



## **R2 FACILITY MOVES - WHAT YOU NEED TO KNOW!**

Facility moves represent the relocation of certified processes and systems from one address to another (not the addition of facilities or sites to an existing certificate), and require an audit of the new address before a revised certificate can be issued. SERI Advisory 18 contains all the facility move requirements for R2:2013-certified facilities, while R2V3-certified facilities will follow the Code of Practices.

Organizations are expected to reference and utilize the applicable document referenced above to ensure fulfillment of all move requirements. PJR must be promptly notified in advance of a planned move. Since R2 is a facility-based certification, the cessation of operations in order to move invalidates the certificate, and constitutes the immediate suspension of the R2 certificate. The suspension is to 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- **Suspensions are limited to 6 months.** Beyond that, the R2 certificate is withdrawn.
- Adding the new location to an existing certificate as a campus prior to closure of the previous facility provides an alternative to suspension, for facility moves that would extend beyond the six month limit. Full audit requirements apply.

### **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 R2 Closure Plan.
  - This can be performed virtually if the location can support a virtual audit.
- 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 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.

The move verification audit(s) can either be done in conjunction with the annual audit or performed as a separate audit activity, dependent upon the timing of the move in comparison to annual audit deadlines and the 6 month suspension limit.

As with the auditing of the previous location, the new location may be audited virtually.

- However, a fully-virtual move audit requires an on-site audit be conducted within six months.



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

**CALL (248) 358-3388 or EMAIL [PJR@PJR.com](mailto:PJR@PJR.com)**