



STANDARD OPERATING PROCEDURE

ICAR Management & Operations

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PURPOSE

The purpose of this procedure is to further outline how ICAR Chief Executive (CE) assigns type of membership (either full or associate) to an applicant for ICAR membership.

SCOPE

The procedure is relevant to ICAR Boards, management, staff and consultants.

TERMS & DEFINITIONS

CE: Chief Executive

QAMS: Quality Assurance Management System

SOP: Standard Operating Procedure



RESPONSIBILITIES / PROCEDURE

1) ICAR Chief Executive

When an application for membership of ICAR has been received, the CE takes a decision if the applicant qualifies for either full or associate membership.

For full membership at least one of the following statements should be true for the applicant:

- Runs national database
- Is a competent authority/GOVERNMENT
- Is farmer owned or a cooperative
- Is an umbrella organisation
- Runs herdbook
- Runs milk recording
- Runs genetic evaluation
- Public Good (Not Private Commercial only Org)

If these statements can not be answered by the CE, the CE should contact the applicant to get the correct answers.

These statements are answered for all ICAR members in 2023. The file with the outcomes can be used to apply to the new applicant and can be found in Annex [01_MGT_0010_A1](#).

REFERENCE DOCUMENTS

Annex [01_MGT_0010_A1](#) Membership Application