

Suspension and Withdrawal 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 defines the controlled conditions and safeguards for suspending, withdrawing, reducing or restoring an IRCP certification or published recognition.

Possible grounds

Ground	Examples
Non-compliance	Failure to meet a certification requirement, renewal condition or scheme obligation.
Misuse	Misrepresentation of the certificate, scope, status or IRCP relationship.
Integrity concern	Fraud, falsified evidence, examination misconduct or material false information.
Administrative cause	Non-payment of an agreed fee, where applicable and where this is a documented condition.
Risk or change	A material change, incident or new information requiring temporary control or review.

Due process

Before suspension or withdrawal, IRCP provides notice of the concern, the evidence relied upon, the proposed action and the opportunity to respond, except where an immediate temporary suspension is necessary to protect the integrity of the certification system. The reason, decision-maker, effective date and review route are recorded.

Status and restoration

A suspended certificate is not presented as active during the suspension period. Restoration requires objective evidence that the cause has been addressed and that the authorized decision-maker has approved restoration. Withdrawal is a final status within the applicable process and may require a new application for future certification.

Public registry

The public registry shall display a clear and accurate status when publication is authorized. Historical status changes remain traceable internally even when a public record is later removed or limited.

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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Next scheduled review	01 September 2027
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