

**APPLICATION FOR ISO/IEC 15504 ASSESSOR CERTIFICATION**

**APPLICATION FOR CERTIFICATION AS**

- Provisional Assessor
- Assessor
- Principal Assessor

**PLEASE READ ALL NOTES**

1. Supply all the information requested in this form
2. This form must be completed in full, however additional information supporting the application may be appended or attached
3. **Copies** of qualifications and assessor training certificates must be attached to this application.
4. Work experience must be verified by the sponsor

**CONTACT DETAILS**

Family Name: .....	First Name .....
Initials: ..... Title: .....	Date of Birth: (yy/mm/dd) .....
Business Address .....	Private Address .....
.....	.....
.....	.....
.....	.....
.....	.....
Postcode/Zip.....	Postcode/Zip.....
Country .....	Country .....
Phone: +.....	Phone: +.....
Fax: +.....	Fax: +.....
Email: .....	Email: .....

**DECLARATION**

I apply for certification with the International Registration Scheme for Assessors. I have read and agree to abide by the Code of Conduct. I agree to the publication of my name, contact and certification details in a register. I declare that the information provided is correct to the best of my knowledge.

Signature of Applicant

Date:

**FORWARD THIS APPLICATION TO**

Director of Certification

at the address provided on the web site

[www.intrsa.org](http://www.intrsa.org)

International Assessor Certification Scheme

**APPLICANT SPONSORS**

Each applicant shall be sponsored by either their employer or by **two other** people who have a business relationship with the applicant.

Sponsors are responsible for providing independent verification of the information contained in this application. In doing so, sponsors are requested to:

- 1. Ensure that the information contained in the application detailing work experience of the applicant is accurate
- 2. Only sponsor an applicant where information can be verified from personal knowledge or where objective evidence has been reviewed

**APPLICANT SPONSOR**

**APPLICANT SPONSOR**

Full Name: .....

Relationship to applicant: .....

Business Name and Address

.....

.....

.....

.....

Postcode/Zip.....

Country .....

Phone: +..... Fax: +.....

Email: .....

Full Name: .....

Relationship to applicant: .....

Business Name and Address

.....

.....

.....

.....

Postcode/Zip.....

Country .....

Phone: +..... Fax: +.....

Email: .....

**Signature**

**Signature**

**Date**

**Date**

## International Assessor Certification Scheme

### INDUSTRY EXPERIENCE

The industry fields selected must correspond with verified work and assessment experience included in this application.

Mark the appropriate fields		Mark the appropriate fields		Mark the appropriate fields	
00	Other	10	Health and pharmaceutical	20	Retail
01	Aerospace	11	Information Technology / software	21	Space
02	Automotive	12	Insurance	22	Telecommunications
03	Banking	13	Leisure and tourism	23	Travel
04	Construction	14	Manufacturing	24	
05	Consumer goods	15	Media (television, radio)	25	
06	Defence	16	Petroleum	26	
07	Distribution/logistics	17	Public administration	27	
08	Education	18	Public utilities (gas, water. Electricity)	28	
09	Finance (excluding banking)	19	Research	29	

### EDUCATION AND TRAINING

Year	Educational establishment	Course / Programme

Please supply a copy of all certificates including the iNTACS Certificate of Training obtained from an accredited ISO/IEC 15504 training course.

### MEMBERSHIP OF PROFESSIONAL BODIES

Year	Membership grade	Name of professional association

International Assessor Certification Scheme

**PRESENT POSITION**

Name of Employer: .....

Department/business unit: .....

Title of your position: .....

Person you are reporting to: .....

Please describe your current responsibilities in detail

## International Assessor Certification Scheme

### CODE OF CONDUCT

By signing the application declaration the applicant agrees to abide by the Code of Conduct and shall:

1. Exercise honesty, objectivity, and diligence in the performance of their duties and responsibilities.
2. Exhibit loyalty in all matters pertaining to the affairs of their organization or to whomever they may be rendering a service. However, they shall not knowingly be party to any illegal or improper activity.
3. Not engage in acts or activities that are discreditable to their profession or their organization.
4. Refrain from entering any activity that may be in conflict with the interest of their organization or would prejudice their ability to carry out objectively their duties and responsibilities.
5. Not accept anything of value from an employee, client, customer, supplier, or business associate of their organization that would impair or be presumed to impair their professional judgment and integrity.
6. Undertake only those services that they can reasonably expect to complete with professional competence.
7. Be prudent in the use of information acquired in the course of their duties. They shall not use confidential information for any personal gain nor in any manner that would be contrary to law or detrimental to the welfare of their organization.
8. Reveal all material facts known to them that, if not revealed, could either distort reports of operation under review or conceal unlawful practices.
9. Continually strive for improvement in their proficiency, and in the effectiveness and quality of their service.
10. In the practice of their profession, shall be ever mindful of their obligation to maintain the high standards of competence, morality, and dignity promulgated by this code of ethics.
11. Maintain and improve their professional competency through continuing education.
12. Cooperate in the development and interchange of knowledge for mutual professional benefit.
13. Maintain high personal standards of moral responsibility, character, and business integrity.
14. Not to act in any way that would prejudice the reputation of INT-ACS or the assessor certification process and to cooperate fully with any enquiry in the event of any alleged breach in this code

International Assessor Certification Scheme

**WORK EXPERIENCE**

Please complete showing your most recent position first.  
Alternatively you may submit a curriculum vitae with the same information.

<b>FROM Month/year</b>	<b>TO Month/year</b>	<b>EMPLOYING ORGANISATION Include name, phone, fax and email addresses of supervisor/manager</b>	<b>YOUR POSITION</b>	<b>YOUR RESPONSIBILITIES</b>

## International Assessor Certification Scheme

### **ASSESSMENT LOG (not required for Provisional Assessor application)**

Please use forms iNTACS-8 and iNTACS-9 available from the download section of web site [www.int-acg.org](http://www.int-acg.org)

## International Assessor Certification Scheme

### **APPLICATION CHECKLIST**

- Declaration signed by applicant
- Application signed by sponsor(s)
- COPIES of education/training certificates
- COPY of Certificate of Training from an accredited ISO/IEC 15504 training course
- Completed and verified assessment logs (not required for Provisional Assessor)

### **FEEES**

Do not send any fees with your application.

The initial application fee and annual certification fee are due on notification of the award of certification.