



GUIDELINES FOR CERTIFICATION

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INTRODUCTION TO ERCA CERTIFICATION

ERCA certification is an independent and impartial process that proves professional competences and skills of individuals. ERCA certification is a clear statement that the certificants are recognised, qualified and capable auditing professionals.

ERCA certifications help many professionals find new employment. Its mission is to make a positive and profound contribution to the business management systems audit profession and to promote the value that auditors add to business.

Certification schemes are based on key standards, such as ISO 17024, ISO 19001, ISO 17021, ISO 9001, ISO 14001, OHSAS 18001, ISO 27001, ISO 20000, ISO 22000, ISO 50001 and HACCP Regulation, all in the latest issue.

ERCA certification is available to all individuals worldwide who satisfy the certification requirements.

ERCA CERTIFICATION REQUIREMENTS

EDUCATIONAL REQUIREMENTS

All qualifications submitted at ERCA AUDITOR PROFILE must be supported by documentary evidence in a good-quality copy, where would be indicated the name of the person to whom the award was made, the awarding body and the date and title of award.

APPLICATION

The application form is available at www.erca-academy.com or at the ERCA representative website.

The application form contains the information about the applicant's education, the scheme which the applicant applies to be certificated and an applicant's declaration.

PROFESSIONAL FIGURE:	Provisional Internal Auditor Provisional Auditor Lead Auditor Other (specify) _____	Internal Auditor Auditor Manager
TRAINING COURSE:	Internal Auditor Internal Auditor Successful Completion Auditor Lead Auditor Auditor Successful Completion Attendance Auditor/Lead Auditor Transfer Auditor/Lead Auditor Other (specify) _____	
CERTIFICATION SCHEME:	ISO 9001 (QMS) OHSAS 18001 ISO 20000 (ITSMS) ISO 50001 (EnMS) Other (specify) _____	ISO 14001 (EMS) ISO 27001 (ISMS) ISO 22000 (FSMS) HACCP



Note: For Provisional Figure are not required conducted audits. The applicable training course is one of Successful Completion which contains the final examination.

At the very minimum all our delegates/participants receive a Certificate of Attendance. Training course of attendance means that the applicant does not apply for the final examination or he has not been successful in the examination but has satisfied the attendance requirement. The holder can apply for next examination and with positive result and payment of administration fee ERCA will issue the Certificate of Successful Completion.

An integral part of application documents which need to be attached are as follows:

- CURRICULUM VITAE
- COPY OF DIPLOMA, DEGREE
- COPY OF IDENTITY CARD
- SPECIAL TRAINING/FORMATION
- WORK EXPERIENCE
- AUDIT EXPERIENCE

TRAINING COURSE

For ERCA certification the applicant must have successfully completed ERCA qualified training course.

ERCA does accept non-ERCA-qualified training courses only in case of an additional 1 day ERCA transfer course which contains the final examination process.

WORK EXPERIENCE

Auditor's Qualification and Experience Record (AUDITOR PROFILE) must be completed also indicating the work experience in the specific field.

ERCA CERTIFICATION CRITERIA

	(PROVISIONAL) INTERNAL AUDITOR	(PROVISIONAL) AUDITOR	LEAD AUDITOR	MANAGER
EDUCATION (level)	secondary	secondary	secondary	secondary
WORK EXPERIENCE	4 years full-time (or 2 years with degree)	4 years full-time (or 3 years with degree)	4 years full-time (or 3 years with degree)	4 years full-time (or 3 years with degree)
WORK EXPERIENCE IN THE SPECIFIC FIELD	1 year relevant to scheme	2 years relevant to scheme	2 years relevant to scheme	2 years relevant to scheme
TRAINING COURSE	ERCA qualified Internal Auditor course	ERCA qualified Auditor/Lead Auditor course	ERCA qualified Auditor/Lead Auditor course	ERCA qualified course



AUDIT EXPERIENCE	5 internal audits (at least 3h duration) / No audits are required for Provisional IA	4 full MS audits at least 20 audit days / No audits are required for Provisional Auditor	4 full MS audits at least 20 audit days and 3 full MS audits at least 15 audit days as the leader of an audit team	No audits are required
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EVALUATION PROCESS

The final decision on certification is made exclusively by ERCA coordinator. The certification decision is performed independently by of the technical evaluation process detailed above and is based on the information gathered during the certification process.

RENEWAL OF ERCA CERTIFICATION

The ERCA certification is valid for 3 years. At the end of the third year, all certificated professionals are required to complete a triennial renewal of the certification process. Two months before the certification period expires the certificant is asked by ERCA to complete its CPD_AUDIT_log. An ERCA coordinator will review and evaluate the documentation for the renewal requirement and make a decision about the certification.

RENEWAL REQUIREMENTS:

- CPD (Continuing Professional Development)
- Audit experience
- Declaration of complaints
- Payment of the renewal fee

CPD AND AUDIT EXPERIENCE REQUIREMENTS

	(PROVISIONAL) INTERNAL AUDITOR	(PROVISIONAL) AUDITOR	LEAD AUDITOR	MANAGER
CPD	NOT required	CPD_Log 24 hours in last 3 years	CPD_Log 24 hours in last 3 years	CPD_Log 24 hours in last 3 years
AUDIT EXPERIENCE	5 internal audits (at least 15 hours) / No audits are required for Provisional IA	5 audits (2 of them full MS audits) at least 8 days / No audits are required for Provisional Auditor	5 audits (2 of them full MS audits) at least 8 days and 1 full MS audits at least as the leader of an audit team	No audits are required
ADDITIONAL REQUIREMENTS	<ul style="list-style-type: none"> • Declaration of complaints • Compliance with ERCA Code of Ethics • Payment of the renewal fee 			



CPD must be documented – certificates, declaration of the instructor, personal declaration, and others. CPD includes:

- seminars, formal lectures, attendance at meetings of update by CB, referred to the scheme,
- training courses, conferences, meetings, workshops inherent in the scheme of reference,
- activities that help maintain/enhance auditor professional's skills, or that are relevant to auditing,
- participation as a tutor or supervisor to the events mentioned above in reference to the scheme,
- publication of books or articles of the field,
- others.

APPEALS AND COMPLAINTS

The applicant has the right to appeal against any certification decision taken by ERCA. The appeal must be submitted in written form to the direction of ERCA within 15 days from the date of receipt of the notice. The procedure of handling complaints is described in detail in established procedures for considering appeals and complaints.

ERCA TERMS AND CONDITIONS

The applicant has to complete and sign the application form. Based on application the ERCA or its representative prepares an official Proposal on personal certification with the specified certification fee. This fee covers the 3 years validity cost of administering the certification.

The Business Terms and Conditions are an integral part of the proposal (contract) concerning the personal certificate, issued by ERCA and accepted by the client. By signing these terms and conditions the client acknowledges, and agrees to comply with its provisions.

Before starting a certification process the ERCA by its representative will invoice the applicant for certification fee.

ERCA FEES

ERCA certification process does not require any application fee for formal reviewing.

ERCA offers an affordable price to all competent auditors worldwide to ensure the easily available way to get the certification. The ERCA fees are adjusted by the economic and market conditions of different countries.

The certification fee must be paid before starting the certification process or ERCA qualified training course.

For further information contact us on our corporate e-mail: office@erca-academy.com.



Annex No.1

CODE OF ETHICS

Declaration of professionalism

Everyone who has received the personal certificate is going to adopt the following Code of Ethics which contains the following ethical rules and codes of professional conduct:

1. It is necessary to respect and accept this Code of Ethics as a condition for receiving this certificate and for renewing the certificate itself.
2. The certified professional must comply with all the applicable laws and especially with those which are related to implementing his/her professional duties.
3. The certified professional must behave according to the principles of equity, human dignity, professional conscience, integrity and sense of duty.
4. The certified professional should not receive for any purpose and/or in any form favours, fees, commissions and/or rewards and either any kind of influence that could affect his/her activities and he/her should not give the clients any special treatment.
5. The certified professional shall keep the information and the data collected during the exercise of his professional activities, reserved and strictly in order to maintain confidentiality and not to make the information known.
6. The certified professional is required to keep being objective and not listening to any external influence.
7. The certified professional is required to perform avoiding those actions that could discredit or damage the certification body and its customers.
8. The certified professional is obliged to renounce any kind of task that can be involved in a potential interest conflict, regarding the professional activity carried in the certification obtained.
9. The certified professional must satisfy all the duties and compromises taken in the assignment.
10. The certified professional is obliged to maintain evidence of disputes and complaints received by his acts attributable to the certification of the certification body and make it available in renovation or maintenance of certification.
11. The certified professional must act in accordance with the principles of cooperation and loyalty to fellow colleagues certificates.
12. The professional certificate holder should not mislead the certification and/or induce client's expectations that do not correspond to the real situation
13. The certified professional is obliged to guaranty that accurate information is available for clients and also the maintenance of reporting and dealing with client's complaints.
14. The certified professional must guaranty full availability and rapid response to clients, the certification body or/and the accreditation body requests.
15. The certified professional may not use the ERCA name, in case of suspension or cancellation of the certificates which are owned by ERCA.
16. The certified professional must not act in any way prejudicial to the reputation, interests or credibility of ERCA
17. The certified professional must disclose any relationship with people of the organisation to be audited before undertaking any audit function in respect of that organisation.



Annex No.2 GUIDE TO USE OF THE ERCA CERTIFICATION MARK

SUBJECT-MATTER AND SCOPE

The purpose of this rule is to provide a required guide to certified professionals on how to use the ERCA mark properly, as well as the conditions that must be met.

REFERENCES

The measures provided in this Guide are in compliance with the following references, each updated:

- EN ISO IEC 17024
- Guidelines for ERCA Certification
- Code of Ethics
- certification schemes.

THE REQUIREMENTS FOR PROPER USAGE OF THE ERCA MARK

Proper usage of the ERCA Mark is optional. The ERCA mark must be clearly associated with individuals certified by ERCA and for those activities which are tightly related to the ERCA certification (e.g. Audit relations, designed documents, etc.).

The ERCA mark in communications and marketing materials including business cards of the certified professionals can be used whenever it was exclusively related to the granted certification.

The usage of the ERCA mark is considered to be inappropriate if it may mislead potential users of the certified professional services

The usage of the ERCA mark is also considered inappropriate in case that the certification was not officially granted or the suspension or revocation of the certificate was notified. As well as if the same was used for different activities from those for which the certification was granted.

ERCA will take all appropriate measures to prevent the misuse and unauthorized use of its mark as soon as such usage is notified it will do everything to protect its image, even take legal action.

The usage of the ERCA mark is granted to the certified professional for a determined duration by the certification scheme (validity of the certification) for work purposes in accordance with the ERCA Code of Ethics.

SIZE, COLOUR AND OTHER REQUIREMENTS

The brand is sized to be in harmony with the remainder of the document that it carries without preponderant in relation to the name of the certificated person. The minimum size is 10x25 mm for printing and 105x48 pixels for digital reproduction. The maximum allowable size must be such that there is predominant relative to other graphical objects.

For the inscriptions and symbols see the example below. The mark can be used in black and white, but must always be on a white background. The reproduction of the mark with different colours from listed is not allowed.



Example:



● C:100 M:80 Y:0 K:0

● C:0 M:13 Y:100 K:0

● C:0 M:0 Y:0 K:60