



IAF PPR | PROFESSIONAL PRACTICE | FIRST EDITION

APPLICANT GUIDE

Preparing a credible professional-practice application,
evidence and accurate scope.

PREPARED FOR IAF ADOPTION

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Independent Experts & Professionals
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International Automotive Federation

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Document control

Item	Controlled value
Programme	IAF Professional Practice Recognition Programme (IAF PPR)
Document	Applicant Guide
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Status	Prepared for IAF adoption. Effective operation requires recorded adoption, validated pilots and an operational verification route.
Owner	International Automotive Federation
Master language	English
Public recognition wording	IAF Corporate Recognition - bounded to the approved legal entity, sites and activities.
Hierarchy	Standard including internal directives and normative annexes; adopted implementation notice within those rules; Status and Mark Rules; Audit and Professional Practice Manuals; Applicant Guide; controlled forms.
Authority boundary	Corporate implementation assurance. Individual role authorisation is separate; no transferable personal licence, report endorsement or vehicle approval is conferred.
Control	Retain exact scope and criterion versions. Protect completed records, personal information and professional evidence.

Purpose and use

Preparing a credible professional-practice application, evidence and accurate scope.

Shall denotes a requirement; should guidance; may permission. Examples are illustrative unless a normative provision expressly establishes a rule. No checklist score can compensate for failed safety, integrity, competence or an unsupported scope.

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G01 What recognition establishes

IAF PPR connects a practice quality claim to authentic evidence, competent assessment, an independent decision and continuing accountability. The status is IAF Corporate Recognition for the exact named legal entity or legally operating sole practice, hubs and activities. It is not a personal title transferable to another employer.

The programme spans automotive engineering advice, investigation, valuation, inspection, quality advice, electrification, digital systems, advanced mobility and technical education. Select all actual activities. A corporation may hold recognition while only specified people are authorised for a particular discipline or consequential opinion.

This edition is prepared for IAF adoption. Live operation requires formal adoption, representative pilots, impartial competent personnel and a tested verification route. International applicability is an objective; acceptance by a particular client, forum or public authority must be established separately.

G02 Define the practice and people

Identify the contracting legal entity, delivering hubs, home or remote offices, physical examination facilities, subcontractors and professional roles. Client locations are engagement locations, not automatically recognised facilities. A shared brand or referral network does not establish enforceable control of another practice.

Use stable entity, hub, discipline, professional and scope-row identifiers. Define permitted vehicle classes, technologies, tasks, intended use and exclusions. PRC is mandatory. Apply every other relevant profile and triggered domain, including risk arising through outsourced work.

Keep the individual roster separate from the corporate status. Record trainee, contributor, independent lead, reviewer and issuer roles and their limits. Departure or absence of a key expert can remove capability even though the company name and address remain unchanged.

G03 Establish implementation and professional experience

For initial or new discipline/hub scope, demonstrate at least six months of implemented controls, a completed internal audit, management review and three actual completed engagements per discipline/hub. A governance-only function demonstrates real oversight cases rather than fictitious professional assignments.

Each independent lead needs at least 24 months of relevant professional practice and three verified representative completed assignments in the preceding 36 months for every authorised discipline. Prior work can support individual competence when contribution and lawful review are verified; it does not automatically establish the new practice implementation history.

Use original work and structured technical challenge to demonstrate competence. Simulations and training support development but do not replace actual completed work. Junior professionals may contribute under effective supervision; they cannot independently sign beyond their authorised capability.

G04 Create an honest evidence map

Adopt the PPR Standard by an authorised executive or proprietor and record its edition. Map every applicable requirement to the owner, implemented practice, original evidence and effectiveness check. Additional claimed IAF quality texts require their own exact edition and complete clause-level evaluation.

Include unsuccessful methods, adverse facts, complaints, corrected reports and unresolved gaps. Evidence volume is not evidence quality: a reproducible case showing instructions, reasoning and review is more useful than an unindexed collection of policies. Identify the complete case population for independent selection.

Use NA only where the inherent trigger is absent from the bounded scope, with reasons and reviewer acceptance. Outsourcing, confidentiality, low volume or missing records do not themselves make a requirement inapplicable. IAF operator duties need independent operator evidence, not applicant self-declaration.

G05 Make independence workable

Screen each engagement for ownership, prior advice, advocacy, financial interest, family relationships, confidentiality conflicts and self-review. Explain roles and relevant interests to entitled parties, but refuse or narrow an assignment when disclosure cannot control the conflict. A client cannot purchase a predetermined independent opinion.

Arrange independent technical review before consequential issue. The reviewer must be competent and must not have created or directed the conclusion. A sole practitioner can engage an external reviewer for an ordinary fixed or time-based fee; outcome-dependent remuneration and material conflicts are unacceptable.

Keep this case-review arrangement distinct from the IAF assessment team. IAF assessors, reviewers and decision members undergo at least a 36-month conflict look-back, extended for residual risks. Independence of professional judgment does not mean a legitimate professional can never be paid.

G06 Protect evidence and intended users

Agree instructions, intended use, recipients, authority and reliance limits before work. Verify lawful digital access and specific permission for altering or destructive examination. Preserve item identity, custody, originals, relevant metadata and transformation history. A hash proves file identity, not the truth of its contents.

Explain material uncertainty where the user makes the decision. Distinguish observations, assumptions, model outputs and opinion. Do not hide a decisive limitation in an annex while the headline offers an unqualified assurance. Retain actual technical source citations in professional reports even though these scheme documents contain no external normative references.

When essential material is privileged or confidential, arrange lawful protected review, minimisation and authorised access. Do not disclose unlawfully or conceal material contradictions. If sufficient verification remains impossible, defer the unsupported scope or conclusion and record the limitation honestly.

G07 Submit the application

Complete the Application, Practice Scope and Professional Roster, and Self-Assessment Dossier. Include authentic legal identity, adoption, implementation history, personnel experience, representative work, independent-review arrangements, internal audit and management review. Sign through a person who can bind the practice.

Attach an evidence manifest with IDs, owners, versions, dates and protected access routes. Identify material external providers and permissions for source review. Declare open complaints, report withdrawals, capability gaps and known assessment-team conflicts. Submission is a versioned evidence package, not a collection of prospective promises.

Keep pending scope and private readiness review outside active public claims. Record subsequent changes against the original submission and update affected evidence. Typed form names require supporting authority and appropriate signature or authentication; a blank form is never an issued recognition statement.

G08 Prepare for a substantive assessment

Initial and renewal review covers every delivering hub and directly challenges every independent lead in each authorised discipline. Physical technical facilities receive physical assessment. A remote-only office alternative needs independent adequacy approval of secure live observation and source review; otherwise a physical visit or deferral is required.

At least two competent assessors collect evidence. Minimum initial/renewal effort starts with two central days plus hub-size and risk additions defined in IR02. Three completed engagements per discipline/hub is a floor; samples expand for diversity, adverse facts and confidence in individual contribution.

Every applicable requirement must be Met and all findings effectively closed for initial grant. An uninvolved technical reviewer checks the complete case; three uninvolved panel members participate, with at least two reasoned votes for a disposition. A majority cannot waive a failed essential gate or missing evidence.

G09 Maintain competence and status

The maximum term is three years, with surveillance by months 12 and 24 and annual review of every hub. Physical technical facilities are visited annually. Personnel sampling covers all new/materially changed leads and adverse cases plus a rotating ceiling-square-root sample of remaining leads, with every lead covered within the three-year cycle.

An active isolated Minor may remain open up to 90 calendar days with essential assurance protected. Major requires immediate containment, a 30-day closure target and suspension review if unresolved. Critical requires immediate protective review. No active-status allowance permits an open initial-grant finding.

Notify IAF of serious incidents within 48 hours of awareness, planned material changes before implementation and unplanned material changes within five calendar days. Act immediately on safety and preserve evidence; these reporting clocks do not postpone earlier applicable duties. Apply for renewal at least six months before expiry.

G10 Communicate the precise result

Use the exact corporate status with current verification, legal holder and approved scope. A staff biography may describe the person's authorised role within the named recognised practice, but may not imply personal IAF licensing or transferable recognition. Departed staff cannot retain an active association claim.

A corporate mark may identify the practice subject to an approved licence and context. Do not turn it into a seal that endorses a valuation, cause analysis, test result, court opinion or vehicle conformity. Recognition does not make a report conclusive or remove the need to assess its evidence.

Check authoritative current status or the controlled manual fallback. A saved image cannot establish present validity. Where verification is unavailable, report unavailable or unresolved and obtain current confirmation; restriction, suspension, expiry and withdrawal must be reflected promptly across claims.

G11 Respond to errors and disagreements

Correct material report errors promptly, preserve previous versions and notify entitled affected users through a lawful route. Review other assignments sharing the failed method or data. An invoice dispute, confidentiality slogan or desire to protect reputation cannot justify a knowingly misleading continuing opinion.

Keep professional complaints, disputed technical opinions and recognition appeals distinct. Appeal a programme decision within 30 calendar days of notice. A different three-person panel targets a reasoned outcome within 45 calendar days after complete evidence; necessary protection has no automatic stay.

Restoration requires demonstrated correction, effectiveness verification and an independent dated decision. Preserve interruption and previous status. Ending recognition does not end record custody, necessary corrections or other continuing professional obligations.

G12 Use the complete document system

The Standard, internal directives and normative annexes establish mandatory rules. The Applicant Guide explains preparation, the Professional Practice and Evidence Manual supports implementation, and the Audit and Recognition Manual controls evaluation. Status and Mark Rules govern claims within the Standard.

The six fillable PDFs capture application, scope and individual roster, self-assessment, all 204 assessment requirements, 28 governance records and 16 engagement/report records. Link originals and controlled attachments; a response box never limits the evidence needed. Checklist source-page references point to the exact edition supplied.

The English master uses shall for requirements, should for guidance and may for permission. Preserve versions across all records. Repeated fillable pages need separate named files or unique field names to avoid synchronised values. Review local professional duties and authentic technical methods for each assignment; the programme does not supply universal legal permissions.