

2023



IAF CertSearch

Global database for accredited certifications.

Certification Bodies

IAF has mandated uploading certification data to IAF CertSearch as per [IAF Mandatory Document 28](#). This document gives you a high level overview of what a Certification Body has to do and what steps to follow. The goal of the document is to point CBs in the right direction and provide more in-depth details in the linked materials.

ACTIONS REQUIRED BY CERTIFICATION BODIES

1

IAF CertSearch Account Activation

Activate your CB account. You should have received an email invitation from your AB containing an activation link.

2

Create user accounts

Create the necessary user accounts for all relevant staff within your organization. This is done under **Settings > Users Invite User**

3

Check accreditation details

Ensure that all accreditation information provided by the AB is correct. This is done under **Data Listings > Standards**. If the information is not correct, please contact your AB and or us at info@iafcertsearch.org

4

Decide on data upload method

You can choose between API/FTP/Manual Upload. For API the data format is JSON, and for FTP & manual upload either XML or Excel.

We recommend automating as much of the upload process as possible. Ideally, you can call our API either in real-time when there are certification changes or daily.

More information about the upload methods and their formats can be found here: <https://support.iafcertsearch.org/certification-bodies/data-management/data-import>

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Ensure data matches the expected format

IAF CertSearch expects the uploaded data to be in a particular format. Please refer to the templates and data samples for Excel and XML as well as the API documentation for details. If your data doesn't match the expected format IAF CertSearch offers a global mapping functionality which allows you to map your internal data values to the expected data values.

API: <https://support.iafcertsearch.org/api-developer-guide/api-integration/certification-body-apis>

Excel, XML templates: <https://support.iafcertsearch.org/certification-bodies/data-management/data-import/certification-templates>

Global Mapping information: <https://support.iafcertsearch.org/certification-bodies/data-management/data-import/global-mapping>

In case you can't transform your certificate data to our expected data format please contact us at info@iafcertsearch.org

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Test environment

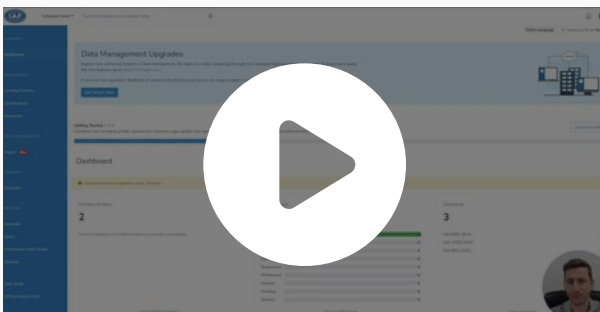
The data upload can either be tested on the live system with a small amount of data or you can sign up to the sandbox (test) environment: <https://sandbox.iafcertsearch.org/> . Please send us an email to sign up for the sandbox environment at info@iafcertsearch.org

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Monitor data upload and data quality

Once the test data upload is successful, fully upload the rest of the data and monitor any data quality issues.

Support Video



Members portal - IAF CertSearch

https://www.youtube.com/watch?v=ZZUBW1vU_dw

Support Information**CB****Multi-National CB****Certification Body User Guide**<https://support.iafcertsearch.org/certification-bodies/getting-started/overview><https://support.iafcertsearch.org/mncb/getting-started/overview>**API Integration Guide**<https://support.iafcertsearch.org/api-developer-guide/api-integration/certification-body-apis><https://support.iafcertsearch.org/api-developer-guide/api-integration/multi-national-certification-body-apis>**Data Management**<https://support.iafcertsearch.org/certification-bodies/data-management/certifications><https://support.iafcertsearch.org/mncb/data-management/overview>**Error Handling**<https://support.iafcertsearch.org/certification-bodies/error-handling/error-handling><https://support.iafcertsearch.org/mncb/error-handling/error-handling>**Settings**<https://support.iafcertsearch.org/certification-bodies/settings/settings><https://support.iafcertsearch.org/mncb/settings/settings>**IAF Mandatory Document 28**https://iaf.nu/iaf_system/uploads/documents/IAF_MD_28_Issue1_26102023.pdf**Test Environment**<https://sandbox.iafcertsearch.org/login>**FAQ**<https://support.iafcertsearch.org/iaf-certsearch-faq/>**IAF CertSearch Monthly CB Webinar Zoom Schedules**<https://f1.iafcertsearch.org/assets/p/webinars/IAF-CertSearch-Monthly-CB-Webinar-Zoom-Schedule.pdf>