

Governance Responsibilities and Separation of Functions

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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

This document clarifies the principal responsibilities required for a credible certification and accreditation-related system. Titles may be adapted to IRCP's final legal and organizational structure, while the separation of functions shall be preserved.

Responsibility matrix

Function	Principal responsibility
Governing authority	Approves strategy, policies, resources, risks and the overall integrity of the system.
IRCP Secretariat	Receives applications, controls records, coordinates activities, communicates decisions and maintains the public registry.
Scheme committee	Defines competence requirements, assessment methods, scope and review needs for each certification scheme.
Examiner or evaluator	Conducts assessment against approved criteria and records objective evidence.
Certification decision-maker	Reviews the complete file and makes or confirms the certification decision independently.
Impartiality function	Monitors threats to impartiality and recommends controls or escalation.
Appeal or complaints function	Receives and handles complaints and appeals independently from the disputed activity where practicable.
Internal auditor or reviewer	Checks conformity, effectiveness, records and improvement actions.

Separation of activities

No person shall take a final certification decision on a file where that person performed the relevant training, assessment or commercial support, unless a documented and effective impartiality control has been established and approved. The control and justification shall be recorded.

Delegation and competence

Delegation shall be documented, limited to defined authority and assigned only to competent personnel. The delegating authority remains responsible for ensuring that the process is controlled

and that records are complete.

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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