ACCREDITATION RULE 34

SUBJECT: Accreditation Program for Responsible Recycling (R2) Certification

APPLIES TO: R2 ANAB-Accredited and Applicant Certification Bodies

PREFACE

This Accreditation Rule is to inform certification bodies (CBs) of ANAB requirements for accreditation to certify organizations for the Sustainable Electronics Recycling International (SERI) R2 program for recyclers of electronic equipment.

ACCREDITATION RULE

1. Requirements Documents (current versions unless specified)
   1.1. Responsible Recycling ("R2") Practices (available from www.sustainableelectronics.org)
   1.2. SERI R2 Code of Practice (available from www.sustainableelectronics.org)
   1.3. ISO/IEC 17021-1, Conformity assessment - Requirements for bodies providing audit and certification of management systems
   1.4. MA 5000, ANAB Management Systems Accreditation Manual, and applicable ANAB Accreditation Rules
   1.5. IAF Mandatory Documents as applicable

2. Prerequisites
   2.1. The CB shall have been accredited by an IAF multilateral recognition arrangement signatory AB to issue ISO 14001 environmental management system and ISO 9001 quality management system, or RIOS, certifications for at least one year prior to applying for accreditation.

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 must 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 full documentation review.
   4.2. After the documents are found acceptable, ANAB shall conduct an office assessment and 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 R2 conforms with ISO/IEC 17021-1 and the SERI Code of Practice, and is effective.
      4.2.2. ANAB shall witness the CB conducting a two-stage audit process (stages 1 and 2).
         4.2.2.1. 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 annually witness the CB conducting an R2 audit.

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 for potentially altering 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.

7. End User Expected Outcomes for Accredited Certification to R2

7.1. The expected outcomes for an organization with accredited certification to R2 are documented in the SERI R2 Code of Practice (available from www.sustainableelectronics.org).

7.2. The CB shall have processes to ensure that its auditors and other certification personnel are knowledgeable of the expected outcomes and consistently reinforce them with the CB’s clients.