

Certification Process Policy

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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 and scope

This policy defines the controlled pathway used by IRCP for applications, assessment, certification decisions, certificate issuance, maintenance and public verification of certified persons. It applies to each approved certification scheme unless a scheme document establishes a stricter requirement.

Certification pathway

Stage	Minimum controlled output
Application	Completed application, identity information, consent and requested certification scheme.
Eligibility review	Documented determination that the candidate meets the published entry requirements.
Assessment	Secure assessment plan, competent personnel, objective evidence and recorded result.
Decision	Independent review and documented decision against the approved certification scheme.
Issuance	Unique certificate, defined scope, dates, status and verification identifier.
Maintenance	Renewal, recertification, surveillance where applicable, and management of changes.
Public verification	Controlled registry record showing only approved and authorized information.

Certification schemes

Each scheme shall define its purpose, competence requirements, eligibility conditions, assessment methods, passing criteria, decision rules, certificate scope, validity period, renewal requirements and conditions for suspension or withdrawal. Scheme documents shall be approved, version-controlled and made available to relevant stakeholders.

Fairness and accessibility

Candidates receive clear information on requirements, fees where applicable, assessment arrangements, reasonable accessibility measures, complaints and appeal routes. Any special arrangement shall preserve the validity and comparability of the assessment.

Records and traceability

IRCP maintains a complete record of the application, eligibility review, assessment, decision, certificate and subsequent status changes. Each record is linked to a unique candidate and certificate identifier.

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.

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Approved by	IRCP Governing Authority
Next scheduled review	01 September 2027
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