

# FORM 1—IRMA Certification Body Application

Applicants should refer to the IRMA Standards, Certification Body Requirements and Oversight Procedure to gain an understanding of the IRMA system and Certification Body application requirements. All documents are available from the IRMA website [www.responsiblemining.net](http://www.responsiblemining.net).

Please complete all sections of this document and ensure that all information is provided in English. Completed applications must be emailed to the IRMA Secretariat [info@responsiblemining.net](mailto:info@responsiblemining.net).

<b>1. General information</b>
Date of application
Legally registered name of the applicant certification body (hereafter named applicant CB, or CB) that will perform the assurance activities. Including the trading or commercial name (if applicable).
Legal name
Commercial or trading name
Description of legal status and ownership. Please attach evidence of your legal status and summarize a breakdown of ownership.
Registered head office business address
Street
Zip/postal code
City
Country
Email
Telephone
Website
Billing address (if different to above)
Contact name
Street
Zip/postal code
City
Country
Email
VAT number (for EU and VAT registered companies only)

## 2. Applicant CB details

CEO (or another legal representative) name

Primary contact person (for the IRMA assurance program)

IRMA will address all correspondence concerning this application to this contact person

Full name

Job title

Telephone number

Email

Does the applicant CB have foreign entities or subsidiaries?

This includes foreign entities or subsidiaries carrying out activities related and unrelated to assurance activities that are part of the scope of this application

No

Yes

If yes, for each entity please describe:

What is the relationship of these foreign entities or subsidiaries with the applicant CB?

Are any of these entities or subsidiaries undertaking certification or consulting activities? If so, which activities?

What are the applicant CB's arrangements for managing certification activities undertaken by foreign entities and subsidiaries?

In what country or countries are these entities located? Are these entities or subsidiaries fixed locations or remote? Are the personnel fixed or remote?

Is the applicant CB an affiliate office (AO) of a CB that is already approved by IRMA?

Affiliate office refers to an organization/entity contracted by the approved or applicant CB to perform one or more certification or assurance activities.

No

If, yes, indicate CB name

Does the applicant CB have one or more affiliate offices where assurance activities that are part of the scope of this application are performed? Note, in case of two or more AO please attach a list with all AO including the details indicated in the field below.

No

Yes If yes, provide details below:

Name of the AO

Address of the AO

Countries where the AO operates

Certification activities conducted

Legal status of the AO

Indicate the anticipated number of CB employees, auditors, and subcontracted auditors (if applicable) who will work in the IRMA assurance program.

CB employees

CB employed auditors

Subcontracted auditors (if applicable)

What is the applicant CB office language and the language of the accredited management system (MS) for delivering assurance services?

Office language

Language of MS

### 3. Applicant CB management system

Does the applicant CB have a governance body or bodies (e.g., certification committee, impartiality mechanism, board of directors) that ensures the integrity of its certification services? If so, please describe.

Does the applicant CB employ, or have access to, sufficient human resources and technical expertise to carry out the IRMA assurance services?

Please provide a summarized description of the resources/personnel that will or can be allocated to the IRMA program.

Indicate how the applicant CB management system addresses general management system documentation (e.g., manual, policies, definition of responsibilities, control of documents/records, management review, internal audit, corrective actions, and preventive actions.)

Does the applicant CB have a manual that governs certification services? If yes, provide the manual in electronic form, as well as any additional documentation developed specifically for the IRMA assurance program (e.g., program manual, auditor handbook).

No

Yes

#### 4. Third party accreditations and services provided

Is the applicant CB accredited/approved by another accreditation body (e.g., national accreditation body or other)?

If not accredited, or if proof is not provided, the application will be rejected.

No

Yes, accredited to ISO 17021

Yes, accredited to a different scope/scheme (identify):

Identify accreditation body(ies) and associated scope(s)/scheme(s), if multiple, and provide the link or attach your certificates:

Does the applicant CB offer or provide consultancy, training and other activities or services?

No

Yes Please explain

#### 5. Integrity

In the last 10 years, has your organization or its agents (beneficial owners, leadership team, staff, contractors, etc.) been accused of or investigated for allegations of fraud, corruption or any other illegal or unethical activity?

Please clarify any allegations or investigations involving your company or staff. This includes allegations or investigations into false claims, bribery, conflict of interest, social issues, or any fraudulent activity.

Note: Omitting any information about the company or staff history involving fraudulent or unethical activity which could impact the reputation or credibility of IRMA will result in the rejection of the application. In case the information becomes known to IRMA after approval, this could lead to the suspension or withdrawal of the CB's approval.

No

Yes Please explain

For the geographic scope(s) being proposed in Section 6, does the applicant CB need prior approval from legal authorities before it can undertake certification activities?

Applicant CBs are expected to understand the legal framework and operating environment(s) and comply with corresponding laws and procedures. In regions where legal prerequisites are in place (such as China), please provide copies of all documents verifying compliance.

No

Yes  Please explain

Applicants whose geographical scope includes China shall also submit:

- CNCA registration or evidence of being in the process of registration.
- Business licence, evidence of resources registered with CSCA, results of most recent CB internal audit and contract between the applicant CB and the affiliate office.

Note: lack of verifiable documentation confirming compliance with all legal authorities may result in the rejection of the application.

If scope of services includes China, indicate what licenses/registrations are maintained (and attach):

Does the applicant CB have any policies and/or procedures in place to ensure ethical and responsible business conduct?

Provide copies of any company policy and/or procedures responsible for corporate social responsibility and ethical behavior (this can include a company code of conduct, whistleblowing procedure, or any other internal systems designed to prevent fraud, corruption, and ensure responsible business conduct).

No

Yes  Please explain

## 6. Technical scope of the IRMA Standard for Responsible Mining

Please tick the technical scopes for which the applicant CB is applying.

Standards

IRMA Standard for Responsible Mining

Sector scope

Mining

Exploration and Development

Mine Reclamation and Closure

Mineral Processing (e.g., Refining, Smelting)

Geographical scope of application

List the countries or regions in which the applicant CB seeks to provide certification. If you are applying for global scope, please state so.

## 7. Documents to be included in your application

In addition to materials mentioned above, please provide the following documents when submitting your application:

Mandatory:

- Evidence of professional indemnity insurance.
- Evidence of legal status (e.g., certificate of registration, extract of commercial register).
- List of affiliate offices (if applicable).
- Valid accreditation/approval certificate(s) for ISO 17021.
- Most recent National Accreditation Body ISO 17021 assessment report.
- Management system (or equivalent) documentation.
- Evidence of competency for the technical scope (this can be supplemented by auditor audit logs or IRMA auditor applications).
- Evidence of sufficient organizational capacity and auditing experience for the geographical scope(s).

Recommended:

- Specific documents for the IRMA assurance program.
- Other accreditation/approval certificate(s) or relevant links.
- Prior approval from national authorities.
- Policies and/or procedures to ensure ethical and responsible business conduct.

## 8. Applicant CB agreement

Please review, tick and sign to confirm your understanding and agreement with the following conditions:

<p>A. That at this stage IRMA only evaluates the eligibility of the CB to become an applicant CB. This evaluation does not guarantee that the CB shall be accepted as an official applicant. If accepted as an applicant by IRMA, the parties will sign an IRMA CB Agreement. The acceptance of the CB as an official applicant for the IRMA assurance program is at the discretion of IRMA. The CB agrees that IRMA shall not be obliged to grant the status as an official applicant for the IRMA assurance program.</p>	
<p>B. That in case my application is rejected IRMA can, at its discretion, define and impose a time period until a new application for approval can be submitted.</p>	
<p>C. To accept the full fees for application processing and maintenance as specified in the IRMA Oversight Procedure in its most recent version as published on the IRMA website. The CB agrees that the initial application screening fee will not be reimbursed if the application is rejected during the screening process, and the full application fee will not be reimbursed if the application is rejected after OB review.</p>	

D. To continually fulfil the IRMA Certification Body Requirements and other normative documents and to provide evidence of such fulfilment.	
E. For both parties to guarantee confidentiality of business and personal information, as relevant. To treat all information received during the application as confidential to the extent that such information is not already published, generally available to third parties or otherwise in the public domain.	
F. That collection and processing of personal data detailed within this form and at any other time during the application process is necessary for the purposes of the legitimate interests pursued by IRMA with regard to evaluating and processing this application for approval.	
G. That personal data disclosed to (or gathered by) IRMA as part of the application process may be retained by IRMA throughout the application process and – if applicable – throughout approval and oversight activities until the CB requests that it be removed or their working relationship with IRMA is no longer active.	
H. That any dispute arising in relation to this application shall be settled in accordance with the laws of Washington State, United States.	

Authorized CB representative

Signature

Name and title

Organization name

Date