ACCREDITATION RULE 33

Issue Date: 2017/01/01
Implementation Date: 2017/01/01
Supersedes: 2016/01/22

SUBJECT: Accreditation Program for e-Stewards® Certification

APPLIES TO: e-Stewards ANAB Accredited and Applicant Certification Bodies

PREFACE

This Accreditation Rule is to inform certification bodies (CBs) of ANAB’s requirements for accreditation to certify for the e-Stewards Program for responsible recyclers of used electronic equipment.

ACCREDITATION RULE

1. Requirement Documents (current versions unless specified)
   1.1. e-Stewards Standard for Responsible Recycling and Reuse of Electronic Equipment® (available from www.e-Stewards.org)
   1.2. e-Stewards Sanctioned Interpretations (available at www.e-Stewards.org)
   1.3. ISO/IEC 17021-1 Conformity assessment – Requirements for bodies providing audit and certification of management systems
   1.4. MA 5000, ANAB Accreditation Manual, and applicable ANAB Accreditation Rules
   1.5. IAF Mandatory Documents as applicable

2. Prerequisites
   2.1. The CB shall be pre-approved by the Basel Action Network-appointed e-Stewards program administrator. Evidence of pre-approval is to be provided to ANAB as part of the application.
   2.2. The CB shall have been accredited for ISO 14001 by an IAF MLA signatory for at least one year prior to submitting an application for accreditation to ANAB, and shall gain or maintain accreditation by ANAB for ISO 14001 as condition of applying for accreditation for e-Stewards.

3. Application Process
   3.1. CBs can obtain applications for informational use at www.anab.org.
   3.2. The application process outlined at www.anab.org shall be completed via ANAB’s Enterprise Quality Manager (EQM) database when the CB is ready to apply for accreditation.
   3.3. The application fee includes the cost of one assessor day for the off-site documentation review.

4. Initial Assessments for Accreditation
   4.1. An ANAB accreditation assessor shall conduct a documentation review.
   4.2. After the documents are found acceptable, ANAB will conduct an office assessment and shall conduct required witnessed audits.
      4.2.1. The office assessment shall be conducted on site or remotely (at ANAB’s discretion) and is conducted to ensure the CB’s certification process for e-Stewards conforms with ISO/IEC 17021-1 and the e-Stewards Appendices and is effective.
   4.3. ANAB shall witness the CB conducting a two-stage audit process (stages 1 and 2).
4.3.1. The ANAB assessment team shall have the same number of members as the CB audit team.

5. Surveillance Assessments

5.1. ANAB shall conduct an annual office assessment and shall witness the CB conducting an e-Stewards audit annually.

5.1.1. When possible, the office assessment shall be conducted concurrently with assessments for other ANAB accreditation programs for which the CB is accredited.

5.1.2. During the accreditation cycle, ANAB shall evaluate the CB’s full system audit process during at least one annual witnessed audit (stages 1 and 2 certification audit or recertification). The additional witnessed audits required in the accreditation cycle are based on the CB’s audit activity and management system findings, and include audit types such as surveillance, special, multi-site, scope expansion, transfer, integrated, ASRP, and/or CAAT. ANAB accreditation Rule 18 outlines the witnessed audit scheduling process and the process to potentially alter the types of audits witnessed.

6. Re-accreditation Assessments

6.1. ANAB shall conduct a document review and an on-site full system office assessment at approximately six months prior to the expiration of accreditation.