



Auditor Initial Application Checklist (for use by OEAs)

Applicant's Name: _____

Resident Country: _____

Programme: _____

Grade requested: _____

Enclosed? (Y/N)	What is Required	Related Section in the Application Form
	Application fee enclosed?	n/a
	Applicant's full mail and business details?	Section 1
	Applicant must sign and date declaration on back page of the application form?	Section 8
	Signed and verified by the OEA signatory	Section 10
	Academic and/or professional qualifications recorded (section 3 and 4) and supported by documentary evidence?	Section 3 & 4
	Supporting documents for IRCA Certified Training Course details (If the course is not certified please submit the course manual, delegate notes and timings for an evaluation to be carried out as alternative training)	Section 5
	General work experience (5 or 4 years depending on academic/professional qualifications)? (CV enclosed)?	Section 7



	Quality Assurance work experience (2 years or 1 year for Internal Auditor grade)?	Section 7
	Audit log sheet enclosed (not necessary for Provisional Auditor grade)?	IRCA/106
	All information requested on audit log is recorded, i.e. name of auditor, date, duration of audit including on-site and off-site, name, contact, full address and telephone number/email address of audited company, size of organisation, role in audit, total number in team, audit standard, type of audit, contact details of employer (signature , plus name, position within organisation and contact tel. Number/email address)?	IRCA/106
	Have details of the directing and guiding lead auditor been supplied along with full contact details and verifying signature? NB A minimum of one audit must be completed under these conditions.	IRCA/106
	If the audit is not against the reference standard for the programme, check relevant "Acceptable Alternative Standards List" - current issue. If the standard is not on the list we will require a copy of the standard for our evaluation.	Lists of alternative standards are available on our website www.irca.org