ACCREDITATION RULE 48

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Implementation Date: 2017/01/01
Supersedes: 2016/01/05

SUBJECT: Accreditation Program for Responsible Care®–RC 14001 and RCMS

APPLIES TO: RC14001 and RCMS 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 RC14001 and RCMS conforming with the American Chemistry Council’s Responsible Care programs.

ACCREDITATION RULE

1. Requirement Documents (current versions unless specified)
   1.1. ACC RC101 Responsible Care Management System Technical Specification
   1.2. ACC RC151 RC14001 Technical Specification
   1.3. ACC RC201 Certification Procedure
   1.4. ACC RC204 Audit Service Provider Requirements
   1.5. ACC RC205 Auditor Qualification and Training Requirements
   1.6. ISO/IEC 17021-1, Conformity assessment – Requirements for bodies providing audit and certification of management systems
   1.7. ISO/IEC TS 17021-2, Competence requirements for auditing and certification of environmental management systems
   1.8. MA 5000, ANAB Accreditation Manual, and applicable ANAB Accreditation Rules
   1.9. IAF Mandatory Documents as applicable

2. Prerequisites
   2.1. The CB shall be accredited by ANAB or attain ANAB accreditation concurrently to certify organizations for ISO 14001 environmental management systems.

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 RC14001 and RCMS conforms with ISO/IEC 17021-1 and applicable ACC requirement documents and is effective.

4.2.2. ANAB shall witness the CB conducting a two-stage audit process (stages 1 and 2) for RC14001. ANAB also shall witness the CB conducting an RCMS full-system audit process; one of the first three audits conducted by the CB shall be witnessed (per RC204, section 5.2) and may be conducted after initial accreditation.

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, annually witness a CB team conducting a RC14001 audit, and at least once in the accreditation cycle witness a CB team conducting an RCMS 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. Reaccreditation 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 RC14001 and RCMS

7.1. The expected outcomes for an organization with accredited certification to RC14001 or RCMS are continuous improvement and responsiveness to stakeholders’ concerns about the chemical industry’s products and operations [further detailed in RC 14001 (RC 151) and RCMS (RC 101), in the introduction to each document].

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.