



R2v3 FACILITY MOVES - WHAT YOU NEED TO KNOW!

Facility moves represent the relocation of processes and management systems from one address to another - not the addition of facilities or sites to an existing certificate. Relocations require an audit at the new address. SERI Advisory 18 contains all the R2:2013 requirements, and likewise for R2v3 in its Code of Practices.

- Each of these documents will describe the move requirements and criteria to be verified by a Certification Body before a revised certificate can be issued.

Organizations are expected to reference and utilize the guidance document to ensure fulfillment of all requirements and to promptly notify PJR of a planned move. Since R2v3 is a facility-based certification, the cessation of operations in order to move constitutes the immediate suspension of the old certificate, which will remain in effect until the move audit has been performed, NCs resolved, and a revised certificate issued.

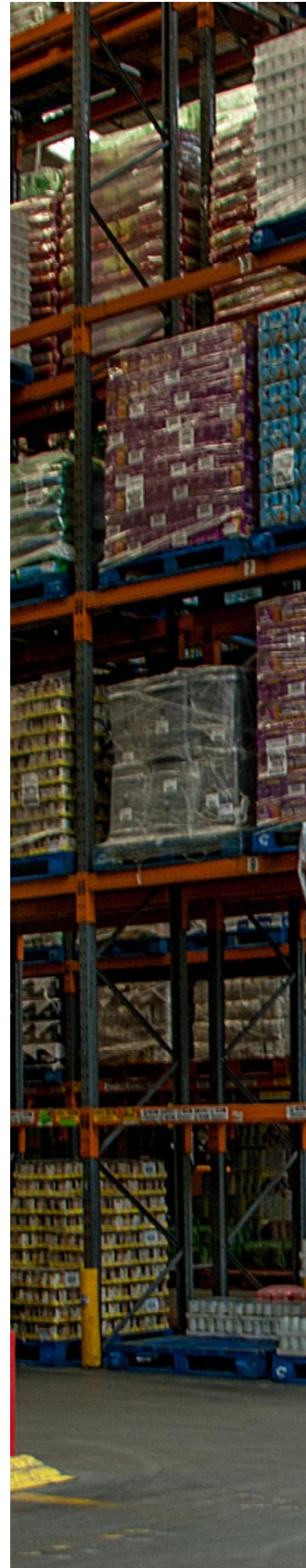
Please note: Suspensions are limited to 6 months - beyond that, the certificate will be withdrawn!

What do move audits entail?

- If access is still available, the old facility should be checked to ensure that processes have truly ceased and the premises have been vacated, emptied, and cleaned per the organization's R2v3 Closure Plan.
 - This may be performed virtually if necessary!
- The new facility's audit should include:
 - Environmental aspects & health/safety risk identification
 - Relevant operational control implementation
 - Identification of applicable legal/compliance requirements
 - Insurance policy(ies)
 - Closure Plan and financial instrument(s)
 - Legal compliance audits, and
 - Internal audits
- All support documentation and advertising (e.g. website) must be revised to reflect the new address.
- If approved downstream vendors have changed since the last audit, downstream due diligence will be sampled as well.

Depending upon the timing of the move in comparison to annual audits, the verification audits can either be done in conjunction with or performed as a separate activity from the annual audit.

As with the auditing of the previous location, the new location may be audited virtually - provided that an on-site audit is then conducted within six months.



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