


BASE STANDARD PROGRAM		
RESPONSIBLE RECYCLING (R2) CB APPLICATION FOR ACCREDITATION		
<u>AUTHORITY:</u> ACCREDITATION MANAGER	<u>EFFECTIVE DATE:</u> 22 January 2010	<u>DOCUMENT NUMBER:</u> FA 2022.01

SECTION 1 – CB’s Name, Contact Information and Processing Fees

CB’s Name		
Address		
City	State/Province	Postal Code
Country		
Name of individual completing the application:		E-mail:
Responsible Recycling Standard (R2) Application Fee	\$5,000.00	
<i>Fees are payable when purchasing the application.</i>		

1. The application, along with all supporting documents, shall be submitted in English.
2. For instructions on the application process, see ANAB’s web site at www.anab.org and select Applications.
3. This application shall be obtained through ANAB’s database, Enterprise Quality Manager (EQM), <http://anab.remoteauditor.com> for electronic completion (including all supporting evidence) and submitted to ANAB via EQM.
 - a. Instructions on how to obtain and upload the application in EQM can be found on ANAB’s Web site at www.anab.org, select Heads Up, Heads Up 72, EQM CB reference material.
4. If the completed application is not accepted by ANAB after three reviews, the application will be declined.
 - a. After 60-days the CB may re-apply (including application fees).
5. For details on this ANAB accreditation program, refer to Accreditation Rule 34 at www.anab.org and select Accreditation Rules.

SECTION 2 – ISO/IEC 17021 CB Requirements for CB’s not already ISO/IEC 17021 accredited by ANAB

Provide evidence that the CB’s certification system has been modified to include the requirements of ISO/IEC 17021.

Not applicable – Check box if the CB is already an applicant or accredited with ANAB for another program and then proceed to Section 3.

	REQUIREMENT	TO BE COMPLETED BY CB	TO BE COMPLETED BY ANAB
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Reference to supporting document(s) (Please include specific section references)

Comment/Response

1.	Execute (signed) ANAB CB Applicant Agreement.* <ul style="list-style-type: none"> An electronic signature is acceptable; however, a typed name is not. If the signature is handwritten, please scan the signed document and attach to this application electronically. <i>*ay be found in EQM, under Reference documents.</i>	Initial Response	
			Approved? Yes <input type="checkbox"/> No <input type="checkbox"/>
		Second Response	
			Approved? Yes <input type="checkbox"/> No <input type="checkbox"/>
2.	Completed ISO/IEC 17021 Requirement Matrix.* <i>*May be found in EQM, under Reference documents.</i>	Initial Response	
			Approved? Yes <input type="checkbox"/> No <input type="checkbox"/> <i>ANAB specific comments will be included on the completed ISO/IEC 17021 Requirement Matrix.</i>
		Second Response	
			Approved? Yes <input type="checkbox"/> No <input type="checkbox"/>
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? Yes <input type="checkbox"/> No <input type="checkbox"/>
		Second Response	
			Approved? Yes <input type="checkbox"/> No <input type="checkbox"/>

		Final Response	
			Approved? Yes <input type="checkbox"/> No <input type="checkbox"/>
4.	Evidence that the impartiality analysis (referenced above) was reviewed by the committee responsible for impartiality. Requirement: ISO/IEC 17021, Section 6.2	Initial Response	
			Approved? Yes <input type="checkbox"/> No <input type="checkbox"/>
		Second Response	
			Approved? Yes <input type="checkbox"/> No <input type="checkbox"/>
		Final Response	
			Approved? Yes <input type="checkbox"/> No <input type="checkbox"/>
5.	Provide the names of the members on the committee established to safeguard impartiality including the key interest group each one represents (it is the CB's responsibility to notify ANAB of any changes) (It is the CB's responsibility to notify ANAB of any changes) Requirement: ISO/IEC 17021, Section 6.2	Initial Response	
			Approved? Yes <input type="checkbox"/> No <input type="checkbox"/>
		Second Response	
			Approved? Yes <input type="checkbox"/> No <input type="checkbox"/>
		Final Response	
			Approved? Yes <input type="checkbox"/> No <input type="checkbox"/>
6.	A current list of organizations to which the CB outsources work associated with management system certification. Requirement: ISO/IEC 17021, Section 7.5	Initial Response	
			Approved? Yes <input type="checkbox"/> No <input type="checkbox"/>
		Second Response	
			Approved? Yes <input type="checkbox"/> No <input type="checkbox"/>
		Final Response	
			Approved? Yes <input type="checkbox"/> No <input type="checkbox"/>
7.	A copy of enforceable arrangements with each organization. Requirement: ISO/IEC 17021, Section 7.5	Initial Response	
			Approved? Yes <input type="checkbox"/> No <input type="checkbox"/>
		Second Response	
			Approved? Yes <input type="checkbox"/> No <input type="checkbox"/>
		Final Response	
			Approved? Yes <input type="checkbox"/> No <input type="checkbox"/>

SECTION 3 – CB Requirements

Provide evidence that the CB's certification system has been modified to include the requirement of R2:

	REQUIREMENT	TO BE COMPLETED BY CB	TO BE COMPLETED BY ANAB
	<p>Reference Comment/Response to supporting document(s) (Please include specific section references)</p>		
1.	<p>Provide the revised ISO/IEC 17021 Requirement Matrix including highlighted document references that have been revised to address this program.</p> <p>Also, include a copy of the documents that were revised.</p> <p>NOTE: IF THIS WAS PROVIDED IN SECTION 2 ABOVE, DISREGARD THIS ITEM.</p> <p><i>CB should have a completed copy of this matrix. It is the CB's responsibility to maintain this document and provide to ANAB upon any revisions.</i></p>	Initial Response	
			Approved? Yes <input type="checkbox"/> No <input type="checkbox"/>
			<i>ANAB specific comments will be included on the completed ISO/IEC 17021 Requirement Matrix.</i>
2.	<p>Provide evidence that the R2 applicant CB has demonstrated competency in electrical and electronic equipment and recycling industries.</p> <p>Requirement: ANAB Accreditation Rule 34, Section 2.1</p>	Second Response	
			Approved? Yes <input type="checkbox"/> No <input type="checkbox"/>
3.	<p>Provide evidence that the applicant CB has been accredited by ANAB or an IAF MLA Signatory AB for a period of at least one year to provide ISO 14001 certifications.</p> <p>Requirement: ANAB Accreditation Rule 34, Section 2.2</p>	Final Response	
			Approved? Yes <input type="checkbox"/> No <input type="checkbox"/>

				Approved? Yes <input type="checkbox"/> No <input type="checkbox"/>
4.	Provide evidence of where and how the applicant CB will maintain a publicly available listing of each site it has certified for R2 and how this site will include the effective date of certification. Requirement: ANAB Accreditation Rule 34, Section 5.4	Initial Response		
				Approved? Yes <input type="checkbox"/> No <input type="checkbox"/>
		Second Response		
				Approved? Yes <input type="checkbox"/> No <input type="checkbox"/>
5.	Provide a sample of the certificate which will be issued to a certified organization, meeting the requirement below. Requirement: ANAB Accreditation Rule 34, Section 6.2	Initial Response		
				Approved? Yes <input type="checkbox"/> No <input type="checkbox"/>
		Second Response		
				Approved? Yes <input type="checkbox"/> No <input type="checkbox"/>
6.	Provide evidence of the process which the CB has which will ensure no multi-site certificates are issued for R2. Requirement: ANAB Accreditation Rule 34, Section 6.4	Initial Response		
				Approved? Yes <input type="checkbox"/> No <input type="checkbox"/>
		Second Response		
				Approved? Yes <input type="checkbox"/> No <input type="checkbox"/>
7.	Provide evidence that the CB's R2 Program Manager's competence meets the following requirements. Requirement: ANAB Accreditation Rule 34, Section 7.1	Initial Response		
				Approved? Yes <input type="checkbox"/> No <input type="checkbox"/>
		Second Response		
				Approved? Yes <input type="checkbox"/> No <input type="checkbox"/>
8.	Provide a listing of each audit team member the CB plans to use on its certification audits and subsequent evidence that each of the auditors meets the requirements below.	Initial Response		
				Approved? Yes <input type="checkbox"/> No <input type="checkbox"/>

	Requirement: ANAB Accreditation Rule 34, Section 7.2.1.1 and 7.2.1.2			
		Second Response		
				Approved? Yes <input type="checkbox"/> No <input type="checkbox"/>
		Final Response		
				Approved? Yes <input type="checkbox"/> No <input type="checkbox"/>
9.	Provide evidence of the 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, Section 7.2.1.3	Initial Response		
				Approved? Yes <input type="checkbox"/> No <input type="checkbox"/>
		Second Response		
				Approved? Yes <input type="checkbox"/> No <input type="checkbox"/>
		Final Response		
				Approved? Yes <input type="checkbox"/> No <input type="checkbox"/>
10.	Provide evidence that each individual listed in question 8 above has successfully completed formal training to understand R2 requirements. Requirement: ANAB Accreditation Rule 34, Section 7.2.2.1	Initial Response		
				Approved? Yes <input type="checkbox"/> No <input type="checkbox"/>
		Second Response		
				Approved? Yes <input type="checkbox"/> No <input type="checkbox"/>
		Final Response		
				Approved? Yes <input type="checkbox"/> No <input type="checkbox"/>
11.	Provide evidence that all of the CB's certification decision makers meet the below requirement. Requirement: ANAB Accreditation Rule 34, Section 7.3.1.1	Initial Response		
				Approved? Yes <input type="checkbox"/> No <input type="checkbox"/>
		Second Response		
				Approved? Yes <input type="checkbox"/> No <input type="checkbox"/>
		Final Response		
				Approved? Yes <input type="checkbox"/> No <input type="checkbox"/>
12.	Provide evidence that all of the CB's certification decision makers meet the below requirements. Requirement: ANAB Accreditation Rule 34, Section 7.3.2.1	Initial Response		
				Approved? Yes <input type="checkbox"/> No <input type="checkbox"/>
		Second Response		
				Approved? Yes <input type="checkbox"/> No <input type="checkbox"/>

		Final Response		Approved? Yes <input type="checkbox"/> No <input type="checkbox"/>
13.	Provide the CB's process for how it will require organizations to analyze and plan how the R2 Focus Materials that pass through the facility or control is managed. Requirement: R2 Practices, Section 5.a	Initial Response		Approved? Yes <input type="checkbox"/> No <input type="checkbox"/>
		Second Response		Approved? Yes <input type="checkbox"/> No <input type="checkbox"/>
		Final Response		Approved? Yes <input type="checkbox"/> No <input type="checkbox"/>
14.	Provide the CB's process it will use to ensure all requirements in Section 3 of the R2 practices are fulfilled by the organization becoming certified. Requirement: R2 Practices, Section 3 Provide the CB's process it will use to ensure all requirements in Section 3 of the R2 practices are fulfilled by the organization becoming certified. Requirement: R2 Practices, Section 3 Provide the CB's process it will use to ensure all requirements in Section 3 of the R2 practices are fulfilled by the organization becoming certified. Requirement: R2 Practices, Section 3	Initial Response		Approved? Yes <input type="checkbox"/> No <input type="checkbox"/>
		Second Response		Approved? Yes <input type="checkbox"/> No <input type="checkbox"/>
		Final Response		Approved? Yes <input type="checkbox"/> No <input type="checkbox"/>
15.	Provide the CB's process it will use to ensure all requirements in Section 3 of the R2 practices are fulfilled by the organization becoming certified. Requirement: R2 Practices, Section 3	Initial Response		Approved? Yes <input type="checkbox"/> No <input type="checkbox"/>
		Second Response		Approved? Yes <input type="checkbox"/> No <input type="checkbox"/>
		Final Response		Approved? Yes <input type="checkbox"/> No <input type="checkbox"/>

TO BE COMPLETED BY ANAB REVIEWER:

Initial office assessment required Yes No

Please provide justification _____

Steps to submission:

1. Verify all questions are complete.
2. Verify all required information (attachments) is included.
3. Upload the application into EQM, <http://anab.remoteauditor.com>
 - 3.1. Instructions on how to upload the application and supporting evidence in EQM can be found on ANAB's Web site at www.anab.org, select Heads Up, Heads Up 72, EQM CB reference material.
4. The initial document review (off-site) will take approximately two weeks.
5. The CB will be notified once the review is complete.

CB Management that completed the application and determined the information to meet all applicable requirements.

Name _____

Title _____

Date _____