

Certification Decision Policy

Document code: IRCP-CERT-POL-008 | Version 1.0 | Effective date: 01 September 2026

Owner: IRCP Secretariat | Contact: secretariat@ircp-registry.org | Website: <https://ircp-registry.org>

Document status: Approved institutional policy for public reference. This document describes IRCP's internal framework and does not, by itself, constitute an external accreditation certificate.

Purpose

This policy ensures that certification decisions are based on sufficient evidence, approved criteria and an independent review of the certification file. The person making the decision shall not have conducted the relevant training or assessment where this would create a conflict of interest.

Decision requirements

Decision element	Required evidence
Candidate identity	Verified identity record linked to the application and assessment.
Eligibility	Documented confirmation that entry conditions were met.
Assessment result	Complete result against the approved passing criteria.
Impartiality	Conflict-of-interest declaration and controls, where applicable.
Scope	Exact competence area, category or qualification covered by the decision.
Authorization	Name or role of the authorized decision-maker and decision date.

Decision outcomes

The decision may be certification granted, certification not granted, certification maintained, certification renewed, scope extended, certification suspended, certification withdrawn or certificate replaced. Each outcome shall have a recorded reason and shall be communicated through an authorized channel.

Independent review and appeals

Where the scheme or risk level requires it, a second competent person reviews the file before issuance. A candidate may submit a complaint or appeal according to the published procedure. The appeal decision shall be made by persons who were not responsible for the disputed decision whenever practicable.

Public decision information

The public registry shall display only the approved fields, such as certificate number, name, scope, issue date, expiry date and current status. Internal scores, evidence, deliberations and recruiter assessments remain confidential unless a specific lawful authorization applies.

Approval and review

This document is approved by the IRCP governing authority and is reviewed at least annually, or whenever a material change affects the organization, its certification schemes, its risks or its legal and regulatory context.

Prepared by	IRCP Secretariat
Approved by	IRCP Governing Authority
Next scheduled review	01 September 2027
Official contact	secretariat@ircp-registry.org