

<b>Base Standard Program</b>		
<b>Recycling Industry Operating Standard (RIOS) CB Application for Accreditation</b>		
AUTHORITY: Accreditation Manager	EFFECTIVE DATE: 09 September 2011	DOCUMENT NUMBER: <b>FA 2019.06</b>

## Section 1: CB Name, Contact Information, and Processing Fees

CB name:

Street address:

City:

State/province:

Postal code:

Country:

Name of person completing application:

E-mail:

Recycling Industry Operating Standard (RIOS) application fee: \$5,000

### **Fees are payable when purchasing application**

Application and all supporting documents shall be submitted in English.

Instructions on application process are at [www.anab.org](http://www.anab.org); click on Become a Certification Body.

Application shall be obtained through ANAB's Enterprise Quality Manager (EQM) database at <http://anab.remoteauditor.com> and completed electronically (including submission of all supporting evidence) and submitted to ANAB via EQM. Instructions on how to obtain and upload the application in EQM can be found at [www.anab.org](http://www.anab.org); under Documents, select Heads Up and click on issue 72.

If the completed application is not accepted by ANAB after three reviews, the application will be declined. The CB may re-apply (including payment of application fees) after 60 days.

For detail on the RIOS ANAB accreditation program, refer to [Accreditation Rule 32](#); at [www.anab.org](http://www.anab.org) and select Accreditation Rules.

## Section 2: ISO/IEC 17021 Requirements for CBs Not ISO/IEC 17021 Accredited by ANAB

Provide evidence that the CB's certification system includes the requirements of ISO/IEC 17021.

\_\_\_ Not applicable – mark X at left if CB is already an applicant or accredited by ANAB for another program and proceed to Section 3.

Requirement	To Be Completed by CB		To Be Completed by ANAB
	Reference to Supporting Document(s) Including Specific Section References	Comment/Response	Comment/Response
<p>1. Execute (signed) <a href="#">ANAB CB Applicant Agreement</a>, which can be found in EQM under Reference Documents.</p> <p>An electronic signature is acceptable but a typed name is not. If the signature is handwritten, scan the signed document and attach to application electronically.</p>	<b>Initial Response</b>		
			Approved?
	<b>Second Response</b>		
			Approved?
<p>2. Completed <a href="#">ISO/IEC 17021:2011 Requirement Matrix</a>, which can be obtained through the EQM application process.</p> <p>Requirement: <a href="#">ANAB Accreditation Rule 41</a></p>	<b>Initial Response</b>		
			Approved? ANAB-specific comments will be included on completed <a href="#">ISO/IEC 17021 Requirement Matrix</a>
	<b>Second Response</b>		
			Approved?
<p>3. Completed impartiality analysis of relationships to other parts of the company and to other organizations and/or individuals.</p> <p>Requirement: <a href="#">ANAB Accreditation Rule 10</a></p>	<b>Initial Response</b>		
			Approved?
	<b>Second Response</b>		
			Approved?
<p>4. Evidence that the impartiality analysis (referenced in 3, above) was reviewed by the committee responsible for impartiality.</p> <p>Requirement: <a href="#">ISO/IEC 17021, 6.2</a></p>	<b>Initial Response</b>		
			Approved?
	<b>Second Response</b>		
			Approved?
<p>5. Provide names of members on committee established to safeguard impartiality, including key interest group each person represents.</p> <p>It is the CB's responsibility to notify ANAB of any changes.</p> <p>Requirement: <a href="#">ISO/IEC 17021, 6.2</a></p>	<b>Initial Response</b>		
			Approved?
	<b>Second Response</b>		
			Approved?
	<b>Final Response</b>		
			Approved?
	<b>Final Response</b>		
			Approved?

6. Current list of organizations to which CB outsources work associated with management systems certification. Requirement: <a href="#">ISO/IEC 17021, 7.5</a>	<b>Initial Response</b>		
			Approved?
	<b>Second Response</b>		
			Approved?
7. Copy of enforceable arrangements with each organization. Requirement: <a href="#">ISO/IEC 17021, 7.5</a>	<b>Initial Response</b>		
			Approved?
	<b>Second Response</b>		
			Approved?
	<b>Final Response</b>		
			Approved?
	<b>Final Response</b>		
			Approved?

### Section 3: ISO 14001 CB Requirements

Provide evidence that the CB's certification system includes the requirements of ISO 14001.

Requirement	To Be Completed by CB		To Be Completed by ANAB
	Reference to Supporting Document(s) Including Specific Section References	Comment/Response	Comment/Response
1. Provide revised <a href="#">ISO/IEC 17021 Requirement Matrix</a> , with document references revised to address this program highlighted. (The 2006 version can be found in EQM under Reference Documents. The 2011 version must be obtained through the EQM application process.) Also include copy of documents that were revised.  Note: Disregard if provided in Section 2 above. Requirement: <a href="#">ANAB Accreditation Rule 32</a>	<b>Initial Response</b>		
			Approved?
	<b>Second Response</b>		
			Approved?
2. How has the CB incorporate the two RIOS requirement documents into its certification process for RIOS? Provide evidence of that incorporation. Requirement: <a href="#">ANAB Accreditation Rule 32, 1.3 and 1.4</a>	<b>Initial Response</b>		
			Approved?
	<b>Second Response</b>		
			Approved?
3. How has the CB taken into account the justification requirements for the number of audit days to be spent at an applicant organization's site? Provide evidence of that process. Requirement: <a href="#">RIOS Certification Procedure, 4.3.4</a>	<b>Initial Response</b>		
			Approved?
	<b>Second Response</b>		
			Approved?
	<b>Final Response</b>		
			Approved?
	<b>Final Response</b>		
			Approved?

4. How does the CB's process for determining the number of audit days take into account whether the organization already holds an accredited certification to ISO 9001 and ISO 14001? Provide evidence of that process  Requirement: <a href="#">RIOS Certification Procedure, 4.3.5</a>	<b>Initial Response</b>	
		Approved?
	<b>Second Response</b>	
		Approved?
5. How has the CB taken into account the requirements in RIOS Certifying Body Accreditation Procedure, Appendix 1? Provide evidence that the CB has taken into account all provisions of Appendix 1.  Requirement: <a href="#">RIOS Certifying Body Accreditation Procedure, 4.3.1 and Appendix 1</a>	<b>Initial Response</b>	
		Approved?
	<b>Second Response</b>	
		Approved?
6. How has the CB measured and judged its potential audit team members so that an audit team will meet competence requirements? Provide evidence of those recorded measurements.  Requirement: <a href="#">RIOS Certification Procedure, 4.4.2</a>	<b>Initial Response</b>	
		Approved?
	<b>Second Response</b>	
		Approved?
7. How does the CB communicate the requirement of open access to the applicant organization? Provide evidence of that process.  Requirement: <a href="#">RIOS Certification Procedure, 4.5.2</a>	<b>Initial Response</b>	
		Approved?
	<b>Second Response</b>	
		Approved?
8. How has the CB ensured that all potential audit team members have successfully completed the ISC-approved training for RIOS activities? Provide evidence of all successful completions for all individuals listed in question 6 above.  Requirement: <a href="#">RIOS Certifying Body Accreditation, 4.3.1.1</a>	<b>Initial Response</b>	
		Approved?
	<b>Second Response</b>	
		Approved?
9. How has the CB taken into account the information that ISC itself can suspend a RIOS auditor? Provide evidence of that process.  Requirement: <a href="#">RIOS Certifying Body Accreditation, 4.3.3</a>	<b>Initial Response</b>	
		Approved?
	<b>Second Response</b>	
		Approved?
10. What is the CB's transfer of certification process? Provide evidence of that process.  Requirement: <a href="#">ISO/IEC 17021, 8.2.3</a>	<b>Initial Response</b>	
		Approved?
	<b>Second Response</b>	
		Approved?

	<b>Final Response</b>	
		Approved?

#### **Section 4: CB Management Endorsement**

Submission steps:

1. Verify responses to all questions are complete and all required information (attachments) is included.
2. Upload application to EQM (<http://anab.remoteauditor.com>). Instructions on how to upload the application and supporting evidence to EQM can be found at [www.anab.org](http://www.anab.org); under Documents, select Heads Up and click on issue 72.
3. The initial document review (off site) takes approximately two weeks.
4. The CB will be notified when the review is complete.

CB management who completed the application and determined that the information meets all applicable requirements:

Name:

Title:

Date: