

Client transfer procedure transition document from V1.2 to V2.0

About this document

This document outlines the significant changes and is intended to help certificate holders, Certification Bodies (CBs), and other interested stakeholders and parties, to understand how the revised version changed and when these changes will come into effect.

This document outlines the transition requirements from Version 1.2 to Version 2.0 of the Client Transfer Procedure.

Background

MarinTrust maintains neutrality in the selection of CBs of choice by applicants and certificate holders. To ensure the integrity of MarinTrust programme is protected, we have a procedure in place for client transferring their certification to a new approved CB.

This procedure has been reviewed and significantly revised the client transfer procedure to ensure ongoing relevancy, efficiency, and accuracy, and in line with annual review requirements of the assurance system. Version 2.0 of the procedure has been issued following approval by the Governing Body Committee (GBC).

Key changes to the procedure include:

- **General:**
 - Addition of MarinTrust branding and removal of reference to IFFO RS throughout.
 - Minor changes in wording and grammar to support clarity and continuity across the Programme
- **Section 2 - Certification transfer procedure (Now section 3):**
 - Has been updated to include further detailed guidance on the process of clients transfers and the responsibilities of all parties involved including CBs, certificate holder and MarinTrust Secretariat.
 - This section covers transfer request and approval (3.1), notification of transfer (3.2) and decision to accept or decline transfer request (3.3).
- **Section 4 - Further considerations:**
 - What happens if a CB's accreditation is withdrawn or voluntary ceases to be accredited.

When will they come into effect?

Version 2.0 of the clients transfer procedure shall be **effective from 23rd July 2023** and shall supersede and replace V1.2 issued February 2016.

From the date of issue of Version 2.0 of the clients transfer procedure there shall be a transition period to allow current certificate holders and applicants, CBs, and relevant stakeholders to adjust to the new version of the procedure as follows:

New client transfer requests:

All new client transfer requests received:

- **From the effective date (23rd July 2023) onwards** shall follow the requirements outlined in Version 2.0 of the client transfer procedure.
- **Prior to the effective date (23rd July 2023)** shall consult directly with the MarinTrust Secretariat on standards@marin-trust.com for further information and guidance.

Ongoing client transfer requests:

- Certificate holders **currently undergoing a client transfer process** shall follow version 1.2 of this procedure for their pending activities.