



## **Renewal of Certification Checklist (for use by OEAs)**

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✓	<b>Have the following been enclosed in each renewal application?</b>
	IRCA/138 Renewal declaration completed, signed and dated by applicant.
	<p>Sufficient audits have been submitted:</p> <ul style="list-style-type: none"> <li>▪ Principal Auditor: 3 sole or lead audits</li> <li>▪ Lead Auditor: 5 audits, 2 of which are lead</li> <li>▪ Auditor: 5 audits</li> <li>▪ Provisional Auditor: No audits required</li> </ul> <p>Notes:</p> <ul style="list-style-type: none"> <li>○ Ensure that the audits supplied have been completed after successful completion of the transition training course.</li> <li>○ 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).</li> <li>○ If the audit standard is not to the reference standard for the programme, check the relevant "Acceptable Alternative Standards List". 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.</li> <li>○ If the audit type is First Party (internal, FPA audits) check that the information requested (IRCA/6983) is supplied (audit report forms &amp; organizational chart).</li> </ul>
	<p>Continuing Professional Development (CPD) supplied with verification and supporting documentation, minimum 45 hours</p> <ul style="list-style-type: none"> <li>○ Structured (training courses....)</li> <li>○ Semi-structured (meetings, conferences.....)</li> <li>○ Un-structured (reading of quality related materials.....)</li> </ul>