



TRANSFER YOUR CERTIFICATION TO NQA

Prior to making an important company purchase we always try to ensure we are getting the best deal possible from a trusted organization. Applying for certification is no different, and you should ensure that you not only get on with your certification body but that you are happy with the service they are providing. If you are thinking about transferring your certification to NQA this guide is designed to help you do just that!

Reasons for transferring

Not all certification bodies are the same - at NQA we believe our clients deserve value for money and a great, personal service. That means certification audits that help to improve your organization as well as meeting the requirements of your chosen standard.

Benefits of transferring

- **Expert assessors** - NQA boasts some of the top expert assessors across the globe, vastly knowledgeable in their sectors and industries.
- **Great service** - you'll receive a knowledgeable, professional, friendly and individual approach from your NQA team
- **Competitive pricing** - NQA continually monitor the industry to make sure our pricing is fair, competitive and completely transparent
- **Opportunities for improvement** - a fresh assessment approach can revitalise your audits and identify new opportunities for improvement
- **Integrated certification** - combining multiple certifications is a more efficient and effective use of budget and resources
- **Multi-site certification** - bringing separately certified sites under one certification is more manageable and cost effective

What you can expect:

- **Practical advice.** We help you understand the technical requirements and stages of the certification process in plain English
- **Improvement focus.** We not only assess your compliance with your chosen standard, we aim to identify opportunities for improvement at every audit
- **Comprehensive service.** We provide a complete range of certification services with global coverage enabling you to integrate certification for greater efficiency
- **Different ways to learn.** Online, classroom and in-house courses; we think it's important that you can gain new technical skills your way
- **Great value.** No hidden fees, competitive rates and access to world-class technical support
- **The latest technical advice.** Our worldwide network of experts participate in technical committees and standards writing; we help you keep up with developments.

Why NQA?

Here at NQA we pride ourselves on being a global certification body with a local feel. This means we can be responsive to your specific needs and changes within your industry, whilst ensuring that we retain and grow our expertise by sharing our knowledge across the planet. We are passionate about helping our clients to improve their products, processes and people so they can deliver excellent customer satisfaction. Our approach is pragmatic and supportive whilst meeting the rigorous technical demands and integrity of accredited certification. By adding a common sense approach into the mix we can ensure that we not only deliver the right certification for you but we can ensure we stay ahead of the game and support you as your business grows.

Steps to transferring

There is a simple 5 step process to transferring your certification to NQA and it can take as little as 1 week. Follow these steps to ensure a quick and easy transfer to NQA:

1. Contact our friendly sales staff who will help to collect the information required for a transfer. Either email us: sales@nqa.com or call us on **0800 052 2424 (option 2)**
2. NQA will issue you with a quotation for your transfer and ongoing certification.
3. Once the quote is accepted a Pre-Transfer Review will take place to transfer your certificate. This will be offsite unless you have outstanding non-conformities which have not been closed by your current certification body.
4. NQA will issue a new certificate which is aligned to your existing certification dates
5. NQA will inform your current certification body of your transfer.

* Please note some Certification Bodies may charge a cancellation fee, so please check your terms and conditions carefully prior to making any decision.

What happens next?

NQA will pick up your existing audit programme schedule once a suitable auditor has conducted a Pre-Transfer Review. Before this date no audit activities will take place.

This is done to enable NQA to ensure the validity of your certificate(s) with your current certification body and to close off any outstanding non-conformances.

At this point the number of days will be recalculated according to our procedures in place.

What support do NQA offer?

At NQA we pride ourselves on providing a friendly, helpful and personal service. You will receive a dedicated account manager to guide you through the process along with some useful tools to give you the information you need. We do this through:

- Free e-learning training
- Public and in-house training options
- Complimentary interactive webinars
- 1/2 day workshops to ask assessors questions
- Online Q&A blogs
- Online gap analysis documents
- Expert one-to-one advice from your assessor
- Monthly InTouch e-zine with standard news, industry updates and a summary of legislative changes.

