

**DECLARATION**

**All Grades - please complete sections 1 and 2.**

To: The Director, IRCA

1.

- I confirm that since my last date of certification I have not received any complaints concerning my professional conduct whilst carrying out auditing activities.

**Or**

- I confirm that since my last date of certification I have received a formal complaint concerning my professional conduct and details are attached for your examination. I also understand that these will be treated in the strictest confidence.

2.

- I confirm that I have complied with the published **IRCA Code of Conduct**.

Name:

Certification No:

Grade:

Signature: ..... Date: .....

**Auditors:**

- I am currently certified as an Auditor and I wish to apply for renewal of certification. I do not wish to apply for regrading.  
**The requirement for Auditor renewal of certification is 5 audits, within the 3 year certification period.**
- I am currently certified as an Auditor and I wish to apply for renewal of certification. I also wish to apply for regrading as a Lead Auditor.  
**The requirement for regrade to Lead Auditor is 3 lead audits totalling 15 audit days, 10 days of which must have been acquired on-site, within the 3 year certification period. You must have completed one of the audits while under the direction and guidance of an auditor competent as a team leader (currently certified as a lead auditor or who has equivalent competence).**