Personnel Competence 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

This policy establishes how IRCP determines, demonstrates, authorizes and monitors the competence of personnel involved in governance, scheme development, examination, evaluation, certification decisions, complaints, appeals and registry administration.

Competence criteria

Role	Relevant competence evidence
Examiner or evaluator	Technical knowledge, assessment skills, scheme knowledge, experience and impartiality awareness.
Certification decision-maker	Understanding of the scheme, evidence review, decision rules, impartiality and record requirements.
Scheme committee member	Subject knowledge, competence-framework design and understanding of assessment validity.
Complaints or appeals reviewer	Investigation, procedural fairness, confidentiality and independence.
Registry administrator	Data accuracy, record control, privacy, security and public verification rules.
Governance member	Responsibilities, risks, ethics, impartiality and oversight of the IRCP system.

Authorization and monitoring

Personnel are authorized only for defined activities and schemes for which competence has been established. IRCP monitors performance through observation, review of records, feedback, complaints, appeals, calibration and periodic reassessment. Additional training or supervision is assigned when a gap is identified.

Impartiality and confidentiality

Competence alone does not authorize participation in a file. Personnel must also meet the applicable impartiality and confidentiality requirements and must declare conflicts before assignment.

Records

IRCP maintains records of qualifications, experience, training, competence evaluation, authorization, assignments, monitoring and corrective actions. Access to personnel records is restricted according to the confidentiality policy.

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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