

The following information is important. Please read it carefully before filling in your application form. If you need any help in completing it, please contact an IRCA membership officer.

## How to complete your form

Please complete your application form in English.  
Applications and supporting information in other languages must be accompanied by an English translation.

If you need more space than the form allows please continue on additional, clearly marked pages. Before completing your application form, please read IRCA 1000 – Requirements for certification as an IRCA auditor and check that you meet the recommended minimum requirements for certification. Please visit [quality.org](http://quality.org) and click on Membership.

In order for us to process your application, your application fee must be paid.  
You can find further information about fees on our website [quality.org](http://quality.org)

Note your application cannot be processed until your application fees are paid

## Please return this form to Membership

Email to [applications@quality.org](mailto:applications@quality.org)

Or post to: Applications for Certification, 2nd Floor North, Chancery Exchange,  
10 Furnival Street, London, EC4A 1AB, United Kingdom

## Part I Personal details

Please ensure you enter your name and company name (where applicable) accurately. Your name, phone number and email address will be published in the online register.

### Personal details: (please complete in full)

Title (Mr Mrs Ms Dr)

First names

Surname

How you would like your name to appear on your card?

Date of birth DD / MM / YYYY

Gender Male

Female

Nationality

### Your contact details

Home address (address of residence)

Street

County Postcode

Town

Country

Mobile

Tel

Email

Business address

Company name

Street

County Postcode

Town

Country

Work Tel

Work Email

Preferred correspondence address

Home

Work

## 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 and which grade (**only select one grade per scheme**) you wish to be considered for:

	Quality	Environmental	Occupational Health & Safety	Food Safety	Pharmaceutical	Information Security	Information Technology Service	Maritime	Aerospace	Business Continuity	Energy	Social Systems	EICC-GeSI	SSiP
ISO	9001	14001	18001	22000		27001	20000			22301	50001			
Provisional Internal Auditor														
Internal Auditor														
Provisional Auditor														
Auditor														
Lead Auditor														
Principal Auditor														

## Part 3 – Auditor training

Please include copies of your IRCA-certified training course, or accepted alternative.

If you are not sure whether your course is IRCA-certified please visit our website [quality.org](http://quality.org)

“Find a Course” search facility. Acceptable alternative (non-IRCA) training courses can

be found on our website here: [www.quality.org/article/accepted-alternative-training-courses](http://www.quality.org/article/accepted-alternative-training-courses)

## Part 4 – Work experience

Please include your CV with your application. This should contain specific examples, including information about tasks and responsibilities, that relate to the sector scheme you are applying for (e.g. environmental, health and safety). Explain the length, breadth and scope of your roles (for example, whether you were responsible for quality, environment, health and safety, etc., in one area, or across the entire organisation). Please make sure it is in English.

## Part 5 – Education

Please include details of your highest completed level of education (school, college, university etc.).

Attach a photocopy, scan, or other documentary evidence of your educational achievements.



# Application checklist

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

- Provided full home and business address (Part 1)
- Specified the certification scheme I wish to apply for (Part 2)
- Included a copy of my auditor training certificate, stating successful completion (Part 3)
- Include your CV to show your work experience section (part 4)
- Included documentary evidence to support my technical & academic qualifications (Part 5)
- Recorded sufficient detail in the Scheme Awareness section (Part 6)
- Signed and dated the declaration (Part 7)
- Completed how to pay your fees (Part 8)
- Obtained signature from a sponsor (Part 9)

For applicants submitting IRCA/I06 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.

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

## Part 7 – 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 personal details which I have given on the application form (Name, Certification Number, Phone Number, Email Address) will be published in the IRCA register.  
Please tick this box if you do not want these details to be published in the online 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

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From time to time IRCA may wish to send you details of additional IRCA services or products that it considers may be of interest to you. Please tick this box if you do not wish to receive such information

From time to time IRCA may wish to send you details through a third party of additional services or products that it considers may be of interest to you. Please tick this box if you do not wish to receive such information

In accordance with section 4 of the Data Protection Act 1998 any personal data you give us will be used in connection with your contract with us and so that we can provide you with services. We may use your data to provide details of your grade and length of registration to prospective employers who ask us for this information.

## Part 8 – How to pay your fees

We only accept payment in pounds sterling. For security reasons please do not send cash.

**To find details of fees, please go to: [www.quality.org/content/irca-fees](http://www.quality.org/content/irca-fees)**

### Bank transfer

- Please ensure you add the associated bank charges to your transfer before making your payment. Any fees received that are less than the amount payable will be held by IRCA until the full amount is received. Please speak to your bank to find out its charges.

### Important

- Please use your certification number as a reference for your bank transfer
- Account name: The Chartered Quality Institute
- Account number: 00231866
- Sort code: 30-98-97
- Swift code: LOYDGB2L
- IBAN number: GB18LOYD30989700231866
- BIC code: LOYDGB21031
- Bank address: Lloyds Bank plc, Butler Place Branch,  
Butler Place, Caxton Street, London, SW1H 0PR, United Kingdom

**Note:** application fees are applicable per scheme you to apply for.

### Your Application Fee

To submit your application, please provide your payment details

I wish to pay via secure web portal

I wish to make payment via telephone, Please contact me

I wish to pay by bank transfer

Once we have received your application fee, we will assess your information and let you know the outcome of your application within three weeks. Once your application has been processed, we will contact you to request your first years' membership fee.

## Part 9 – Sponsor

Your sponsor should be someone that has known you professionally for at least 2 years.

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)

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Professional qualifications/relationship to applicant

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Business name and address

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County Postcode

Telephone no.

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Signed

Date

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## ■ How did you hear about us?

Local Events

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Conferences

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Technical reports / Content

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Training

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Career guidance

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Specified by job requirements

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Google / Search engine

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Inform final edition

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