

KEY ROLES & FUNCTIONS WITHIN THE IRQAO REPORTING 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 the accreditor.

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 the 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.



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.



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.



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.



2.6 PRODUCT CERTIFICATIONS

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 in cognisance of a regulatory directive.



2.7 PROFESSIONAL PERSONS CERTIFICATIONS

Issued to an individual in respect of satisfying a professional set of requirements and necessitating a degree of Continuing Professional Development and competence and requiring re-assessment on a periodic basis.



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



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