



QMS 2000 Transfer Checklist (for use by OEAs)

To be read in conjunction with IRCA/602 – Criteria for certification as a Quality Management Systems (QMS) Auditor *current issue*

✓	Have the following been enclosed in each transfer application?
	Transfer fee enclosed
	Details of Auditor enclosed (section 1 of the IRCA/631)
	Declaration Completed (Section 2 of the IRCA/631)
	Desired QMS 2000 Grade indicated (Part 3 of the IRCA/631)
	<p>Copy of a 2 day ISO 9001;2000 Transition Training Course certificate supplied or a statement confirming completion of the above training.</p> <p>Note: If the training course is not IRCA recognized, please ensure that the IRCA/634/01/1 May 2001 Non-IRCA Certified ISO 9000:2000 Series Transition Training Review Record is completed and submitted with the application to transfer. Alternatively, option C, a combination of workshops against the ISO 9000:2000 can be submitted (please provide the relevant certificates).</p>
	<p>Continuing Professional Development (CPD) supplied with verification and supporting documentation</p> <ul style="list-style-type: none"> ○ Structured (training courses....) ○ Semi-structured (meetings, conferences.....) ○ Un-structured (reading of quality related materials.....)
	<p>Sufficient number of audits supplied for requested grade (please refer to IRCA/631 section 3).</p> <p>Note: Not all audits have to be against ISO 9001:2000 in the case of those registrants applying for Principal Auditor grade. Ensure that the correct number of audits against the correct standard are supplied.</p> <ul style="list-style-type: none"> ○ Ensure that the audits supplied have been completed after successful completion of the transition training course. ○ Ensure that the audit logs supplied contain all the recorded information required (please refer to the headings at the top of the audit log columns). ○ If the audit standard is not ISO 9001:2000, check IRCA/661 "Acceptable Alternative Standards List" – current issue is available online at www.irca.org. If the standard is not on the list, ensure that a copy of the standard is submitted so a review can be carried out by IRCA. ○ If the audit type is First Party (internal, FPA audits) check that the information requested (IRCA/6983) is supplied (audit report forms & organizational chart).