



# PERRY JOHNSON REGISTRARS, INC.

## R2v3 Facility Moves – What You Need To Know

Facility moves represent the relocation of certified processes and systems from one address to another, not to be confused with the addition of new facilities or sites to an existing certificate. According to the Code of Practices (COP) for R2v3 - certified organizations, facility moves require an audit of the new address before a revised certificate can be issued, and this will include verification of the closure of the previous address in many cases as well.

Organizations are expected to reference and utilize the COP (Rev. 2.2), specifically section 14, in order to ensure fulfillment of all move requirements. PJR must be promptly notified in advance of a planned move. Since R2v3 is a facility-based certification, the cessation of operations to move facilities invalidates the certificate, and thus constitutes the immediate suspension of the R2v3 certificate.\* The suspension will remain in effect until the move audit has been performed, any NCs resolved, and a revised certificate issued.

- **Suspensions are limited to 6 months.** Beyond that, the R2v3 certificate is required to be withdrawn. The client organization would require a new registration to pursue R2v3.
- \*Adding a new location to the existing certificate with the current location, as a Campus scheme, prior to closure of the previous facility for facility moves that would extend beyond the six-month limit, provides the only alternative to suspension. Full audit requirements apply, including prerequisite QEHS certification (as applicable).



- The move verification audit(s) can either be performed as a separate audit activity or done in conjunction with the annual audit, dependent upon the timing of the move in comparison to annual audit deadlines and being mindful of the 6 month suspension limit.
- Any and all portions of a facility move audit are potentially eligible for virtual auditing techniques, if the client facility(ies) can support virtual audits effectively. However, a fully-virtual move audit requires an on-site audit be conducted within six months.

### What do move audits entail, and can they be conducted virtually?

- If the previous location is still accessible, PJR will audit the site to ensure that all processes have ceased, and the premises have been emptied and cleaned per the organization's Closure Plan.
- The new location's audit will include (at a minimum):
  - 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 audit, and
  - Internal audit.
- All support documentation, prerequisite QEHS certifications (as applicable), 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.

Request a **FREE quote** today and see what a difference PJR can make!

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