

Base Standard Program		
Responsible Recycling (R2) CB Application for Accreditation		
AUTHORITY: Accreditation Manager	EFFECTIVE DATE: 24 October 2011	DOCUMENT NUMBER: FA 2022.04

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:

Responsible Recycling Standard (R2) 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 34](#) (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
<p>1. Execute (signed) ANAB CB Applicant Agreement, 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>	Initial Response		Approved?
			Approved?
	Second Response		Approved?
			Approved?
<p>2. Completed ISO/IEC 17021:2011 Requirement Matrix, which can be obtained through the EQM application process.</p> <p>Requirement: ANAB Accreditation Rule 41</p>	Initial Response		Approved? ANAB-specific comments will be included on completed ISO/IEC 17021 Requirement Matrix
			Approved?
	Second Response		Approved?
			Approved?
<p>3. Completed impartiality analysis of relationships to other parts of the company and to other organizations and/or individuals.</p> <p>Requirement: ANAB Accreditation Rule 10</p>	Initial Response		Approved?
			Approved?
	Second Response		Approved?
			Approved?
<p>4. Evidence that the impartiality analysis (referenced in 3, above) was reviewed by the committee responsible for impartiality.</p> <p>Requirement: ISO/IEC 17021, 6.2</p>	Initial Response		Approved?
			Approved?
	Second Response		Approved?
			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: ISO/IEC 17021, 6.2</p>	Initial Response		Approved?
			Approved?
	Second Response		Approved?
			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?
	Final Response		Approved?
			Approved?
7. Copy of enforceable arrangements with each organization. Requirement: ISO/IEC 17021, 7.5	Initial Response		Approved?
	Second Response		Approved?
	Final Response		Approved?
			Approved?

Section 3: Responsible Recycling CB Requirements

Provide evidence that the CB's certification system includes the requirements of R2.

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.	Initial Response		Approved? ANAB-specific comments will be included on completed ISO/IEC 17021 Requirement Matrix
	Second Response		Approved?
	Final Response		Approved?
			Approved?
2. Provide evidence that CB has demonstrated competency in electrical and electronic equipment and recycling industries. Requirement: ANAB Accreditation Rule 34, 2.1	Initial Response		Approved?
	Second Response		Approved?
	Final Response		Approved?
			Approved?
3. Provide evidence that CB has been accredited by ANAB or an IAF MLA signatory AB for at least one year to provide ISO 14001 certifications. Requirement: ANAB Accreditation Rule 34, 2.2	Initial Response		Approved?
	Second Response		Approved?
	Final Response		Approved?
			Approved?
4. Provide evidence of where and how CB will maintain publicly available listing of each site it has	Initial Response		Approved?
			Approved?

certified for R2 and how site will include effective dates of certifications. Requirement: ANAB Accreditation Rule 34, 5.4	Second Response		Approved?
	Final Response		Approved?
5. Provide sample of certificate that will be issued to certified organizations. Requirement: ANAB Accreditation Rule 34, 6.2	Initial Response		Approved?
	Second Response		Approved?
	Final Response		Approved?
6. Provide evidence of CB process to ensure no multi-site certificates are initially issued for R2, and process to manage multi-sites after first certification cycle.. Requirement: ANAB Accreditation Rule 34, 6.5	Initial Response		Approved?
	Second Response		Approved?
	Final Response		Approved?
7. Provide evidence that CB's R2 program manager's competence meets requirements. Requirement: ANAB Accreditation Rule 34, 7.1	Initial Response		Approved?
	Second Response		Approved?
	Final Response		Approved?
8. Provide list of audit team members CB plans to use on certification audits and evidence that each of auditors meets requirements. Requirement: ANAB Accreditation Rule 34, 7.2.1 and 7.2.2	Initial Response		Approved?
	Second Response		Approved?
	Final Response		Approved?
9. Provide evidence of CB's process to ensure an auditor assigned to a specific geographic certification assignment possesses knowledge of applicable national, state, and local regulatory requirements. Requirement: ANAB Accreditation Rule 34, 7.2.3	Initial Response		Approved?
	Second Response		Approved?
	Final Response		Approved?
10. Provide evidence that each individual listed in response to question 8 above has successfully completed formal training to understand R2 requirements. Requirement: ANAB Accreditation Rule 34, 7.3	Initial Response		Approved?
	Second Response		Approved?
	Final Response		Approved?
11. Provide evidence that all of CB's certification decision makers meet requirements.	Initial Response		Approved?

Requirement: ANAB Accreditation Rule 34, 7.4	Second Response	
		Approved?
	Final Response	
12. Provide evidence that all of CB's staff members performing application reviews meet requirements. Requirement: ANAB Accreditation Rule 34, 7.5.1	Initial Response	
		Approved?
	Second Response	
13. Provide CB's process for requiring organizations to analyze and plan how R2 Focus Materials that pass through facility or control are managed. Requirement: R2 Practices, 5.a	Final Response	
		Approved?
	Initial Response	
14. Provide CB's process to ensure all requirement in Section 3 of R2 Practices are fulfilled by organization becoming certified. Requirement: R2 Practices, 3	Second Response	
		Approved?
	Final Response	
		Approved?

Section 4: Initial Office Assessment

<p>To be completed by ANAB reviewer</p> <p>An initial office assessment may be waived per Accreditation Rule 34.</p> <p>Initial office assessment required?</p> <p>Provide justification:</p>
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Section 5: 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: