



IRIS CERTIFICATION® IMPLEMENTATION/ TRANSITION TO REV.04

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1. Stakeholders

This document is addressed to the following interested parties:

- IRIS approved Certification Bodies (e.g. CB representatives, auditors, CB administration)
- Companies already certified in IRIS Rev.03 seeking for an IRIS Rev.04 Certification

2. References

In order to perform an IRIS Certification Rev.04 audit the following references shall be considered:

- ISO 22163:2023
- IRIS Certification® Performance Assessment:2023

3. Company Master Data

Companies seeking for an IRIS Certification Rev.04 audit shall update their Master Data, taking into consideration the following aspects:

- New business categories and certification activities, as per table 1 of the IRIS Certification® Performance Assessment:2023
- Different types of Project Management (A, B or C,) as per figure 2 of IRIS Certification® Performance Assessment:2023
- Existing supporting functions (if applicable), as per table 3 of the IRIS Certification® Performance Assessment:2023, and the organisation's audit landscape

They shall also verify the accuracy of the rest of data 90 days before the audit starts (e.g. employees in headcount).

4. Transfer audit

Companies already certified in IRIS Rev.03 seeking for an IRIS Rev.04 Certification can change CB during the implementation/ transition period.

Recertification audit days are to be applied (see table 1: Minimum number of audit days for transition audits).

During a transfer audit, a higher QPL cannot be proposed for any level.

A maximum of 5% enabler score increase is credible as a yearly improvement.

IRIS Certification® Transition to Rev.04

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5. Timeline

IRIS Rev.04 transition will be applied from 01/04/2024, under the following conditions (see Figure 1: transition timeline):

- Certification audits, Recertification audits and transition audits in Rev.04 will start on 01/04/2024.
- Certification audits are not subjected to the transition rules and shall apply directly all rules contended in the IRIS Certification® Performance Assessment:2023.
- Audits shall be planned and performed thirty (30) days and up-to one-hundred and fifty (150) calendar days before the anniversary of the reference date
- An electronic copy of the audit report (preliminary and final) and related documentation shall be uploaded into the IRIS portal within 30 days after the audit or the closure of the CARs and before the anniversary of the reference date
- The last day of Surveillance Audit in Rev.03 will be performed on 30/09/2024. All audit reports, including final, shall be uploaded in the IRIS portal before 31/12/2024

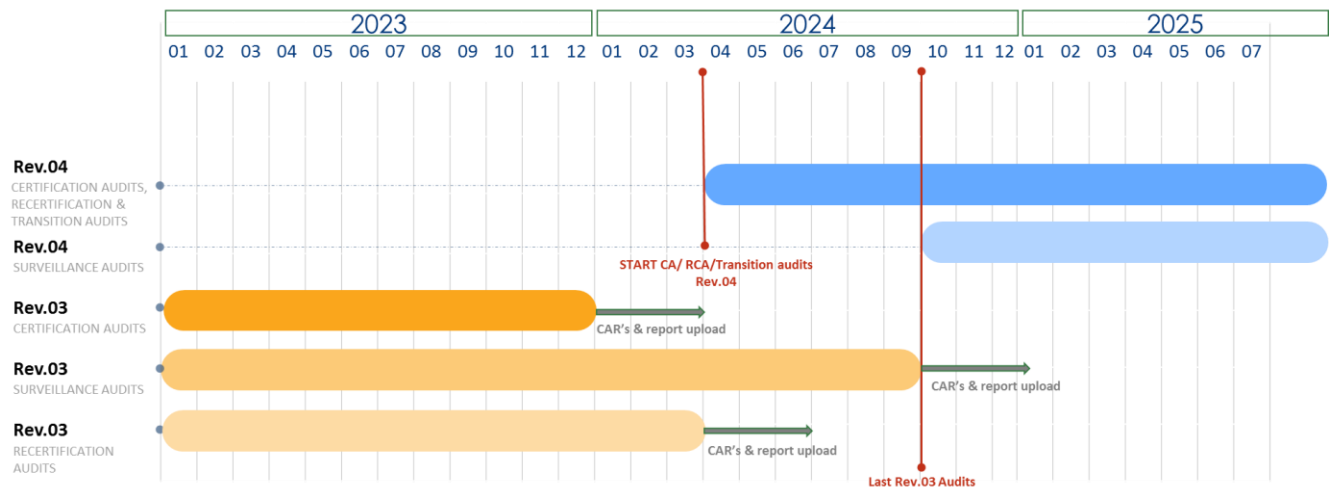


Figure 1: transition timeline

6. Applicability

Companies already certified in IRIS Rev.03 can seek for IRIS Rev.04 Certification during the normal certification cycle in the following ways:

Option 1) Recertification audit

- It is the most suitable way to shift to Rev.04
- Recertification audits in Rev.04 will start on 01/04/2024 and they shall be completed according IRIS Certification® Performance Assessment:2023 rules
- A Readiness review is mandatory
- Recertification audit days are calculated with transition audit days table (see table 1: Minimum number of audit days for transition audits)
- The reference date of the organisation is maintained
- A full new Rev.04 certificate is established

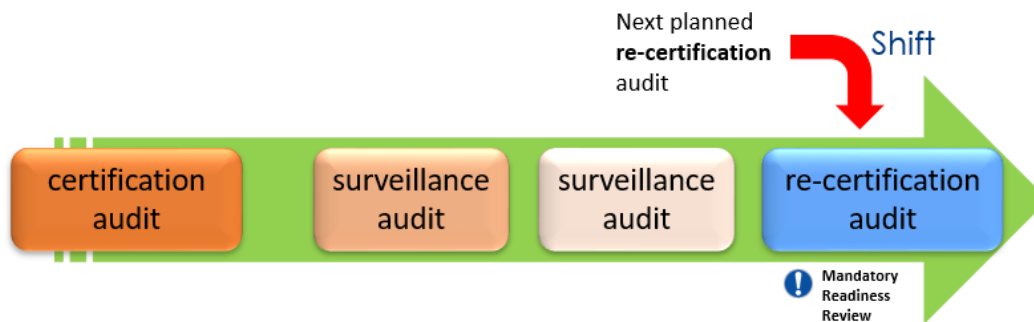


Figure 2: transition during a Recertification audit

Option 2) Transition audit during a Surveillance audit

- Transition audits will start on 01/04/2024 and they shall be completed according IRIS Certification® Performance Assessment:2023 rules
- Transition audits can be performed during the first Surveillance audit or the second Surveillance audit of the normal certification cycle
- A Readiness review is mandatory
- Surveillance/transition audit days are calculated with the transition audit days table (see table 1: Minimum number of audit days for transition audits)
- The reference date of the organisation is maintained
- Rev.04 certificate is timely reduced until the next Recertification audit

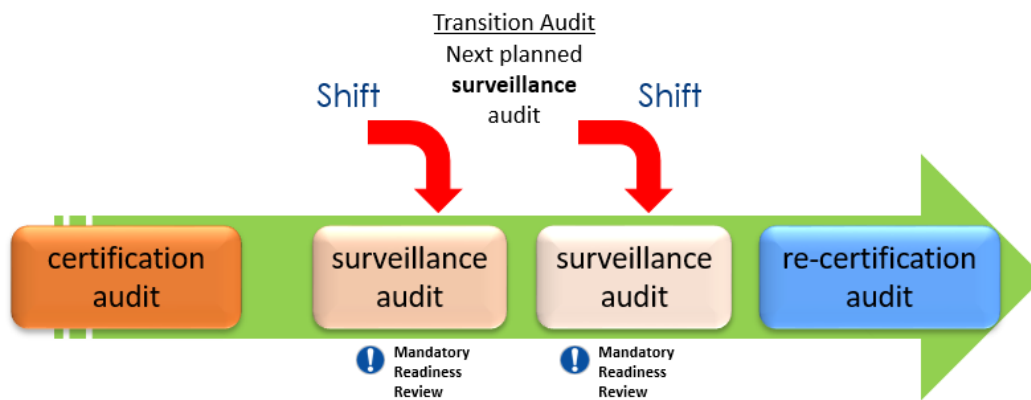


Figure 3: transition during a Surveillance audit

NOTE 1: a company that is already certified in IRIS Rev.03 could exceptionally decide to do a Recertification audit in Rev.04 even if not corresponding to their current certification cycle. This situation will be discussed and managed between the CBs and IMC.

7. Audit days

The below table is to be considered when performing audits for companies that are already certified in IRIS Rev.03 and seek for IRIS Rev.04 Certification during the implementation/ transition period.

The audit days reflected in the table include the time for:

- Readiness review
- Data review
- Performing an audit
- Reporting

	Option 1	Option 2
range of employees	Rev. 04 Implementation (Recertification audit)	Rev. 04 Transition audit (Surveillance audit)
1-10	4,5	3,5
11-45	5	4
46-85	6,5	5,5
86-125	8	6
126-175	8,5	6
176-275	9	7
276-425	10	7,5
426-625	10,5	7,5
626-875	11,5	8
876-1175	12	9
1176-1550	13	9,5
1551-2025	13,5	10
2026_2675	14,5	10,5
2676-3450	15	11,5
3451-4350	16	12
4351-5450	16,5	12,5
5451-6800	17,5	13,5
6801-8500	18	14
8501-10700	18,5	14,5
>10700	19,5	16,5

Table 1: Minimum number of audit days for transition audits

8. Examples

Company A. (Option 1)

- Staff headcount: 50 employees
- Reference date Rev.03: 20/11/2021
- Surveillance audit 1 Rev.03 : 20/08/2022
- Surveillance audit 2 Rev.03 : 20/08/2023
- **Recertification audit Rev.04 : 20/08/2024**

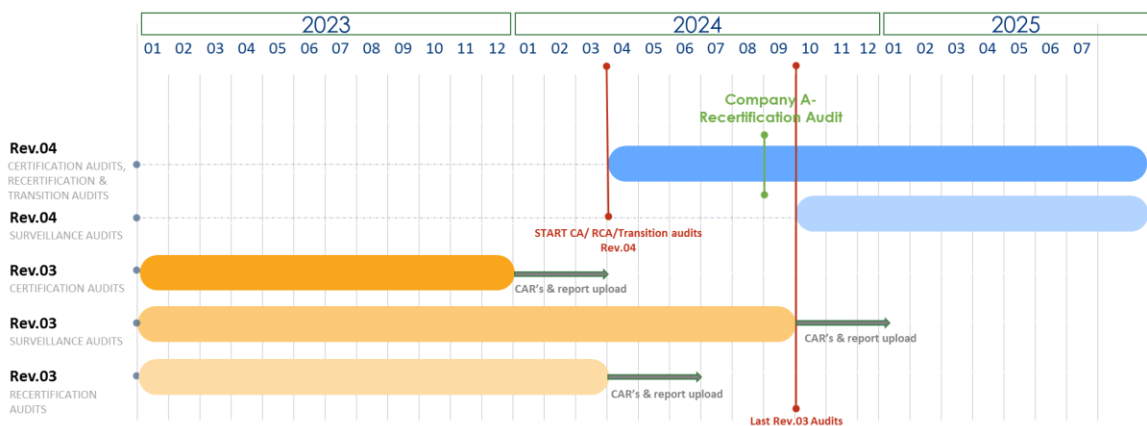


Figure 4: transition during a Recertification audit (company A)

- **Audit days calculation for Rev.04 implementation during Recertification audit:**

	Option 1				
range of employees	Rev 04 transition audit (Surveillance)	Readiness Review	Data Review	Performing an audit	Reporting
46-85	6,5	0,5	0,5	4,5	1

Table 2: Minimum number of audit days for transition during a Recertification audit (Company A)

Company B. (Option 2)

- Staff headcount: 100 employees
- Reference date Rev.03: 10/10/2020
- Surveillance audit 1 Rev.03 : 10/07/2021
- Surveillance audit 2 Rev.03 : 10/07/2022
- Recertification audit Rev.03: 10/07/2023
- **Transition audit Rev.04 during a Surveillance audit: 10/07/2024**

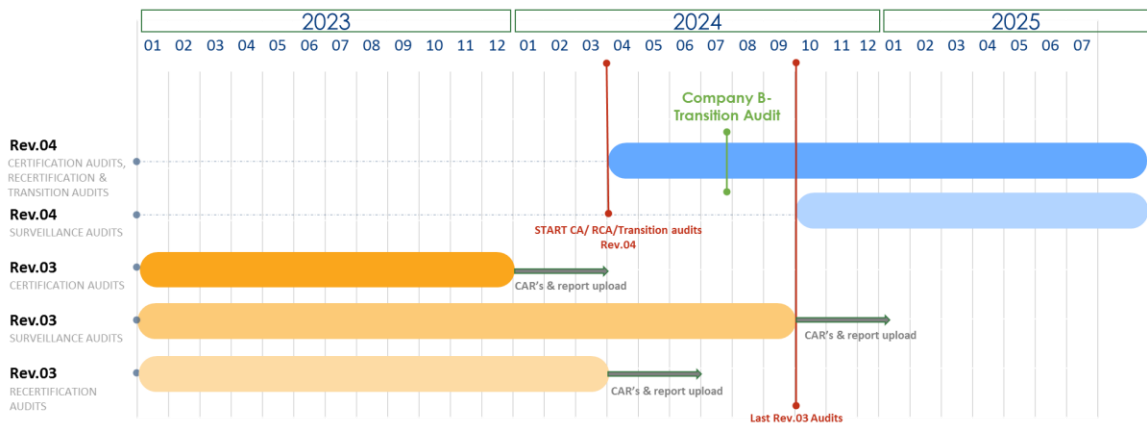


Figure 5: transition during a Surveillance audit (Company B)

- **Audit days calculation for Transition audit Rev.04 during surveillance audit:**

	Option 2				
range of employees	Rev. 04 Transition audit (Surveillance audit)	Readiness Review	Data Review	Performing an audit	Reporting
86-125	6	1	0,5	4	0,5

Table 3: Minimum number of audit days for transition during a Surveillance audit (Company B)

9. Flexibility

To allow a smooth transition to IRIS Rev.04, companies already certified in IRIS Rev.03 seeking for IRIS Rev.04 Certification will be given a flexibility allowance if they fulfill one or both following criteria:

- Their reference date is between 01/04/2024 and 30/06/2024
- Their audit date is between 01/01/2024 and 31/03/2024

These cases will be managed through a global waiver sent by the respective Certification Body to UNIFE. If the above criteria is met and the waiver is approved by UNIFE, the following actions are possible:

- Maximum 3 months shift of the audit date, without modification of the reference date
- Maximum 2 months to close the CARs, once the audit is performed
- Maximum 30 days to upload the audit results

Priority will be given to Recertification audits. Overpassing the reference date will only be allowed, if justified.

The rest of rules contended in the IRIS Certification® Performance Assessment:2023 remain applicable.

10. Simplified approach

When transitioning to IRIS Rev.04, companies already certified in IRIS Rev.03 seeking for IRIS Rev.04 Certification can apply the simplified approach if they have already completed a certification cycle and will do a Recertification audit.

A readiness is mandatory and simplified Recertification audit days will apply.

Simplified certified companies will not be granted a Quality Performance Level.

11. More information

Additional information on transition audits and IRIS Rev.04 can be found in the following IRQB webinar: https://www.youtube.com/watch?v=-425DO972_c

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