

	CERTIFICATION INSTRUCTION	D-CI-01.01
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CI NUMBER	CI-23-01
ISSUED BY	Wendy Yap, Certification Manager 2023-03-08
APPROVED BY	Emmanouil Geneiatakis, FAMI-QS Secretary General 2023-03-13
CONTACT PERSON FOR CLARIFICATION	Wendy Yap
TYPE OF INSTRUCTION	<input checked="" type="checkbox"/> Immediate Implementation <input type="checkbox"/> Information <input checked="" type="checkbox"/> Interpretation <input type="checkbox"/> FAMI-QS Awareness
APPLICABLE FOR	<input checked="" type="checkbox"/> Certification Bodies <input checked="" type="checkbox"/> Feed Business Operators <input checked="" type="checkbox"/> Accreditation Bodies <input type="checkbox"/> Authorised Training Organisations <input checked="" type="checkbox"/> Partner Organizations Starting date: 2023-03-14
SUBJECT	Transfer of accredited/non accredited ¹ FAMI-QS certification
PURPOSE	To provide clarification with regards to the expectation of the FAMI-QS Secretariat concerning the transfer of certificates and the application of IAF MD 2:2017.
Certification Instruction	<p>The current certification instruction applies to accredited (approved) and non-accredited (provisional approval) Certification Bodies.</p> <p>As per the FAMI-QS Rules for Certification Bodies §8.3.6. <i>Transfer of Accredited FAMI-QS Certificates</i>, “The Certification Body responsible for the transfer shall contact FAMI-QS Secretariat prior to the transfer for pre-approval. FAMI-QS Secretariat will communicate any open issues related to the transfer of the certificate”. This could include open NCRs, failure to submit corrective actions, etc.</p> <p><u>Note:</u> Only the FAMI-QS Accredited/Authorised Branch -and not the regional sales offices- can get in touch with the FAMI-QS Secretariat for pre-approval. Please get in touch with us once you have confirmed that you can perform the transfer. In the event that you cannot take over the certification, there is no need for confirmation.</p> <p>Eligibility of a Certification for Transfer The receiving certification body, to accept the transfer of the certification, it shall ensure that the necessary resources (FAMI-QS auditor) are sufficient to provide the service to the organization, without impacting the planning of</p>

¹ It refers to the certificates issued by certification bodies with provisional approval (accreditation in process).

the current FAMI-QS Certification. Once the auditors' capacity has been confirmed and documented, the next step will be the confirmation of the eligibility of the certification for transfer.

To support our members to identify receiving certification bodies with approved FAMI-QS auditors within a reasonable distance from their own location, we created this publicly available list at fami-qs.org/uploads/2023/03/FAMI-QS_Certification_Bodies_Local_Resources.pdf.

In the event of a change, addition or removal of local resources, the authorised FAMI-QS Certification Bodies shall notify us via email to Mrs. Danai Konti dko@fami-qs.org.

Only valid FAMI-QS certificates shall be transferred. A FAMI-QS Certification which is known to be suspended shall not be accepted for transfer.

To confirm the validity of the certificate, please consult the FAMI-QS list of certified organizations at <https://fami-qs.org/certified-organisations/>.

If the certificate is eligible for transfer, then the transfer of the certification shall be completed prior to the date of when the next surveillance is due or prior to the expiry of the certificate.

“The issuing certification body **shall not suspend or withdraw the organization's** certification following the notification that the organization is transferring to the accepting certification body if the client continues to satisfy the requirements of certification”.

Certification bodies shall include in their certification agreement with their client a clear provision on how they will handle the transfer both as an issuing and receiving certification body. The conditions under which the issuing certification body can suspend or withdraw the FAMI-QS Certificate shall be stated and aligned with the provision of IAF MD2:2017.

The issuing certification body shall withdraw the certificate upon completion of the transfer or when the requirements of the certification are not fulfilled.

E.g., a certificate is due for a surveillance audit in May 2023. The organization informs the issuing CB in February 2023 that they will transfer their certificate to a new certification body. In this case, as long as the requirements of the certification are fulfilled, the certification body shall maintain the certificate until the date of when the next audit activity is due. In this example, by May 2023.

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	<p>In case there are open NCRs from the issuing certification body, the accepting certification body shall ensure also the transfer of those NCRs.</p> <p>Pre-Transfer Review The accepting certification body shall carry out a review of the certification of the transferring client. This review is performed through a documentation review by a FAMI-QS auditor where the scope of the certification is also reviewed. In the event that a pre-visit is required, given the nature of the activity “transfer of the certification”, this could be also performed remotely for both producers and traders.</p> <p>Transfer of Certification The accepting certification body shall ensure that the transferring organisation is aware that during the pre-transfer review there is a possibility the auditor identifies issues that even with a pre-transfer visit cannot be solved. In that case, an initial certification with stage 1 and 2 is required. The previous certification can no longer be accepted.</p>
ViaSyst	<p>The transfer of the certificate shall be managed exclusively through ViaSyst and for this a dedicated pre-transfer review report/checklist has been created.</p> <p>Pre-transfer review The pre-transfer review report is available on ViaSyst under the audit type dropdown list. For the creation of the pre-transfer review report, the workflow/process is exactly the same to the publication of a certificate.</p> <p>Before submitting it for validation, the accepting certification body has to create (1)<u>the audit folder</u> by choosing the pre-transfer report and then (2)<u>the certificate</u> using the same validity period.</p> <p>As a minimum, the pre-transfer report shall include the evidence as described on §2.2.4 of IAF MD 2:2017.</p> <p>Upon completion of the transfer, the accepting certification body shall inform the issuing Certification Body about the completion. The issuing certification body will then unlock the certificate and change the status to withdrawn. This will allow us to avoid the double listing of the FAMI-QS certified organization.</p>

<p>Contacts for (i) the submission of transfer approval by the Certification Bodies (ii) the request for transfer support from the FAMI-QS Certified Organization</p>	<table border="1"> <thead> <tr> <th>Region</th> <th>Contact Person</th> <th>Email address</th> </tr> </thead> <tbody> <tr> <td> APAC Asia and Pacific (with the exception of Australia and NZ) </td> <td>Mrs. Wendy Yap</td> <td> wya@fami-qs.org cc: audit@fami-qs.org </td> </tr> <tr> <td> Australia and New Zealand </td> <td>Mr. Duncan Rowland, Feed Ingredient and Additive Association of Australia (FIAAA)</td> <td>drowland@fiaaa.com.au</td> </tr> <tr> <td> AMER North, Central, and South America (English) </td> <td>Mrs. Sofia Poucha</td> <td> sofia@fami-qs.org cc: audit@fami-qs.org </td> </tr> <tr> <td> AMER North, Central, and South America (French, Spanish, and Portuguese) </td> <td>Mr. Josep Oriol Ramoneda Ruatg</td> <td> ora@fami-qs.org cc: audit@fami-qs.org </td> </tr> <tr> <td> EMEA Europe, Middle East, and Africa </td> <td>Mrs. Sofia Poucha</td> <td> sofia@fami-qs.org cc: audit@fami-qs.org </td> </tr> <tr> <td> For the International Safe Feed Safe Food/FAMI-QS </td> <td>Mr. Paul Davis American Feed Industry Association</td> <td>PDavis@afia.org</td> </tr> </tbody> </table>	Region	Contact Person	Email address	APAC Asia and Pacific (with the exception of Australia and NZ)	Mrs. Wendy Yap	wya@fami-qs.org cc: audit@fami-qs.org	Australia and New Zealand	Mr. Duncan Rowland, Feed Ingredient and Additive Association of Australia (FIAAA)	drowland@fiaaa.com.au	AMER North, Central, and South America (English)	Mrs. Sofia Poucha	sofia@fami-qs.org cc: audit@fami-qs.org	AMER North, Central, and South America (French, Spanish, and Portuguese)	Mr. Josep Oriol Ramoneda Ruatg	ora@fami-qs.org cc: audit@fami-qs.org	EMEA Europe, Middle East, and Africa	Mrs. Sofia Poucha	sofia@fami-qs.org cc: audit@fami-qs.org	For the International Safe Feed Safe Food/FAMI-QS	Mr. Paul Davis American Feed Industry Association	PDavis@afia.org
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<p>Note: For cases of:</p> <ul style="list-style-type: none"> (i) <i>withdrawal of the certificate by the issuing certification body prior to the completion of the transfer</i> (ii) <i>transfer close to the date of when the surveillance audit is due</i> (iii) <i>transfer of certificates with less than one month validity</i> (iv) <i>transfer of multisite organizations</i> <p><i>please get in touch with Mr. Emmanouil Geneiatakis ege@fami-qs.org.</i></p>																						