


Base Standard Program		
Responsible Recycling (R2) CB Application for Accreditation		
FA 5018	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 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
	Refer to Supporting Documents 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?
	Second Response		
			Approved?
<p>2. Completed ISO/IEC 17021 Requirement Matrix, which can be found in EQM under Reference Documents.</p>	Initial Response		
			Approved? ANAB-specific comments will be included on completed ISO/IEC 17021 Requirement Matrix
	Second Response		
			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?
	Second Response		
			Approved?
<p>4. Evidence that the committee responsible for impartiality reviewed the impartiality analysis (referred to in 3, above).</p> <p>Requirement: ISO/IEC 17021, 6.2</p>	Initial Response		
			Approved?
	Second Response		
			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>	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?
	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
	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?
	Final Response		Approved?
			Approved?
2. Provide sample of certificate that will be issued to certified organizations. Requirement: ANAB Accreditation Rule 34, 2.1	Initial Response		Approved?
	Second Response		Approved?
	Final Response		Approved?
			Approved?
3. Provide list of audit team members CB plans to use on certification audits and evidence that each auditor meets competence requirements.	Initial Response		Approved?
	Second Response		Approved?
	Final Response		Approved?
			Approved?
4. Provide evidence that CB is accredited by an IAF MLA signatory AB for at least one year for (a) both	Initial Response		Approved?
			Approved?

ISO 14001 and ISO 9001 or (b) for RIOS. Requirement: COP V.A.2	Second Response		Approved?
	Final Response		Approved?
5. Provide documentation indicating CB will achieve initial and ongoing training requirements. Requirement: COP V.B	Initial Response		Approved?
	Second Response		Approved?
	Final Response		Approved?
6. Provide documentation including procedure and evidence that CB currently has and will continue to maintain competence requirements. Requirement: COP V.B	Initial Response		Approved?
	Second Response		Approved?
	Final Response		Approved?
7. Provide information about process for determining audit days for R2 certification audits. Requirement: COP V.C.3	Initial Response		Approved?
	Second Response		Approved?
	Final Response		Approved?
8. Provide information about CB's development of audit plans for R2. Requirement: COP V.C.4	Initial Response		Approved?
	Second Response		Approved?
	Final Response		Approved?
9. Provide information about CB's completion of audits, audit reports, and subsequent management of results for R2. Requirement: COP V.C.5	Initial Response		Approved?
	Second Response		Approved?
	Final Response		Approved?
10. Provide information about CB's process for communicating with R2 Solutions. Requirement: COP V.C.6 and VIII.B	Initial Response		Approved?
	Second Response		Approved?
	Final Response		Approved?
11. Provide information about CB's process for issuing certification.	Initial Response		Approved?
	Second Response		Approved?

Requirement: COP V.C.6		Approved?
	Final Response	
12. Provide information about CB's process for R2 multi-site sampling certification. Requirement: COP V.C.7	Initial Response	Approved?
	Second Response	Approved?
13. Provide information about CB's process for maintaining certification. Requirement: COP V.C.8	Final Response	Approved?
	Initial Response	Approved?
14. Provide information demonstrating CB agrees to oversight by R2 Solutions. Requirement: COP V.C.9 and V.D	Second Response	Approved?
	Final Response	Approved?
15. Provide process CB uses to ensure proper use by both CB and R2 recycle of R2 logo and current licensing agreement. Requirement: COP V.C.1, V.E, and VI.A-C	Initial Response	Approved?
	Second Response	Approved?
16. Provide information on how CB ensures proper use of allowances for R2. Requirement: COP VII	Final Response	Approved?
	Initial Response	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 (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: