

# BECOME AN IRCA REGISTERED AUDITOR





“ When it comes to becoming an auditor, IRCA certification is the only certification accepted by all certification bodies. Many organisations that want freelance auditors on a contract basis require IRCA certificated auditors. Another benefit of IRCA certification is that you are constantly updated by IRCA on changes to standards and procedures, which is really useful.

**Saroj Patel**

QMS Lead Auditor, TUV Nord  
Middle East, Dubai

IRCA is the leading professional body for management system auditors. We represent over 10,000 registered auditors in 150 countries and every year, around 60,000 business professionals attend an IRCA certified training course.

## Record your certificate and get the following benefits

When you complete an IRCA certified course, you can start your journey to becoming an IRCA registered auditor. The first thing you should do, is let us know that you successfully passed your IRCA training course. This does not cost you anything but allows you to:

- access the latest news in IRCA's newsletter – Inform
- network with fellow auditors in IRCA's private LinkedIn group
- keep your skills up-to-date with exclusive access to IRCA's reports, research and analysis
- receive advance notice of ISO standard changes and how they impact auditors
- get notified about discounts on IRCA fees
- record your achievement with IRCA.

All you need to do is visit [www.irca.org/certificate](http://www.irca.org/certificate) and enter your details

**please note:**

You are not an IRCA registered auditor if you just attend an IRCA certified training course and record your certificate. To become registered, you have to apply to IRCA and meet the certification requirements.



“ The biggest benefit is the way IRCA enhances the reputation and visibility of the auditing profession. Simply by clicking a mouse, anybody who wants to find a certificated auditor can find me.

**Antonios Louloudis**  
QMS Lead Auditor  
Greece

### Who is IRCA?

IRCA is the leading professional body for management system auditors. We represent over 10,000 registered auditors in 150 countries and every year, around 60,000 business professionals attend an IRCA certified training course.

**Our mission is to:**

- make a positive and profound contribution to the business management systems audit profession
- inspire auditors and auditor training organisations worldwide to achieve excellence
- promote the value that auditors add to businesses.

### What is an IRCA registered auditor?

The correct implementation of management systems is important to ensure an organisation is successful. So the competence and professionalism of the auditors certifying the management system is vital.

**IRCA registered auditors are auditors who have:**

- met the required standards of training, technical experience, work experience and audit experience
- committed to undertake on-going professional development to keep up to date with developments in standards, auditing methodology, industry and regulatory requirements
- committed to working to the professional standards set out in the IRCA code of conduct.

180  
countries are  
using ISO 9001



90%  
of all ISO 9001  
certificates are issued  
in Europe and Asia



## Why should I choose to become an IRCA Auditor?

IRCA registration is a valuable asset in today's competitive environment. With so many auditors around the world, it is an easy way to help you stand out from the crowd. IRCA registration allows you to:

- easily differentiate yourself from less qualified auditors
- show you have business expertise in addition to auditing expertise
- list yourself on the IRCA register, which is the first stop for organisations looking for qualified auditors
- connect to a network of 10,000 contacts
- work internationally with a globally recognised qualification
- support your career development.

54%

of IRCA auditors also do consultancy work\*

\*2013 IRCA members survey

## What skills and experience do I need to have to become an IRCA auditor?

All IRCA auditors have to complete an IRCA certified training course\* and have the following:

- Relevant work experience
- Required education/qualifications
- Required audit experience (except for IRCA provisional grades)

The amount of experience required varies with each grade so please visit the IRCA website for more information.

\*IRCA does recognise a small number of non IRCA courses that we deem to be of equal standing to our own. The courses vary by scheme, so please visit the IRCA website for more details.

**[www.irca.org/accepted-alternatives](http://www.irca.org/accepted-alternatives)**.

## Continuous Professional Development and Renewal

Every 3 years IRCA auditors have to prove they are up to date with the developments in the industry by showing they have undertaken CPD and a number of audits. The actual requirements are dependent on scheme and grade, so please check the IRCA website for scheme specific requirements: **[www.irca.org/cpd](http://www.irca.org/cpd)**

“What really drives me is the sense of fulfilment gained from going into an organisation, pointing out both its strengths and weaknesses, and helping make real, tangible improvements

**Bill Kovacich**

QMS 2008 Principal Auditor, Caterpillar

## What are the different IRCA grades I can apply for?

- 1) **Provisional Auditor** – For individuals who have attended an Auditor/Lead Auditor training course, but have not yet conducted any audits.
- 2) **Provisional Internal Auditor** – For individuals who have attended an Internal Auditor training course, but have not yet conducted any audits.
- 3) **Internal Auditor** – For individuals who conduct internal ‘partial system’ audits of your organisation’s management system, or a supplier’s management system.
- 4) **Auditor** – For professionals who conduct ‘full system’ audits as part of their role i.e. internal full system audits, second-party full system audits, or conducting third-party audits for certification purposes.
- 5) **Lead Auditor** – For auditors experienced at managing audits and at leading teams.
- 6) **Principal Auditor** – For experienced auditors who may no longer conduct audits but who are still actively engaged in work relating to the audit profession.

## In what areas and industries can I become an IRCA auditor?

- Quality Management Systems
- Environmental Management Systems
- Occupational Health and Safety Management Systems
- Energy Management Systems
- Food Safety Management Systems
- Information Technology Service Management Systems
- Business Continuity Management Systems
- Information Security Management Systems
- Pharmaceutical Quality Management Systems
- Social Systems
- EICC-GeSI
- Maritime Safety Management Systems
- Aerospace
- Safety Schemes in Procurement



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I have recorded my course certificate with IRCA, am I an IRCA auditor?

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No, recording your certificate is a way for IRCA to recognise your certificate and keep you up to date with developments in auditing.

## Costs

IRCA aims to ensure that registration is easily available to all competent auditors worldwide at an affordable price. We use a fee structure that is adjusted to take into account the economic and market conditions of different countries, so that all auditors and organisations can benefit from registration.

Please visit [www.irca.org/fees](http://www.irca.org/fees) for an up-to-date list of fees applicable in your region and for your grade.

IRCA auditors have to pay an application fee when they apply and an annual membership fee every year, based on the anniversary of the date they became an IRCA auditor.

## What are the steps for becoming an IRCA Registered Auditor?

- 1) Attend an IRCA certified training course (or equivalent).
- 2) Visit the IRCA website, review the schemes and select the IRCA grade you want to apply for. Check you have the pre-requisite knowledge and experience.
- 3) Send the following information to IRCA (contact details below):
  - Completed application form with relevant certificates - [www.irca.org/application](http://www.irca.org/application)
  - Completed audit log (unless applying for a provisional grade) [www.irca.org/auditlog](http://www.irca.org/auditlog)
  - Application fee
- 4) Your application will then be reviewed by an experienced IRCA assessor. IRCA will then offer you a grade based on this assessment.
- 5) You can then accept the offer, make your annual fee payment and you can now call yourself an IRCA registered auditor. Your IRCA card will be then despatched.

## Address for applications

### International Register of Certificated Auditors (IRCA)

2nd Floor North, Chancery Exchange, 10 Furnival Street, London EC4A 1AB

T: +44 (0)20 7245 6833 | F: +44 (0)20 7245 6755 | E: [registration@irca.org](mailto:registration@irca.org)

[www.irca.org](http://www.irca.org)

## For information about IRCA

- Find out more about IRCA registration – [www.irca.org/join](http://www.irca.org/join)
- Record your certificate – [www.irca.org/certificate](http://www.irca.org/certificate)
- Follow our company updates – [www.linkedin.com](http://www.linkedin.com)
- Follow us on Twitter – [www.twitter.com/IRCA\\_INform](https://www.twitter.com/IRCA_INform)

1900%

The increase  
in ISO 14001  
certificates  
since 1999



**International Register of  
Certificated Auditors (IRCA)**

2nd Floor North, Chancery Exchange  
10 Furnival Street  
London EC4A 1AB  
United Kingdom

**E:** [registration@irca.org](mailto:registration@irca.org)

**T:** +44 (0) 20 7245 6833

**F:** +44 (0) 20 7245 6755

**[www.irca.org](http://www.irca.org)**



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Follow our company updates on LinkedIn  
**[www.linkedin.com](https://www.linkedin.com)**