

## Short Database Instructions

# **Change of Certification Body**



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**Hint**: Please note that you should not use the "back"-button of your browser. Please note as well that you should not click any button before a page was fully loaded. The website's loading status is displayed by your browser.

**Please note**: If you need a placeholder, please enter a percentage sign (%), i.e. if you need to filter by name, location number etc.





#### 1 Login to the database



A new password will be sent via email to the email-address that was given for you.

### 2 Take-over/Rejection of certification after change of certification body

A **releasing person** of the certification body, only, can decide on the takeover or rejection of an existing certification.

Releasing Person: Take-over/ rejection of certification of former certification body

#### 2.1 Open menu "Locations"

#### Master data

#### Open menu item locations

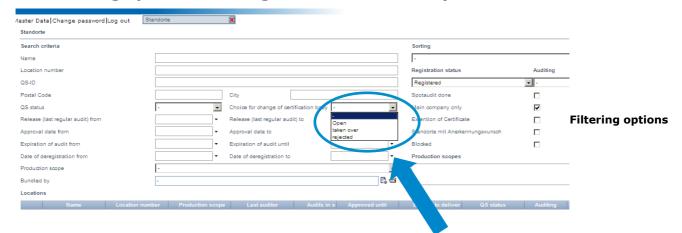


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#### 2.2 Filtering options for change of certification body



Filter "Choice for change of certification body", click

Locations that changed the certification body are shown:

- the decision on the take-over of the certification is open:
  all locations are displayed for which the decision still has to be made

  Open
- an existing certification was taken-over:
   all locations are displayed for which the certification was taken-over (by the new certification body)

  Taken-over
- or rejected:
  all locations are displayed for which a new audit must be performed

  Rejected

#### 2.3 List view

In the list of locations the column "change of certification body" shows the status of the location plus a date until when the next step is due:

deadline for decision to take-over ("open")

if no decision has been made up to the displayed date the status automatically changes from open to rejected and a new regular audit has to be conducted

deadline for a new regular audit ("rejected")

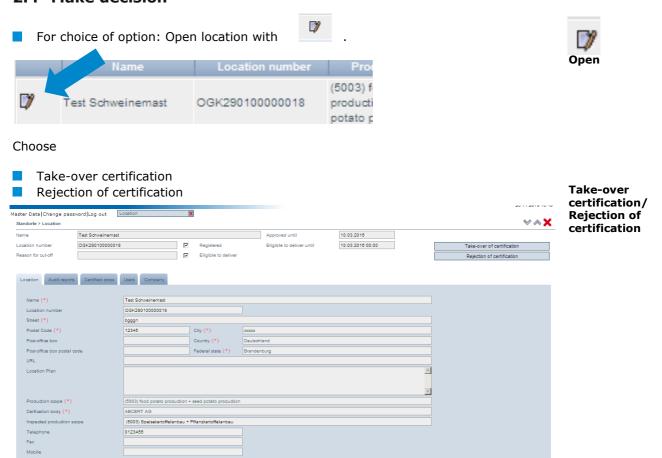


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#### 2.4 Make decision



Hold mouse over button to read an explanation to each option



After selecting the desired option, an E-mail is send automatically to the scheme participant/coordinator and the certification body

Automatic email to the scheme participant/ coordinator, certification body

Mouseover text

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