

<b>Base Standard Program</b>		
<b>e-Stewards®</b>		
<b>CB Application for Accreditation</b>		
<b>FA 5017</b>	Authority: Accreditation Manager	Effective: 2016/07/15

## 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](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.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](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 details on this ANAB accreditation program, refer to [Accreditation Rule 33](#) (at [www.anab.org](http://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
	Refer to Supporting Documents 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 Requirement Matrix</a>, which can be found in EQM under Reference Documents.</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 committee responsible for impartiality reviewed the impartiality analysis (referred to in 3, above).</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</p>	<b>Initial Response</b>		
			Approved?
	<b>Second Response</b>		
			Approved?
	<b>Final Response</b>		
			Approved?

changes. Requirement: <a href="#">ISO/IEC 17021, 6.2</a>			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?
			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
	Refer to Supporting Documents Including Specific Section References	Comment/Response	Comment/Response
1. Provide revised <a href="#">ISO/IEC 17021 Requirement Matrix</a> , 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.	<b>Initial Response</b>		
			Approved?
	<b>Second Response</b>		
			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: <a href="#">ANAB Accreditation Rule 33, 2.1</a>	<b>Initial Response</b>		
			Approved?
	<b>Second Response</b>		
			Approved?
3. Provide evidence that CB has been accredited for at least one year by ANAB or an IAF MLA signatory AB to provide ISO 14001 certification.  Requirement: <a href="#">ANAB Accreditation Rule 33, 2.2</a>	<b>Initial Response</b>		
			Approved?
	<b>Second Response</b>		
			Approved?
	<b>Final Response</b>		
			Approved?
			Approved?
4. Provide evidence that CB is located in North America.	<b>Initial Response</b>		
			Approved?

Requirement: <a href="#">ANAB Accreditation Rule 33, 2.3</a>	<b>Second Response</b>			Approved?
	<b>Final Response</b>			Approved?
				Approved?
5. Provide evidence that CB has qualified at least two auditors as lead auditors for this program. Requirement: <a href="#">ANAB Accreditation Rule 33, 2.3</a>	<b>Initial Response</b>			Approved?
	<b>Second Response</b>			Approved?
	<b>Final Response</b>			Approved?
6. Provide evidence that CB has ensured its auditors for this program are familiar with <a href="#">Basel Convention Annexes I-V</a> . Requirement: <a href="#">ANAB Accreditation Rule 33, 2.4</a>	<b>Initial Response</b>			Approved?
	<b>Second Response</b>			Approved?
	<b>Final Response</b>			Approved?
7. Provide evidence that CB's certification process for this program takes into account the periodic witnessed audit requirement. Requirement: <a href="#">ANAB Accreditation Rule 33, 5.1</a>	<b>Initial Response</b>			Approved?
	<b>Second Response</b>			Approved?
	<b>Final Response</b>			Approved?
8. Provide evidence that CB has established processes to control issuance and withdrawal of e-Stewards® logo. Requirement: <a href="#">ANAB Accreditation Rule 33, Section 7.2</a>	<b>Initial Response</b>			Approved?
	<b>Second Response</b>			Approved?
	<b>Final Response</b>			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: <a href="#">ANAB Accreditation Rule 33, 9.1.3 and 9.4.1</a>	<b>Initial Response</b>			Approved?
	<b>Second Response</b>			Approved?
	<b>Final Response</b>			Approved?
10. Provide evidence of competence analysis for decision makers, measures of those competencies, and associated records maintained for each decision maker. Requirement: <a href="#">ISO/IEC 17021, 7.2.10</a>	<b>Initial Response</b>			Approved?
	<b>Second Response</b>			Approved?
	<b>Final Response</b>			Approved?
11. Provide evidence of competence analysis for contract reviewers, measures of those competencies,	<b>Initial Response</b>			Approved?

and associated records maintained for each contract reviewer. Requirement: <a href="#">ISO/IEC 17021, 7.2.10</a>	<b>Second Response</b>	
		Approved?
12. If CB has issued certificates (unaccredited or accredited by another AB) prior to accreditation by ANAB, provide plan to transition them to ANAB-accredited certificates. Requirement: <a href="#">MA 5000, Article 6</a>	<b>Final Response</b>	
		Approved?
	<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.jadianonline.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 (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: