

Base Standard Program		
e-Stewards[®] CB Application for Accreditation		
AUTHORITY: Accreditation Manager	EFFECTIVE DATE: 09 September 2011	DOCUMENT NUMBER: FA 2021.04

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:

e-Stewards[®] 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; 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; 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 details on this ANAB accreditation program, refer to [Accreditation Rule 33](#) (at www.anab.org under Documents 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
1. Execute (signed) ANAB CB Applicant Agreement , which can be found in EQM under Reference Documents. 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.	Initial Response		
			Approved?
	Second Response		
			Approved?
2. Completed ISO/IEC 17021:2011 Requirement Matrix , which can be obtained through the EQM application process. Requirement: ANAB Accreditation Rule 41	Initial Response		
			Approved? ANAB-specific comments will be included on completed ISO/IEC 17021 Requirement Matrix
	Second Response		
			Approved?
3. Completed impartiality analysis of relationships to other parts of the company and to other organizations and/or individuals. Requirement: ANAB Accreditation Rule 10	Initial Response		
			Approved?
	Second Response		
			Approved?
4. Evidence that the impartiality analysis (referenced in 3, above) was reviewed by the committee responsible for impartiality. Requirement: ISO/IEC 17021, 6.2	Initial Response		
			Approved?
	Second Response		
			Approved?
5. Provide names of members on committee established to safeguard impartiality, including key interest group each person represents. It is the CB's responsibility to notify ANAB of any changes. Requirement: ISO/IEC 17021, 6.2	Initial Response		
			Approved?
	Second Response		
			Approved?
	Final Response		
			Approved?
	Final Response		
			Approved?

6. Current list of organizations to which the CB out sources work associated with management systems certification. Requirement: ISO/IEC 17021, 7.5	Initial Response	
		Approved?
	Second Response	
		Approved?
7. Copy of enforceable arrangements with each organization. Requirement: ISO/IEC 17021, 7.5	Initial Response	
		Approved?
	Second Response	
		Approved?
	Final Response	
	Approved?	

Section 3: e-Stewards® CB Requirements

Provide evidence that the CB's certification system includes the requirements of the e-Stewards® electronics recycling program.

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 ISO/IEC 17021 Requirement Matrix , 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: ANAB Accreditation Rule 33, 1.2	Initial Response		
			Approved?
	Second Response		
			Approved?
2. Provide evidence that CB has demonstrated competency in accordance with ISO/IEC 17021 in electrical and electronic equipment <i>and</i> recycling industries. Requirement: ANAB Accreditation Rule 33, 2.1	Initial Response		
			Approved?
	Second Response		
			Approved?
3. Provide evidence that CB has been accredited for at least one year by ANAB, an MCAA member AB, or an IAF MLA signatory AB to provide ISO 14001 certification. Requirement: ANAB Accreditation Rule 33, 2.2	Initial Response		
			Approved?
	Second Response		
			Approved?
4. Provide evidence that CB is located in North	Final Response		
			Approved?

America. Requirement: ANAB Accreditation Rule 33, 2.3		Approved?
	Second Response	
		Approved?
5. Provide evidence that CB has qualified at least two auditors as lead auditors for this program. Requirement: ANAB Accreditation Rule 33, 2.3	Final Response	
		Approved?
	Initial Response	
6. Provide evidence that CB has ensured its auditors for this program are familiar with Basel Convention Annexes I-V . Requirement: ANAB Accreditation Rule 33, 2.4		Approved?
	Second Response	
		Approved?
7. Provide evidence that CB's certification process for this program takes into account the periodic witnessed audit requirement. Requirement: ANAB Accreditation Rule 33, 5.2	Final Response	
		Approved?
	Initial Response	
8. Provide evidence that CB has established processes to control issuance and withdrawal of e-Stewards® logo. Requirement: ANAB Accreditation Rule 33, Section 7.2		Approved?
	Second Response	
		Approved?
9. Provide evidence that CB's program manager and all e-Stewards® auditors have successfully completed or are scheduled to complete required BAN training for e-Stewards® program. Requirement: ANAB Accreditation Rule 33, 9.1.1.3 and 9.2.2.1	Final Response	
		Approved?
	Initial Response	
10. Provide evidence of competence analysis for decision makers, measures of those competencies, and associated records maintained for each decision maker. Requirement: ISO/IEC 17021, 7.2.10		Approved?
	Second Response	
		Approved?
11. Provide evidence of competence analysis for	Final Response	
		Approved?

contract reviewers, measures of those competencies, and associated records maintained for each contract reviewer. Requirement: ISO/IEC 17021, 7.2.10		Approved?
	Second Response	
		Approved?
	Final Response	
		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; under Documents, select Heads Up and click on issue 72.
3. The initial (off site) document review 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: