

**International Personnel Certification Association**



**COMMON REQUIRMENTS FOR  
IPC CERTIFICATION SCHEMES**

**ISSUE 1**

**International Personnel Certification Association****COMMON REQUIRMENTS FOR  
IPC CERTIFICATION SCHEMES****Classification**

This document is classified as an IPC Administrative Document.

This document specifies common requirements for IPC certification schemes. These requirements are valid for all IPC members who have signed the IPC Multilateral Agreement (MLA) and performs certification of personnel according to IPC certification Schemes.

**Authorisation**

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**SECTION 1 OVERVIEW****1.1 Introduction**

**1.1.1** This document states requirements that are common to all IPC certification schemes, and are mandatory for all IPC Personnel Certification Bodies (PCB) performing certification based on an IPC certification scheme.

**1.2 Definitions**

For this document, the terms and definitions given by ISO 19011, ISO 17024 and the following apply:

**IPC Certification**

Certification performed by an accredited Personnel Certification Body according to the rules of IPC.

**PCB:**

Personnel Certification Body

**Examiner:**

A person designated to evaluate the competence of applicants for certification to IPC schemes.

**Applicant:**

A person applying for certification.

**1.3 References**

Applicable documents: Valid versions of ISO 19011; ISO 17024; ISO 17021, ISO 9000 family, ISO 14001 family, ISO 17007.

## **SECTION 2 ISSUING IPC CERTIFICATES**

### **2.1 Certification decision**

**2.1.1** At the point of certification, the applicant shall have fulfilled all requirements of the IPC scheme, including passed examination. Decision of certification shall be according to ISO 17024.

**2.1.2** Certificates issued by an IPC MLA member based on an IPC scheme may carry the logo of IPC. The format of the certificate shall be decided by the PCB. It may be carrying the IPC logo mark or may be an “IPC brand certificate” with IPC watermark across the document/card.

## **SECTION 3 REQUIREMENTS TO PCB’S AND THEIR EXAMINERS**

### **3.1 Examination questions**

**3.1.1** The IPC PCB shall keep updated a database of examination questions for the types of examination in use, reference is made to the relevant certification scheme. The number of questions shall be sufficient to avoid repeating the same questions for a longer time period.

### **3.2 Selection Criteria for Examiners**

**3.2.1** IPC PCBs shall select examiners who have sufficient theoretical background and can demonstrate a broad range of experience relevant to the certification scheme in question. Examiners shall have the seniority required to gain respect for competence in the field covered by the certification scheme.

**3.2.2** Examiners’ ability to assess the performance of applicants shall be demonstrated through various means such as supervisory and/or management experience involving performance assessment of other people.

**3.2.3** Examiners shall be required to have an understanding of IPC criteria for certification, including the role as an Examiner. This may be obtained through a training provided by the IPC PCB.

**3.2.4** The IPC PCB shall qualify the Examiners through on-site observation during their first activity in this role.

**3.2.5** The IPC PCB shall keep updated records of the examiners’ competence.

## **SECTION 4 IPC CODE OF CONDUCT**

**6.1** Prior to certification, the candidate shall sign an IPC Code of Conduct. The code shall comprise the following statements (\*= ISO 17024 requirement), but the PCB may add items at own discretion.

### **IPC Code of Conduct**

- I will comply with the relevant provisions of the IPC certification scheme \*
- I will make claims regarding certification only with respect to the scope for which the IPC certification has been granted \*

- I will not use the certification in such a manner as to bring IPC or the certification body into disrepute, and not to make any statement regarding the certification which IPC or the certification body considers misleading or unauthorized \*
- I will discontinue the use of all claims to certification that contain any reference to the certification body or certification upon suspension or withdrawal of certification, and to return any certificates issued by the certification body \*
- I will not use the certificate in a misleading manner \*
- I accept that the certification body who has issued the IPC certificate is the sole owner of the certificate.

Date:

Signature: