

Outsourcing and External Resources Policy

Document code: IRCP-RES-POL-013 | Version 1.0 | Effective date: 01 September 2026

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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 controls external personnel, contractors, technical experts, examination services, information systems and other resources used by IRCP in activities affecting accreditation, certification, assessment, registry integrity or public trust.

Selection and approval

Control	Minimum requirement
Competence	The external resource has documented competence appropriate to the assigned activity.
Impartiality	Conflicts of interest are declared, assessed and controlled before assignment.
Confidentiality	Confidentiality, data protection and information security obligations are agreed in writing.
Performance	Deliverables, records and performance are reviewed against defined requirements.
Responsibility	IRCP retains responsibility for the conformity and integrity of the activity it assigns externally.

Prohibited delegation

IRCP shall not delegate the accountability for its final certification or accreditation-related decisions. External advice, examination or technical work may support a decision, but the authorized IRCP decision-making function remains responsible for reviewing the complete evidence and issuing the decision.

Monitoring and records

Approved external resources are recorded with their role, competence, assignment, declarations, agreement and performance review. Failure to meet requirements may result in corrective action, reassignment, suspension or termination of the external arrangement.

Subcontractor communication

External resources shall receive the applicable scheme, procedure, confidentiality requirement, reporting format and escalation channel before beginning work. They shall report incidents, suspected misconduct or threats to impartiality without delay.

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
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