appropriate certification application form by:

- An authorised representative of the legal entity seeking the transfer;
- Where that entity has yet to be incorporated (as in some mergers), an authorised representative of the certified entity transferring its activities to the entity to be formed.

Processing begins upon receipt of the application and supporting documents. Transfer eligibility is initially assessed through a document review; depending on the circumstances (extent of change, time since the last audit, seriousness of outstanding nonconformities), IS Certification may additionally decide to perform an on-site assessment before reaching a decision. Where changes to operations, organisation or resources do not demonstrate continuity of the conditions underpinning the original certification, IS Certification rejects the transfer application. The acquiring entity may then apply for initial certification in accordance with the applicable scheme.

Any additional assessment necessary for the transfer decision is completed before review, decision and reissue of the certificate. Where early surveillance is chosen to verify continuity, this is decided, justified and documented at the same time as the transfer decision; it does not replace any necessary prior assessment.

7.3. Transfer decision

The decision on the transfer of certification is taken by the Certification Committee following completion of the necessary assessments and review of the file in accordance with the PE CERTIF 01 Certification Rules and applicable scheme requirements.

Where the decision is favourable, a certificate and its technical annex are issued in the name of the new legal entity. The effective date of certification cannot precede the date of the decision.

Where the acquiring entity already holds a certificate issued by IS Certification, the transfer may result in an extension of its existing certificate scope, subject to applicable scheme requirements. In that case, the expiry date of the existing certificate remains unchanged.

In other cases, the transfer results in a new certificate being issued to the acquiring entity, with the same expiry date as the original certificate held by the transferor.

Transfer of certification does not extend the period of validity of certification. Renewal remains necessary at the certificate expiry date in accordance with applicable scheme requirements.

Where transfer is refused, the applicant is notified of the decision and may still apply for initial certification through the applicable procedures.

7.4. Consequences of transferring certification

The transfer automatically includes transfer of the certification file history to the new legal entity:

- The next audit team receives the previous audit reports and follows up nonconformities already identified;
- Sampling of sites, welders/operators and activities at subsequent surveillance assessments takes account of the selections made during previous assessments in the current cycle;
- The duration of subsequent assessments takes the client's history into account;
- If a later assessment calls into question the validity of conformity documents issued before the transfer by the previously certified entity, the acquiring entity assesses any consequences for delivered products and those documents (in particular declarations of performance and documents associated with CE marking), insofar as it assumes legal responsibility for them. It implements the necessary measures, including informing the customers concerned and, where appropriate, withdrawal or recall. IS Certification verifies the appropriateness and implementation of measures falling within the certification scope. Documents issued by the acquiring entity after transfer remain its own responsibility and are subject to the applicable requirements.

Where early surveillance was decided as part of the transfer decision (§7.2), it is conducted in accordance with the documented arrangements and schedule. No assessment necessary for acceptance of the transfer may be deferred until after the decision.