



**Examination Regulations for Certification
in the field of “Raw Material Criticality”
by
“IRTC-Certification Board”
October 2024, Revision 2
(English Version)**

§ 1 Requirements

§ 1.1

Please note that participation in the examination in the field of Raw Material Criticality is only possible if you have the following qualifications.

Certificate Basic Level

The Applicant for the certification “Raw Materials Risk Manager (Basic Level)” does not need to prove any additional competencies.

Certificate Advanced Level

The Applicant for certification as an “Raw Materials Risk Manager (Advanced Level)” shall prove previous theoretical and practical expertise in the field of “Raw Material Criticality”.

Therefore he/she has to confirm:

- The Certificate of the IRTC Certification Board as “Raw Materials Risk Manager (Basic Level)”;
or
- an equivalent certificate accepted and approved by the IRTC Certification Board

and

- has a bachelor or equivalent degree or higher of a university or an institution recognized as equivalent
or
- has work or academic experience of at least two years in connection with Raw Material Criticality.

Certificate Senior Level

An Applicant for the certification as “**Senior Raw Materials Risk Manager**” shall prove previous theoretical and practical expertise in the field of “RAW MATERIAL CRITICALITY”.

Therefore he/she shall confirm:

- The Certificate as “Raw Materials Risk Manager (Basic Level)”
- The Certificate as “Raw Materials Risk Manager (Advanced Level)”
or
- equivalent certificates accepted and approved by the IRTC Certification Board

and

- has work or academic experience of at least five years in connection with Raw Material Criticality.

The required qualifications must be proven by handing in copies of relevant certificates within 14 days of the confirmation of the application.

§ 1.2 Individual cases

In individual cases, the Applicant may provide proof for previously lacking requirements within one year after completion of the examination.

Certification must occur within one year after completion of the last examination, otherwise the examination must be retaken.

§ 1.3 Proof of fulfilled requirements

The degree as well as the required work experience are proven by sending in copies of relevant certificates within 14 days after handing in the application for certification.

After review, the IRTC Certification Board decides whether the requirements are fulfilled. If the requirements are not met, the IRTC Certification Board will notify the Applicant immediately through its secretariat.

In individual cases, the IRTC Certification Board may accept different types of proof.

§ 2 Applications

Applicants who wish to take or retake the examination shall apply to the IRTC Certification Board in writing. The application has to include the following information about the Applicant (see application form provided by the IRTC Certification Board):

- Name, date of birth, private address.
- Workplace with address (if any)
- Occupation
- Relevant certification profile (here: Raw Materials Risk Manager (Basic Level), Raw Materials Risk Manager (Advanced Level), Senior Raw Materials Risk Manager)
- Statement, whether the application concerns an initial certification, a retake or a recertification.

§ 3 Examination Process

§ 3.1 Assembly of Examination Documents and Provision

The IRTC Certification Board provides and chooses the examination questions from a catalogue of questions that have been approved by the Expert Committee and assigns the examination to an Examiner. The catalogue contains theoretical questions (for the basic level) as well as practical questions and tasks (for the advanced and senior level).

§ 3.2 Procedure

The examinations on the basic level consist of only one theoretical part. The examinations in the advanced and senior level are divided in a theoretical part and a practical part. The examinations are arranged differently depending on the certification profile.

Certificates Basic Level:

The examination will be a multiple-choice test. The examination duration is 1 hour. Applicants shall complete the examination questions and tasks in handwriting (examination in presence) or by typing (online examination).

Certificates Advanced and Senior Level:

Applicants shall complete the examination questions and tasks in handwriting (examination in presence) or by typing (online examination).

The practical part of the examination will take place in combination with the theoretical part of the examination and will also be done in handwriting or by typing on a computer.

General information

All parts of the examination will take place at a location approved by IRTC Certification Board.

Auxiliary means are generally not allowed.

The Applicant shall provide proof of his/her identity with a valid photo identification.

If an Applicant is disabled in a way that prevents him/her from taking the examination in the scheduled form, the Chairperson of the IRTC Certification Board will evaluate and decide how to conform to the special needs of the Applicant by choosing a different suitable form of examination. Information on the disability and corresponding proof shall be provided with the application.

§ 3.3 Examination Topics

The topics of the examinations are described in the annexes of this document.

§ 3.4 Evaluation and Assessment

The parts of the certification examination are evaluated as follows:

No.	Type of Examination	Minimum Passing Requirements
1	Theoretical Examination	67%
2	Practical Examination	67%

The different parts of the examination are evaluated separately and then combined in the final result (passed / failed) (note: at the basic level there is only a theoretical part). To be certified, the Applicant must successfully complete at least 67 percent of each part of the examination. If failed, no certificate will be issued. Each part of the examination may be retaken up to two times. Each part of the examination must be retaken within one year, otherwise the whole examination must be retaken, even if the Applicant passed in one part of the examination.

The examination is considered as passed when the Applicant has successfully completed all aforementioned minimum requirements.

§ 3.5 Inspection of examination records

The Applicants are entitled to inspect the examination records once. The inspection of the examination records has to take place within four weeks after the Applicants are being informed about the results. The Applicants may inspect the examination records at the premises of IRTC Certification Board together with a staff member of IRTC Certification Board.

§ 4 Certification

Applicants may be certified after successfully fulfilling the requirements stated in § 1 and having successfully passed the examination (see § 3.4). The certificate will then be handed to the Applicant by the IRTC Certification Board.

The Applicant may provide proof for previously lacking work experience within one year after completing the examination. The certificate will only be issued after sufficient proof has been provided. Certification must be issued within one year after completion of the last examination.

The validity of the certificate starts by the date of the decision of the certification and runs out five years less one day after the last examination.

§ 5 Monitoring and Recertification

§ 5.1 Monitoring

No monitoring is foreseen during the validity period of the certificate.

§ 5.2 Recertification

All Certificate Holders must attain recertification after a certification period of five years less one day after the last examination (see § 4).

The recertification process includes the formal review of the application requirements including the proof of work experience within the past five years.

The Certificate Holder shall file for recertification from the IRTC Certification Board before expiration of the certificate.

The recertification process must be completed before expiration of the certificate. In exceptional cases an extension may be granted (for instance, if in the relevant timeframe the IRTC Certification Board does not offer a recertification examination or in case of illness of the certificate holder). The Chairperson of the IRTC Certification Board decides on granting an extension.

Goals of recertification are:

- proof of retained knowledge and skills (State of the Art) within the relevant certification profile, and
- proof of retention and development of competencies within the relevant certification profile of the Applicant.

Recertification requires the following:

- Proof of work or educational experience within the scope of the certification profile within the validity period of the certification
- and
- Completing the examination of the Basic Level certification

The recertification examination assesses the contents of the relevant certification or examination profile. The evaluation will be carried out in accordance with § 3.

If the recertification requirements are successfully fulfilled, the certificate will be extended for another five years less one day.

If the recertification requirements are not fulfilled, the validity of the certificate expires.

§ 6 Rights and Obligations

The issuance of the Certificate is associated with rights and obligations. If the Applicant for certification does not agree with the following regulations, participation is not advisable.

§ 6.1 Disclosure

The IRTC Certification Board may upon written request (for instance by potential clients of a certificate holder) disclose whether the person is legitimately using the certificate. For identification purposes of the certificate holder, personal information including the surname/first name, date of birth, private address, place of birth and workplace of the certificate holder will be filed by the IRTC Certification Board. By signing the application, the Applicant agrees to accept these provisions in case the certificate is awarded to him/her. The IRTC Certification Board shall comply with the GDPR (General Data Protection Regulations).

§ 6.2 Rights

Within the scope of his/her occupation in "RAW MATERIAL CRITICALITY", the Certificate Holder is entitled to

- refer to his/her certification and the certifying body on letterheads, on the internet and other printed documents in the following way: certified "NAME OF THE CERTIFICATE", approved by the IRTC Certification Board" or certified "NAME OF THE CERTIFICATE" (e.g. "certified Raw Materials Risk Manager (Basic Level)"). By using Alternative 1, he/she shall check that the designation of "approved by the IRTC Certification Board" does not appear bigger than the name of the certified person.
- use the certificate as a whole referring to the certification.
- Further details: cf. Section "Permitted use of certificates" below.

§ 6.3 Obligations

The Certificate Holder shall comply with the following principles:

§ 6.3.1 Diligence

The Certificate Holder shall exercise his/her occupation in accordance with the "State of the Art" in RAW MATERIAL CRITICALITY.

§ 6.3.2 Permitted use of certificates

The following regulations shall also apply for the use of certificates:

- The certificate shall be granted to the certificate holder. The actual certificate/document shall remain the property of the IRTC Certification Board.
- Only valid certificates shall be used.
- The certificate shall not be abused inappropriately.
- The certificate shall be returned to the certification board
 - after expiration of the certificate,
 - after the Certification holder has been informed by the IRTC Certification Board about the withdrawal
- In case of suspension, withdrawal or lapse of the certification the Certification holder shall immediately cease the use of the certificate. References of the Certification holder to the certification and/or the IRTC Certification Board shall be removed immediately.
- In this event letterhead or other printed material shall be destroyed immediately or in case of suspension shall not be used during suspension.

- The use of the certificate and references to it are only permitted if the observer explicitly recognizes who has been examined and certified.
- By using the certification or making references to it the certificate holder shall not give the impression that he/she is an employee of the IRTC Certification Board or that he/she acts on behalf of the IRTC Certification Board.

The Certificate holder is responsible for the correct use of the Certificate. Possible doubts shall be the responsibility of the Certificate holder.

§ 6.3.4 The use of IRTC-Logo

The certificate of the IRTC Certification Board contains the IRTC-Logo. The Logo shall exclusively be used as a part of the certificate in that way that the certificate as a whole may be copied or made available on the internet as proof of the issuing certification board for e.g. clients or employers. Any further use beyond this of the IRTC-Logo is expressly prohibited.

In case of violation, the IRTC-Board is entitled to apply for injunctive relief or damage claims.

§ 6.3.5 Duty to give Notice

The Certificate Holder shall notify the IRTC Certification Board without delay of:

- any changes of name (e.g. in case of marriage),
- any change of place of residence,
- the loss of the certificate.

§ 6.3.6 Duty to Disclose

Upon request of the IRTC Certification Board, the Certificate Holder shall disclose and furnish all necessary particulars and documents regarding the monitoring of activities and compliance with the aforementioned duties within a set deadline and without compensation.

He/she may refuse to provide self-incriminating information or such information that may incriminate his/her relatives.

§ 6.3.7 Violation of Duties as Certificate Holder

Depending on the gravity of the violation of a duty stated in § 6.3 the certification may be suspended or revoked. The former Certificate Holder is then no longer entitled to refer to his/her certification.

Annex A: Raw Materials Risk Manager (Basic Level)

The following learning outcomes have to be reached on the Basic Level

Learning Outcomes Raw Materials Risk Manager (Basic Level)

Learning outcome	Level
Define concept of criticality	Know
Describe important criticality studies	Know
Describe common mitigation measures and their implementation hurdles	Know
Recognize different types of raw material risks	Know
Recall typical supply risk indicators	Know
Identify why criticality determinations differ among studies	Know
Describe the political and regulatory context of critical raw material management	Know
Describe basic features of the EU Critical Raw Materials Act	Know
Describe possible impacts of the EU Critical Raw Materials Act	Know
Recognize the variables in the EU methodology	Know
Recall the EU methodology to a raw material	Know
Know a tool for the evaluation of company criticality hotspots	Know
Recall methods to evaluate a system's vulnerability to supply disruptions	Know
Describe the main parameters of raw material markets	Know
Describe the role raw materials play in relevant sectors in the economy	Know
State potential problematics related to raw materials	Know
Outline national efforts to identify critical raw materials	Know



Annex B: Raw Materials Risk Manager (Advanced Level)

Still to be defined

Annex C: Senior Raw Materials Risk Manager

Still to be defined.