



ICAR Certificate of Quality

Auditors' Guide (please read before starting any audit)

An ICAR Certificate of Quality auditor is a person who has been acknowledged to have recognised skills in some or all areas relating to animal identification, production recording and genetic evaluation, or related sciences.

The amount of time which an audit takes depends upon whether the audit is based on information sent to the auditor with any questions raised by the auditor; or if the applicant has to be visited then travel time has to be considered as an addition to the completed questionnaire. Where the questionnaire has been fully completed, with appropriate references and copies of reports, then the task is straightforward.

Once an auditor has agreed to undertake the task, having also been accepted by the applicant, the completed documents are sent to the auditor, along with a pro forma "Auditor's report".

The auditor should ensure that all his/her questions are answered to the auditor's satisfaction

Where there is to be a visit, this should be carried out at a mutually convenient time not more than 90 days from receipt of the application.

The auditor should complete his/her report within 30 days of receiving the final information from the applicant. The report should not be shared with the applicant until after the ICAR Board has considered it. The ICAR Board has 30 days in which to consider the report and inform the applicant. The auditor's report is then sent by the Secretariat to the applicant.

An auditor may claim €180/day for their work. A guide as to the likely timescales can be found in the complete Certificate of Quality questionnaire documentation. Amounts claimed greater than the guidelines must be fully explained and agreed prior to payment, otherwise amounts based on guidelines will be used. **An auditor must send any claim to ICAR within 15 days of submitting the final report on the applicant.**



Role of Auditor

The role of Auditor for the ICAR Certificate of Quality is to ensure that the Standards and Guidelines as published by ICAR are adhered to within the applicant member/organisation in order that the users/customers of that organisation receive high quality services and or products

Initial requirements

1. The auditor will have no commercial or national links with the applicant.
2. The auditor's priority is to the promotion of the ICAR ethics and culture by ensuring that which is implied as the role demands.

Further requirements

1. Prior to the visit to the applicant the auditor will have received the initial report completed by the applicant. This is the same report as that which is completed for the internal audit. This report must be studied and initial questions/points of clarification notified to the applicant before the visit. (This will ensure optimum use of time in the actual visit).
2. If the applicant is an "umbrella organisation", the auditor will be required to visit the square root of the number of the organisations within the "umbrella". Such a visit must include all the steps relating to the areas for which the ICAR Certificate of Quality is sought. The selection of sites to be visited will be the responsibility of the auditor.
3. At the end of the visit is expected that the auditor will have a meeting with the management of the organisation in which a verbal report, help and advice will be given; however it must be stressed that it is the Board of ICAR who has the responsibility for the granting of the Certificate of Quality.
4. The auditor will ensure that the final report is submitted to the ICAR Secretariat not later than 30 working days following the visit. No copy of the report will be given to the applicant by the auditor.