

# 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.
- 2 The Administrator, or Coordinator, will forward all necessary forms and collect applicable fees.
- 3 When TCO Cert receives the application, along with all fees and current certificate and addendum, we will contact the current certifying body informing them of the switch and request a Letter of Good Standing and confirmation there are no unresolved noncompliances.
- 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  
306-800-5210

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