

Base Standard Program		
Recycling Industry Operating Standard (RIOS) CB Application for Accreditation		
FA 5016	Authority: Accreditation Manager	

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:

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.jadianonline.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 detail on the RIOS ANAB accreditation program, refer to [Accreditation Rule 32](#); at 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
	Refer to Supporting Documents 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?
	Final Response		Approved?
2. Completed ISO/IEC 17021 Requirement Matrix , which can be found in EQM under Reference Documents.	Initial Response		Approved? ANAB-specific comments will be included on completed ISO/IEC 17021 Requirement Matrix
	Second Response		Approved?
	Final 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?
	Final Response		Approved?
4. Evidence that the committee responsible for impartiality reviewed the impartiality analysis (referred to in 3, above). Requirement: ISO/IEC 17021, 6.2	Initial Response		Approved?
	Second Response		Approved?
	Final 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	Initial Response		Approved?
	Second Response		Approved?
	Final Response		Approved?

changes. Requirement: ISO/IEC 17021, 6.2			Approved?
6. Current list of organizations to which CB outsources 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?
	Final Response		
			Approved?

Section 3: RIOS CB Requirements

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

Requirement	To Be Completed by CB		To Be Completed by ANAB
	Refer to Supporting Documents Including Specific Section References	Comment/Response	Comment/Response
1. Provide revised ISO/IEC 17021 Requirement Matrix, which can be found in EQM under Reference Documents , with document references revised to address this program highlighted. Also include copy of documents that were revised. Note: Disregard if provided in Section 2 above.	Initial Response		
			Approved?
	Second Response		
			Approved?
2. How has the CB incorporate the two RIOS requirement documents into its certification process for RIOS? Provide evidence of that incorporation. Requirement: ANAB Accreditation Rule 32, 1.1 and 1.2	Initial Response		
			Approved?
	Second Response		
			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: RIOS Certification Procedure, 4.3.4	Initial Response		
			Approved?
	Second Response		
			Approved?
4. How does the CB's process for determining the number of audit days take into account whether the	Initial Response		
			Approved?
	Final Response		
			Approved?

organization already holds an accredited certification to ISO 9001 and ISO 14001? Provide evidence of that process Requirement: RIOS Certification Procedure, 4.3.5	Second Response		Approved?
	Final Response		Approved?
			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: RIOS Certifying Body Accreditation Procedure, 4.3.1 and Appendix 1	Initial Response		Approved?
	Second Response		Approved?
	Final Response		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: RIOS Certification Procedure, 4.4.2	Initial Response		Approved?
	Second Response		Approved?
	Final Response		Approved?
7. How does the CB communicate the requirement of open access to the applicant organization? Provide evidence of that process. Requirement: RIOS Certification Procedure, 4.5.2	Initial Response		Approved?
	Second Response		Approved?
	Final Response		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: RIOS Certifying Body Accreditation, 4.3.1.1	Initial Response		Approved?
	Second Response		Approved?
	Final Response		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: RIOS Certifying Body Accreditation, 4.3.3	Initial Response		Approved?
	Second Response		Approved?
	Final Response		Approved?
10. What is the CB's transfer of certification process? Provide evidence of that process. Requirement: ISO/IEC 17021, 8.2.3	Initial Response		Approved?
	Second Response		Approved?
	Final Response		Approved?
11. If CB has issued certificates (unaccredited or	Initial Response		Approved?

accredited by another AB9) prior to accreditation by ANAB, provide plan to transition them to ANAB-accredited certificates. Requirement: MA 5000, Article 6		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.jadianonline.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 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: