


# Switching to TCO Cert as Your Certifying Body

- 1** Contact TCO Cert's Humboldt office to be put in touch with the appropriate Chapter Administrator or Certification Coordinator. Do not cancel your existing certification at this point.
- 2** The Administrator, or Coordinator, will forward all necessary forms and collect applicable fees.
- 3** Contact your current certifying body informing them of the switch and request a Letter of Good Standing, confirming that all nonconformities and any contract conditions have been addressed, to be sent directly to TCO Cert
- 4** Once the Letter of Good Standing and other applicable documents are received, the PIR (Pre-Inspection Review) and inspection will be done, and the certification process continues.
- 5** When certification status is granted, a certificate will be issued, and a letter will be sent to the previous certifying body informing them the operator is now certified with TCO Cert. (*Change of Certification Body – Certification Notification (C-EN-042)*)



TCO Cert  
Humboldt, SK  
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