

KEY ROLES & FUNCTIONS WITHIN THE IRQAO REGISTRATION SYSTEM

1.0 ROLES

1.1 ACCREDITOR

Accreditors are businesses whose purpose is to accredit certifying bodies (sometimes called Certification Bodies), Laboratories, Product Certifiers, Test Houses and Training Institutes. In short, Accreditors attest any other organisation that issues certificates.

An accreditor is the only organisation that may enrol a certifying body or an agent within the IRQAO regime. Generally speaking, an accreditor will belong to a trade association or other organisation that will add credibility to its activities.

Accreditors usually have to pay a fee to be participants within the IRQAO regime but in turn, would charge a fee to all Certifying Bodies that they enrol. Typically a fee is due to IRQAO for each Certifying Body they enrol.

1.2 ADMINISTRATOR

Administrators are employees of IRQAO and controllers of the web site.

1.3 AGENT

An agent is a business that is authorised to register organisations within the IRQAO database. An agent may be an individual person or firm, typically a consultant that has many clients registered with a diverse range of Certifying Bodies who is able to provide a listing service to these clients. Every time an agent lists a client a fee is due to the accreditor.

1.4 Another type of agent may be a trade association whose members are individually certificated by many certifying bodies and who wish their members to gain from international listing in the register.

1.5 ASSOCIATION

The association is typically a formally constituted body the purpose of which is to ensure the credibility of its members who are engaged in Accreditation and Certification activities.

1.6 CERTIFYING BODY

Certifying Bodies are businesses that audit, assess and certificate organisations in relation to management standards, typically ISO 9001.

Certifying bodies are one of the only two parties that have permission to register Organisations in the IRQAO web site. Every time they do a fee is due to IRQAO

1.7 ORGANISATION

An Organisation or Registrant is a business that has been certificated by a certifying body from within a recognised accreditation regime. Typically there are no fees paid directly from the

registrant to IRQAO as this arrangement is made on their behalf by the Certifying Body or Agent.

1.8 REGISTRANT

Same as Organisation but may also be an individual person. See Functions and Listings types section 2.0

1.9 INSTITUTE

Formerly known as a Training Institute. Institutes generally register individual persons regarding the attainment of academic qualifications. Typically these persons are termed 'Students'

In addition to students, organisations may be registered by Institutes. Typically these organisations registration will reflect a contractual agreement or licence or may reflect a membership status of another organisation.

2.0 FUNCTIONS AND LISTING TYPES

Icons shown are utilised within the IRQAO search results.

2.1 AGREEMENTS

Agreements are typically contracts for which a public record is deemed necessary. Listing in IRQAO counters fraud. If an agreement is registered in IRQAO then it is genuine. Agreements are listed in the IRQAO database by Institutes.



2.2 COURSES

Courses are typically academic training programmes managed by an accredited institute listed in the IRQAO web site. Courses may only be listed by the IRQAO administration following assessment. Other items coming within the general category of Courses are Agreements, Memberships and Professional Qualifications. Courses are listed in the IRQAO database by IRQAO Administrators.



2.3 MEMBERSHIPS

Memberships record the membership of an individual or an organisation in an association that chooses to use the IRQAO database to manage its membership lists. Memberships are listed in the IRQAO database by Institutes.



2.4 ORGANISATIONS

An organisation is typically a firm or other legal entity that is in receipt of a management systems certificate, typically ISO 9001. See also 1.7 above. Organisations are listed in the IRQAO database by Certifying Bodies.



2.5 PERSONAL CERTIFICATIONS

A personal certificate is issued to a person as a record of achieving an academic qualification or of attendance on a training course. Personal certificates are listed in the IRQAO database by Institutes.



2.6 PRODUCT CERTIFICATIONS

Product certificates are issued to a firm in respect of a product successfully undergoing an assessment and evaluation in respect of a standard or other specified requirement. Typically this would be in cognisance of a regulatory directive. Product Certifications are listed in the IRQAO database by Certifying Bodies.



2.7 PROFESSIONAL PERSONS CERTIFICATIONS

These certifications are issued to an individual in respect of satisfying a professional set of requirements necessitating Continuing Professional Development and demonstration of competence. They require re-assessment on a periodic basis. Professional persons are listed in the IRQAO database by Institutes.



2.8 INSTITUTES

Typically a training institute offering courses but may also be another type of organisation offering registration services within the IRQAO database. See also 1.9 above. Institutes are listed in the IRQAO database by Accreditors.



3.0 RELATIONSHIPS

3.1 GENERAL

Relationships are formed with IRQAO via three routes:

- Direct
- Indirect
- Default

A **Direct** relationship is one where there is a contractual relationship between IRQAO and the other party.

An **Indirect** relationship is one whereby an intermediary has arranged the use of IRQAO facilities with the party. Typically such a relationship would be when a Certifier has access to IRQAO facilities via and Accreditor.

A **default** relationship is one whereby a party has a link to the IRQAO database as a result of services provided by an IRQAO service user. Typically such a relationship is one where a registrant is listed in the IRQAO database by another party.

Relationships are created by agreements and contracts and the following are described as follows

3.2 Affiliated

Affiliated organisations have an indirect relationship with IRQAO and are those for which a related accreditor has a direct contractual relationship with IRQAO and through which payments for IRQAO services may sometimes be made. Typically an affiliated organisation is a management systems certification body (Certifier), or training Institute. An affiliated organisation has a wide range of use of facilities within the IRQAO website but has a limited use of the IRQAO logo in that it may appear on certificates only. Use of logo on stationary and web sites is restricted to Licence holders. An affiliated organisation has no direct contractual relationship with IRQAO as the relationship is managed by the accreditor.

3.3 Partners

A Partner relationship is a direct relationship and is one whereby a contractual agreement exists between IRQAO and the Partner.

There are two types of Partner organisation:

- (i) Affiliation Partners, i.e. Partners who are authorised to create Certifiers within the IRQAO data-base. Such Certifiers have an 'affiliated' relationship with IRQAO.
- (ii) Non-affiliation Partners, i.e. Partners who are not authorised to create Certifiers within the IRQAO data-base but whose status and standing is such as to qualify their members to enter into a contractual relationship directly with IRQAO. Such Certifiers have a 'partner' relationship with IRQAO.

Partner contracts and agreements are defined in baseline document IRQ(D)01.

3.4 Licence Holders

A licence holder is one permitted to use the IRQAO logo on certificates stationary and web sites. Licence agreements are defined in baseline document IRQ(F)03.

END