

FORM 3—IRMA Auditor Application Form

Individual auditors who are employed or contracted by an applicant or IRMA approved certification body shall complete this application to apply for approval to conduct IRMA independent audits.

Applicants should refer to the IRMA Standards, Certification Body Requirements and Oversight Procedure to gain an understanding of the IRMA systems and application requirements. Additionally, auditors shall review the IRMA minimum auditor qualification requirements in the IRMA Certification Body Requirements to ensure they qualify for approval. All documents are available from the IRMA website 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

1. Auditor details
Date of application
Full Name
Country of residence
Email address
Working languages (meaning languages in which the auditor is proficient)
Employer (including Self-Owned Business):
Full company name
Street
Zip/postal code
City
Country
<input type="checkbox"/> not applicable, independent contractor
Relationship with IRMA applicant/approved certification body
Certification body associated with
Employed <input type="checkbox"/> Subcontracted
<input type="checkbox"/> not applicable

2. Scope of application

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

Standards

IRMA Standard for Responsible Mining

Sector scope

Minerals Exploration and Development

Mining

Minerals Processing

Geographical scope of application: List the countries or regions in which the applicant seeks to provide auditing services.

3. Auditor qualifications and experience

Education

Highest level of education

University and degree (as applicable)

Professional experience in a relevant field (years and type of work)

Auditor training and qualifications: Please attach certificates for all completed training.

Lead Auditor certified

No

Yes Please identify scope, year, and # of training days (attach certificate)

Specific scopes:

ISO 19011: certified experienced

ISO 14001: certified experienced

ISO 26000: certified experienced

ISO 50001: certified experienced

ISO 14064: certified experienced

ISO 45001: certified experienced

ISO 31000: certified experienced

SA 8000: certified experienced

APSCA registered auditor

APSCA certified social compliance auditor

Sedex SMETA

Other, please provide details

Relevant auditing experience: Please provide details on the role (observer, auditor, lead auditor), and number and type of audits that the applicant auditor has participated in within the past three years that are relevant to the technical scope of application. This information can be submitted in a separate audit log.

Relevant professional experience: Please provide details of relevant experience in the following areas and describe how you obtained that experience:

Cultural heritage	Cyanide management
Free, prior, and informed consent/indigenous peoples rights	Emergency preparedness and response
Human rights due diligence	Environmental modelling, sampling, and monitoring (air, noise, greenhouse gas emissions)
Labor and working conditions	Environmental and/or biodiversity management
Mining in conflict-affected areas and OECD due diligence	Environmental and/or social impact assessment
Occupational health and safety	Mine waste and other waste management
Resettlement	Mine reclamation, closure and financial assurance
Revenue and payments transparency	Water resources management
Security and human rights	Management systems
Stakeholder engagement	
Other (please provide details)	

Describe knowledge or experience of relevant social and environmental laws, agreements, conventions, treaties, guiding principles and how that knowledge or experience was obtained (see Auditor Qualifications in the IRMA Certification Body Requirements for examples of desired areas of experience)

Describe knowledge or experience of minerals exploration and development, minerals extraction, mine operations, mine reclamation and closure, minerals processing, artisanal scale mining, other large scale extractive industry experience

Describe knowledge of IRMA standards and normative documents

The applicant auditor has successfully completed IRMA-sponsored mandatory training

Yes No

If yes, date(s) and length of training

Other IRMA-related experience (e.g. consulting, observer, mine representative, stakeholder)

Describe experience with other mining or minerals processing standards and normative documents

4. Details of past/current work with mining or minerals including employed directly in the mining/minerals sector, consultancy services, regulator, auditor, etc.

Please indicate if you have been employed as described above in the past three years

Yes No

If yes, please provide details on the type of work conducted

Are there any companies, sites, or regions where you believe you might be conflicted due to past work or personal bias:

Yes No

If yes, please provide details

5. Documents to be included in your application

Please provide the following documents when submitting your application:

Mandatory:

- CV or resume that highlights relevant mining-related experience, relevant auditing experience, and training or experience related to the topics areas you feel qualified to audit.
- Training/qualification certificate(s) for those referenced in this application.
- Professional registration(s) e.g., IRCA, APSCA.

Recommended:

- Audit logs for the past two years, at minimum, containing audit date, audit type, country, role of auditor, sector, and certification program, if relevant. More logs may be provided, e.g., to demonstrate additional areas of competency or additional mining-related audits.

6. Declaration of applicant auditor

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

A. The applicant auditor hereby applies to become an IRMA approved auditor based on the information supplied in this application.	
B. If the application is rejected by IRMA, that IRMA can, at its discretion, define and impose a time period until a new application for approval can be submitted.	
C. The applicant auditor will continually fulfil the IRMA Certification Body Requirements and other normative documents and, upon request, provide evidence of such fulfilment.	
D. The 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 regarding evaluating and processing this application for approval.	
E. The 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 auditor requests that it be removed or their working relationship with IRMA is no longer active.	
F. The auditor will continue to manage their work to ensure that there is not conflict of interest for work being performed as an authorized IRMA independent auditor, and any potential conflicts of interest will be disclosed to the CB and IRMA to allow for review.	
G. The applicant auditor is not currently engaged in any activity which would be likely to bring IRMA into disrepute.	
H. Auditor approval may be suspended or withdrawn by IRMA: a. If there is a failure to comply with IRMA normative requirements b. If the auditor's actions or omissions do, or threaten to bring IRMA into disrepute in any way c. As a result of the outcomes of a complaint/incident process	

Auditor Signature

Auditor Full Name

Date