IRCA Individual Membership Designation

Brand terms of use

Congratulations on becoming a member of the International Register of Certificated Auditors.
Our membership structure is designed to recognise your knowledge, skills and experience, with opportunities for Internal Auditors, Auditors, Lead Auditors, and Principal Auditors. Individuals who have successfully completed a CQI and IRCA Certified auitor training course but have not yet gained sufficient experience can also apply for Provisional Auditor or Provisional Internal Auditor status.

IRCA members can promote their professionalism by using the individual membership designation (your grade name, scheme name, and scheme logo) appropriate to their current IRCA status.

By using your individual membership designation on your business card, presentations / tender documents, CV, and other documents, you are actively promoting your individual status and the auditing profession as a whole.

Definition of "Individual membership designation":

i. The use of the our organisational name "Chartered Quality Institute", "CQI", "International Register of Certificated Auditors", "IRCA" or any part thereof, in conjunction with your name, job role, or personal description

ii. The use of your grade name (as detailed overleaf) or any part thereof, in conjunction with your name, job role, or personal description

iii. The use of your scheme name (as detailed overleaf) or any part thereof, in conjunction with your name, job role, or personal description

iv. The use of the post-nominal letters (as detailed overleaf) or any part thereof, in conjunction with your name, job role, or personal description

v. The use of IRCA scheme logo(s) in conjunction with your name, job role, or personal description

Brand terms of use

1. Scope of this agreement

Individual membership designation is for use by individuals to promote their individual membership of the IRCA. You may only use the individual membership designation which is relevant to the grade and scheme you are currently awarded, as outlined below.

	IRCA scheme names	IRCA grade names
IRCA Certificated	Aerospace	Provisional Internal Auditor
	Maritime Safety Management Systems (Maritime)	
	Business Continuity Management Systems (BCMS)	Provisional Auditor
	Occupational Health and Safety Management Systems (OH&S)	
	EICC	Internal Auditor
	Pharmaceutical Quality Management Systems (PQMS)	
	Environment Management Systems (EMS)	
	Quality Management Systems (QMS)	Auditor
	IRCA Certified Food Safety Management Systems (FSMS)	
	Social Systems Auditor	Lead Auditor
	Information Security Management Systems (ISMS)	
	Safety Schemes in Procurement (SSIP)	Principal Auditor
	Information Technology Service Management (ITSMS)	

Any localized versions of your individual membership designation must be provided by IRCA.
On termination of your membership;

- You must immediately discontinue use of the IRCA name and associated logos.
- You must immediately destroy all materials bearing the logos.

In using any of these individual membership designations, you must not imply that CQI and IRCA approval extends to any organisation, product or service (including publications).

2. Using your grade name, scheme name, or scheme abbreviation

Use of the aforementioned individual membership designations may only be used to represent your status as an individual member of IRCA.

In all cases:

a) In accordance with the IRCA Code of Conduct, you must uphold the highest ethical standards and integrity in exercising your professional duties or other activities which might impact on the reputation of the profession and of IRCA

b) You will not display your individual membership designation in any manner that suggests you are an employee of the CQI and IRCA

c) You will not use your individual membership designation in any manner that suggests they are a part of your company name

Displaying your grade name, scheme name and / or post-nominal letters
CQI and IRCA designations should be used after letters denoting degrees or other qualifications.

Correct:
- Thomas Mark MBA, IRCA QMS Lead Auditor
- Thomas Mark MBA, IRCA Quality Management Systems Lead Auditor

Incorrect:
- Thomas Mark, IRCA QMS (incorrect – you must include your IRCA grade)
- Thomas Mark, IRCA Lead Auditor (incorrect – you must specify your IRCA certification scheme)

3. Using IRCA Scheme logos

IRCA members are registered against particular schemes, which reflect your capability to audit specific types of management systems. As an IRCA member, you can be registered against one or more of these schemes.

These unique logos can be used in all your communication with your customers, stakeholders and colleagues, sending a clear message about your professional expertise.

In all cases:

a) You will use only IRCA scheme logo(s) for which you hold active certification.

b) Your IRCA Scheme logo(s) may only be used on promotional and advertising materials which promote your individual professional expertise or experience.

c) You will not use the logo on any materials that do not pertain directly and specifically to your individual expertise. For example, letter head stationary, webpages or audit reports (unless you are the designated Lead Auditor).

d) You will not display the logos in any manner that suggests you are an employee of the CQI and IRCA or in a manner that suggests that 'IRCA' is a part of your company name.

Displaying the CQI Chartered Quality Professional logo

When used digitally, the logo should not be presented any smaller than 75 pixels in height.

The logo should not be printed any smaller than 17mm in height.

When using the logo, ensure it has space to breathe, as indicated below under 'Logo exclusion zone'.

Minimum size

75px
Digital (actual size)



17mm
Printed (actual size)



Exclusion zone

To make sure the logo is given enough space, allow at least an area, equal to the height of the logo to surround it.



Colours

The colour logo should always be used in the first instance.



The monochrome logo should only be used for single colour printing or display. The logo is available in AI, Jpeg and PNG format.



Incorrect use of the logo

The logo should be presented in the style and format as indicated on the previous page.

However, below are a few examples of how not to use the logo.

Too small



Wrong direction



Incomplete

IRCA CERTIFICATED PRINCIPAL AUDITOR
QUALITY MANAGEMENT SYSTEMS

Wrong colour



Dimensions changed

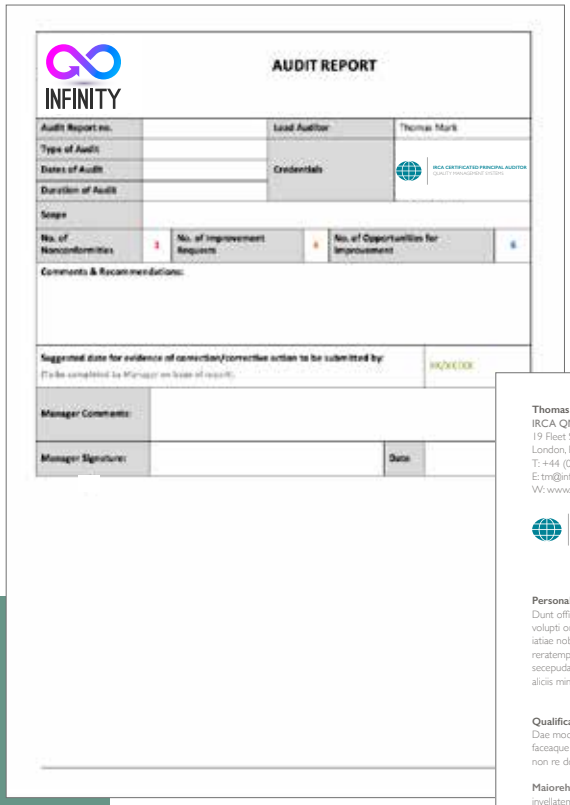


Old logo

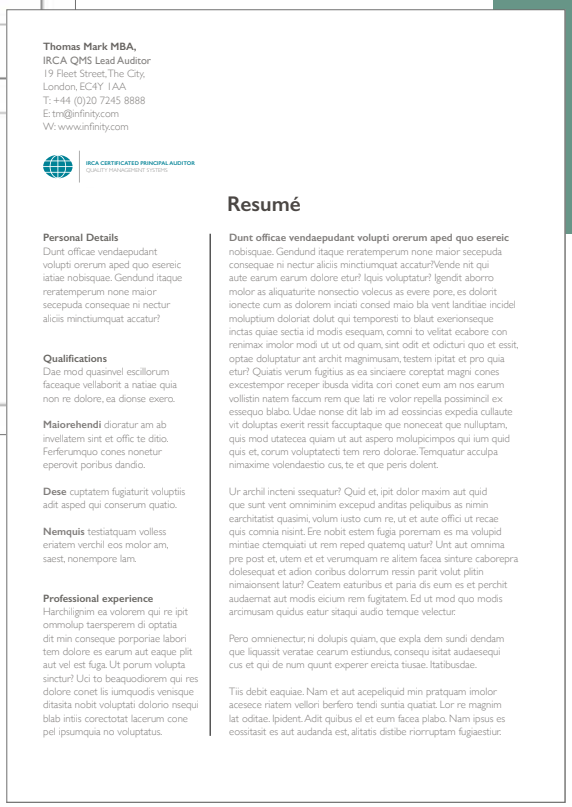


Examples of correct use of the logo

How to display

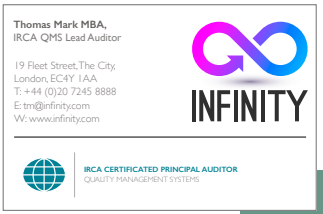


Correct
The Logo is used alongside your professional details



Correct
Your resumé promotes your individual professional expertise and experience

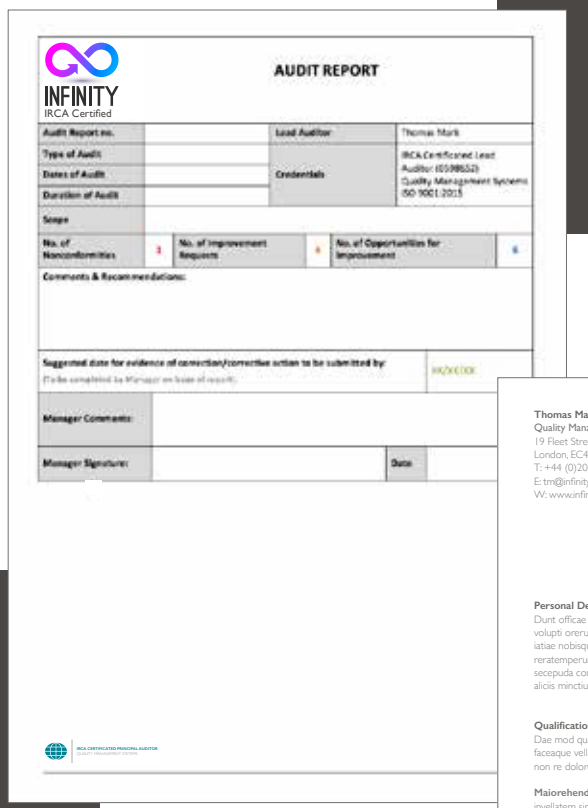
How to display



Correct
It is clear that chartered status applies to the individual and is not part of the company name

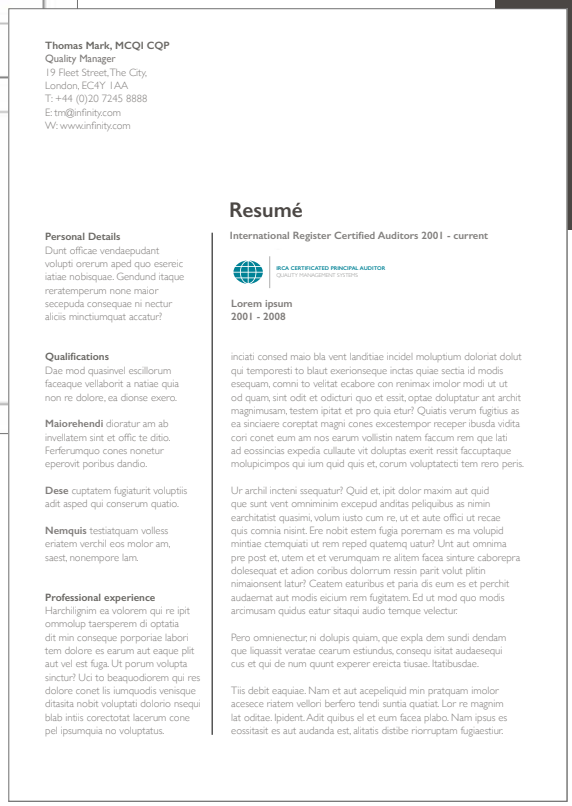
Brand terms of use

Examples of incorrect use of the logo



incorrect
The IRCA scheme logo used as part of the company name

incorrect
The IRCA scheme logo is displayed alongside your career history



incorrect
The IRCA scheme logo used in the company letterhead in a manner that suggests that the scheme applies to the whole organisation



incorrect
This is a generic business card which does not refer to a specific individual

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