

Recommended minimum requirements for IRCA Certification

GRADE	AUDITOR TRAINING	AUDITING EXPERIENCE	ALSO REQUIRED
Associate Auditor	<p>Attended IRCA certified foundation course and passed an IRCA-certified Internal Auditor training course</p> <p><i>or</i></p> <p>Passed an IRCA certified Auditor/Lead Auditor course</p> <p><i>or</i></p> <p>Passed a relevant IRCA-certified auditor conversion course (if auditor/lead auditor in another scheme)</p>	n/a	<ul style="list-style-type: none"> • CPD Plan • Declaration of good standing
Internal Auditor	<p>Attended IRCA certified foundation course and passed an IRCA-certified internal auditor training course</p> <p><i>or</i></p> <p>Passed the relevant IRCA-certified auditor/lead auditor training course</p>	<p>- Minimum 5 internal audits</p> <p>- Minimum of 2 full days of auditing</p> <p>Audits to cover all elements of the audit cycle</p> <p>Not including areas of business in which auditor performs</p>	<ul style="list-style-type: none"> • CPD plan • Declaration of good standing

Auditor	Passed an IRCA certified Auditor/Lead Auditor course <i>or</i> Passed a relevant IRCA-certified Auditor/Lead Auditor conversion course (if auditor/lead auditor in another scheme)	<ul style="list-style-type: none"> - Minimum of 4 management system audits - All elements of audit cycle - Minimum of 20 Audit days 	<ul style="list-style-type: none"> • CPD plan • Declaration of good standing
Lead Auditor	Passed an IRCA certified auditor/lead auditor course <i>or</i> Passed a relevant IRCA-certified Auditor/Lead Auditor conversion course (if auditor/lead auditor in another scheme)	<ul style="list-style-type: none"> - All audit requirements for the Auditor grade - Minimum of 3 Audits as a Lead Auditor - Minimum of 15 days in total as a Lead Auditor (in addition the Auditor requirements) 	<ul style="list-style-type: none"> • CPD plan • Declaration of good standing