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For office use only (confidential when completed)

Date Application Received

Date Payment Received

Application fee:

Certification no:

Part 1 – Personal details

Title (Mr, Mrs, Ms, Dr etc)

Male ☐

Female ☐

*Surname or family name

First name

Second name

Certification number (if already certified)

Nationality

Date of birth

Home address

Country

Postcode/Zip code

Telephone

Fax

**Email

Twitter user name

*Please note that your name will appear on your certification card as: title, first name, surname

**You must provide us with a valid email as many of our communications are done electronically

Part 1 – Business details

Name of organisation

Address

Country

Postcode/Zip code

Telephone

Fax

Email

Part 1 – Other address

Other address

Country

Postcode/Zip code

Telephone no.

Fax no.

Email

Part 1 – Preferences

Which address would you like to be your main correspondence address?

Business ☐ Personal ☐ Other ☐

Which address would you like invoices to be sent to? Business or Personal?

Business ☐ Personal ☐ Other ☐

(This will be the address that appears on the online register)

Part 2 – Types of certification for which you are applying

Please complete the table below. Please indicate with an X which scheme(s) you wish to apply for. Please indicate which grade you wish to be considered for (select from the following grades):

- Provisional Internal Auditor
- Internal Auditor
- Provisional Auditor
- Auditor
- Lead Auditor
- Principal Auditor (and state route 1 or 2).

Scheme	Applied for (X)	Scheme components	Grade being applied for
Quality	<input type="checkbox"/>	NA	
TickIT	<input type="checkbox"/>	NA	
Aerospace	<input type="checkbox"/>	Mark with an X where appropriate <input type="checkbox"/> 9100 <input type="checkbox"/> 9110 <input type="checkbox"/> 9120	
Maritime	<input type="checkbox"/>	NA	
Pharmaceutical	<input type="checkbox"/>	NA	
Food Safety	<input type="checkbox"/>	Part 1/Part 2 (delete as appropriate and, if Part 2, state which sections of Part 2 here)	
Information Security	<input type="checkbox"/>	NA	
Information Technology Service	<input type="checkbox"/>	NA	
Business Continuity	<input type="checkbox"/>	NA	
Environmental	<input type="checkbox"/>	NA	
Energy	<input type="checkbox"/>	NA	
Occupational Health & Safety	<input type="checkbox"/>	NA	
Social Systems	<input type="checkbox"/>	NA	
EICC-GeSI	<input type="checkbox"/>	Labour and ethics	

Part 3 – Education

1. Year	Award	Course/subjects
Educational establishments		Qualifying authority
2. Year	Award	Course/subjects
Educational establishments		Qualifying authority
3 .Year	Award	Course/subjects
Educational establishments		Qualifying authority

Please refer to the Auditor certification brochure for education requirements

Part 4 – Membership of professional bodies

1. Professional Body	Date elected	Grade
2. Professional Body	Date elected	Grade
Are you a member of the CQI?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Membership number

Part 5 – Auditor training

To check if your auditor training course is certified/recognised by IRCA, please visit our website **www.irca.org** and use our **“Find a Course”** search facility

1. From	To	Name of organisation conducting training
Title of course		Results
Course certified by		

2. From	To	Name of organisation conducting training
Title of course		Results
Course certified by		

3. From	To	Name of organisation conducting training
Title of course		Results
Course certified by		

Part 6 – Register information

Please select the appropriate scope from the 39 scopes (amalgamated from the NACE codes by European co-operation for Accreditation) which can be supported by your experience:

- | | | |
|---|---|--|
| <input type="checkbox"/> Agriculture and fishing | <input type="checkbox"/> Non-metallic mineral products | <input type="checkbox"/> Wholesale and retail trade; repair of motor vehicles, motorcycles, personal and household goods |
| <input type="checkbox"/> Mining and quarrying | <input type="checkbox"/> Concrete, cement, lime, plaster etc. | <input type="checkbox"/> Hotels and restaurants |
| <input type="checkbox"/> Food products, beverages and tobacco | <input type="checkbox"/> Basic metals and fabricated metal products | <input type="checkbox"/> Transport, storage and communication |
| <input type="checkbox"/> Textiles and textile products | <input type="checkbox"/> Machinery and equipment | <input type="checkbox"/> Financial intermediation; real estate and renting |
| <input type="checkbox"/> Leather and leather products | <input type="checkbox"/> Electrical and optical equipment | <input type="checkbox"/> Information technology |
| <input type="checkbox"/> Wood and wood products | <input type="checkbox"/> Shipbuilding | <input type="checkbox"/> Engineering services |
| <input type="checkbox"/> Pulp, paper and paper products | <input type="checkbox"/> Aerospace | <input type="checkbox"/> Other services |
| <input type="checkbox"/> Publishing companies | <input type="checkbox"/> Other transport equipment | <input type="checkbox"/> Public administration |
| <input type="checkbox"/> Printing companies | <input type="checkbox"/> Manufacturing not elsewhere classified | <input type="checkbox"/> Education |
| <input type="checkbox"/> Manufacture of coke and refined petroleum products | <input type="checkbox"/> Recycling | <input type="checkbox"/> Health and social work |
| <input type="checkbox"/> Nuclear fuel | <input type="checkbox"/> Electricity supply | <input type="checkbox"/> Other social services |
| <input type="checkbox"/> Chemicals, chemical products and fibres | <input type="checkbox"/> Gas supply | <input type="checkbox"/> Other |
| <input type="checkbox"/> Pharmaceuticals | <input type="checkbox"/> Water supply | <input type="checkbox"/> Please tick the box if you are available for Private work |
| <input type="checkbox"/> Rubber and plastic products | <input type="checkbox"/> Construction | |

Part 7 – Work experience

Please provide a detailed description of your relevant work experience, including information about specific tasks and responsibilities that relate to the sector scheme you are applying for (e.g. environmental, health and safety etc.). Give information about the breadth and scope of your role and explain whether you were responsible for quality* in one area, or across the entire organisation. List this information in chronological order, beginning with your current or most recent experience. You may include within your application a copy of your CV, however this section must be fully completed.

* Quality is used as an example. The same guidance applies to all schemes. **Please note:** This section must be filled in adequately, or it is likely that the application will be rejected and more information requested. Please use multiple copies of this page as necessary.

1. From month/year	To month/year
Job title	Name of organisation and department
Work experience	
Reference	name
email	

2. From month/year	To month/year
Job title	Name of organisation and department
Work experience	
Reference	name
email	

3. From month/year	To month/year
Job title	Name of organisation and department
Work experience	
Reference	name
email	

Part 8 – Sector awareness

Please note: Here, Sector **does not** refer to industry (e.g. Chemical Industry). It refers to the broad categories associated with the scheme(s) for which you are applying. For example; Quality Sector, Environmental Sector, Health & Safety Sector etc. This section must be filled in adequately, or it is likely that the application will be rejected and more information requested.

Please give a summary of the core elements of the sector(s) that relate to the scheme(s) for which you are applying (less than 1000 words per sector is recommended). For example, for 'Environmental', one could begin by explaining that the core elements are 'aspects, impacts, methods of mitigation and legislation'. Then one could pick a few examples of each and explain them briefly to demonstrate your understanding.

Please use multiple copies of this page as necessary.

1. Sector you are writing about (e.g. Environmental):

This image shows a blank sheet of white paper with horizontal blue ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

2. Sector you are writing about (e.g. Environmental):

[illegible]

Part 9 – Motivation for application

What are your key motivations for applying for IRCA registration?

- ☐ Professional Recognition
 - ☐ Working in 3rd Party Certification
 - ☐ To be able to conduct 2nd Party (supplier) or internal audits
 - ☐ Other (please specify)
-

Where did you first hear about IRCA?

- ☐ Colleague / Word of Mouth
 - ☐ Auditor Training Course
 - ☐ Employer
 - ☐ Online
 - ☐ University / College
-

Part 10 – Declaration

I apply for certification and confirm that I understand and agree to the following conditions:

1. I shall observe and abide by the IRCA code of conduct.
2. The details which I have given on the application form (except personal details where indicated) will be published in the IRCA register.
3. I shall declare any information that may reasonably be considered to affect adversely my ability to perform effectively my audit obligations.

I confirm that the information contained in this application is correct to the best of my knowledge and belief. I understand and accept that, if I provide incorrect information or withhold relevant, requested information, I am likely to be excluded or removed from the IRCA register. I also understand that, once certified, I am obliged to notify IRCA without delay of any changes to my circumstances which, if declared when I made my first application, might have caused IRCA to exclude me from the register.

Signed

Date

Part 11 – Sponsor

Declaration by proposer: I recommend the candidate as a person in every respect worthy of consideration for certification. I confirm that I have satisfactorily verified the applicant's compliance with the education, training and work experience requirements of the applicable IRCA certification criteria.

Proposer's name (block letters)

Professional qualifications/relationship to applicant

Business name and address

Postcode/Zip code

Telephone no.

Fax no.

Email

Signed

Date

Part 12 – Organisations employing auditors (OEA)

(Only to be filled in by organisations participating in the OEA auditor certification scheme. All other applicants should have their sponsor sign Part 11, even if their organisation does employ auditors)

We, as an OEA recognised by IRCA, support the applicant for certification and confirm that we have satisfactorily verified the applicant's compliance with the education, training, work experience and auditor requirements of the applicable IRCA certification criteria.

Proposer's name (block letters)

Name of organisation

Address

Postcode/Zip code

Telephone no.

Fax no.

Signed on behalf of the organisation employing auditors:

Date

Name (block letters)

Position in organisation

Application checklist

Please complete the checklist before sending in your application to IRCA for review.

I have:

- ☐ Provided full **mailing** and **business** address (Part 1)
- ☐ Specified the certification scheme I wish to apply for (Part 2)
- ☐ Included **documentary evidence** to support my technical & academic qualifications (Part 3)
- ☐ Included a **copy of my auditor training certificate**, stating successful completion (Part 5)
- ☐ Recorded sufficient details in the work experience section (part 7)
- ☐ Recorded sufficient detail in the Sector Awareness section (Part 8)
- ☐ Recorded my **motivation** for application (Part 9)
- ☐ **Signed** and **dated** the declaration (Part 10)
- ☐ Obtained **signature** from a **sponsor** (Part 11)
- ☐ Included **payment** of the application fee

For applicants submitting IRCA/106 audit logs: We also need you to:

- ☐ Complete your **audit logs in full**, paying close attention to the details required at the head of each column. Please ensure that verification is obtained by the auditee.

Total number of full system audits included

Total number of days on-site

Total number of days off-site

- ☐ Supply the contact details of the directing and guiding Lead Auditor who may be required to attest to your (Section 9 IRCA/106 audit log)

Please ensure that all information submitted is clear as any information that may be un-readable will delay the processing of your application.

Guidance notes for applicants

General Information

The following information is important. Please read it carefully before you complete your application form. Should you need help in completing it, IRCA membership officers are always available to advise you.

- You must enclose the current application fee (this fee is not returnable) with your application. **Details of the costs can be found on our website www.irca.org.** Cheques, money orders etc. should be made payable to 'IRCA'. An invoice will be supplied on request.
- **Do not send cash.** If you are making an application you may pay by Visa, Amex or Mastercard, and the appropriate form is available on our website. If you are paying by bank transfer, please clearly mark your full name on the transfer so that we are able to identify your payment. Please also ensure you add the cost of the transfer to your payment.
- Please note any payment processed with a credit card will appear on your statement as **"The CQI"**. (There has been an error with SagePay, and it is possible that it may state CQL. We are correcting this).

We accept all correspondence in English, Japanese, or Spanish. For all other languages we will need correspondence in support of the application to be in English or accompanied by a certified translation.

- Please make sure that you complete all the appropriate sections of this form. If you are applying on your own behalf complete parts 1-11. If you are applying through an OEA, please complete parts 1-10 and pass to your OEA to complete part 12. Do not just write 'see attached', because we will not be able to consider forms marked in this way. If there is not enough room in any section to write all that you need to include there, then enter a brief summary and enclose the full details on additional sheets (which will need to be verified by your sponsors). **You should only sign the form when you have checked that all relevant sections have been completed correctly.**
- Please enter details of your audit experience on IRCA/106 audit logs. You must make sure that each entry in the audit log is verified either by your employer or by the auditee (the company that employed you) and where appropriate the directing and guiding Lead Auditor. We will not accept unverified entries. Please note that all details submitted in support of applications from all certified auditors will be subject to periodic verification.
- When we receive your completed application, we will send you an acknowledgement. We will inform you whether your application has been successful as soon as the decision is made.
- This programme is governed in accordance with English law and is subject to the exclusive jurisdiction of the English courts.

Part 1 Personal details

It is a condition of certification that details of your name and business will be published in the register and included in the IRCA database. Therefore, under 'Surname or family name', you must make sure that you enter your surname or family name, i.e. your main name that legally identifies you on your passport and will enable us to access the information about you in the IRCA database. If you also wish your home address to be entered in the register, please tick the box provided. Additionally, please provide us with how you would like your name to appear on your certification card, once certification has been awarded. The register of auditors is available on our website. (* You must provide us with a valid email as many of our communications are done electronically)

Part 2 Type of certification for which you are applying

Please tick the appropriate box to indicate the type of certification for which you are applying for and insert the grade for which you are applying. Please also ensure that you have read the relevant criteria document prior to applying to see if you meet our requirements for certification. Further details of all the programmes are available on request.

Part 3 Education

Enter details of your education (school, college, university etc). You must enclose documentary evidence (photocopies are usually sufficient) which must be accompanied by a translation into English, Japanese or Spanish. For all other languages we will need correspondence in support of the application to be in English or accompanied by a certified translation.

Part 4 Membership of professional bodies

Enter details of the professional bodies of which you are a member, quoting your membership number in each case.

Part 5 Auditor training

You must have successfully completed: either an IRCA-certified auditor-training course presented by an IRCA-approved training organisation or an auditor-training course certified by another training-approval body recognised and accepted by IRCA as being of an equivalent standard. The results you achieved must be supported by documentary evidence (a certificate stating successful completion). To check if your course is certified by IRCA, please visit our website www.irca.org "Find a Course" search facility. Note: Non-IRCA courses that are accepted as equivalent can be found on our website in the 'how to apply' section here:

www.IRCA.iorg/apply

Part 6 Register information

Please indicate the fields of experience that you wish marked against your entry in the register by ticking the boxes of the sectors in which you can claim experience. If there are other sectors not listed here in which you can claim experience, please tick box 98 and describe them in the space provided after 'Other'. Please also indicate if you are available for private work by ticking box 99.

Part 7 Work Experience

Give a detailed description of your work experience, including information about specific tasks and responsibilities that you had that relate to the sector scheme you are applying for (e.g. environmental, health and safety etc.). Give information about the breadth and scope of your role and explain whether you were responsible for quality* in one area, or across the entire organisation. List this information in chronological order, beginning with your current or most recent experience.

* Quality is used as an example. The same guidance applies to all schemes.

You may submit further information on an additional sheet or enclose a copy of your CV/Resume.

Part 8 Sector Awareness

In giving an account of the sector that you are applying for, things to consider are:

- What are the key drivers within the sector?
- What is the critical sector knowledge for auditors?
- Who are the governing bodies and regulators?
- What are the 'sector specific' components of the management system? (e.g. for Environment and ISO 14001 one could detail 'Environmental Aspects' as a core element, and provide examples).

Part 9 Motivation for Application

Please tick the box that most accurately reflects your motivation for applying for IRCA certification

Part 10 Declarations

You, as the applicant, must sign and date this section before passing the form to the proposer.

Part 11 Sponsor

The proposer sponsoring you must complete part 11. A sponsor should ideally be a corporate member of a relevant professional institute and be someone who has detailed knowledge of your work experience (e.g. your line manager). The proposer must have known you personally and your work for not less than two years. They should check that all statements in your application form and supporting documents are complete and accurate before they sign the declaration.

Part 12 Organisations Employing Auditors (OEA)

The relevant OEA's authorised signatory must then complete part 12. This section should only be completed if an applicant is applying through an IRCA approved OEA; these organisations are listed on the IRCA website.

Note:

IRCA is an operationally independent division of the Chartered Quality Institute, incorporated by Royal Charter and registered as a charity number 259678. Headquarters and Registered Office: 2nd Floor North, Chancery Exchange, 10 Furnival Street, London EC4A 1AB
