

<b>Subordinate Standard Program</b>		
<b>RC14001:2015</b>		
<b>CB Transition Application</b>		
<b>FA 5042</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:

Email:

Transition application fee: \$250 (assumes application can be accepted with one review; if additional reviews are required, ANAB will invoice the CB for additional hourly fees)

**Fees are payable when purchasing application**

Application and all supporting documents shall be submitted in English.

Application shall be obtained through ANAB's Enterprise Quality Manager (EQM) database at <http://anab.jadian.com>. Existing EQM users can select Applications, Access to Applications, and follow steps 2 through 4 as for any application process. Select RC14001:2015 in the standard dropdown menu under step 2.

This application is for CBs already accredited by ANAB for RC14001. CBs applying for initial ANAB accreditation for RC14001 shall follow the initial accreditation process outlined at <http://anab.org/programs/isoiec-17021/ms-accreditation-programs/responsible-care-rc14001/>.

## Section 2: RC14001:2015 CB Transition Plan

Requirement	To Be Completed by CB		To Be Completed by ANAB
	Refer to Supporting Evidence	Comment/Response	Comment/Response
1. Provide CB's plan for managing the transition plan, including at a minimum: <ul style="list-style-type: none"> <li>• Process for transitioning existing clients to RC14001:2015</li> <li>• Communication plan with existing clients (including timeline, means of communication, and determination of effectiveness)</li> <li>• Process for initial (or transfer) of new clients to RC14001:2015</li> <li>• Internal changes necessary to implement an effective and efficient transition process</li> <li>• Timeline to deem personnel (including auditors) competent to new standard</li> <li>• Revisions in current processes to manage the RC14001 certification program</li> </ul> Requirement: <a href="#">ACC Transition to RC 14001:2015 Technical Specification – December 23, 2015 (a)</a>	<b>Initial Response</b>		
			Approved?
	<b>Second Response</b>		
			Approved?
	<b>Final Response</b>		
			Approved?
2. Provide evidence CB has transitioned to ISO 14001:2015. If not yet transitioned, provide evidence of progress toward transition.	<b>Initial Response</b>		
			Approved?
	<b>Second Response</b>		
			Approved?
	<b>Final Response</b>		
		Approved?	

## Section 3: RC14001:2015 CB Transition Process

Requirement	To Be Completed by CB		To Be Completed by ANAB
	Refer to Supporting Process Including Specific Section References	Comment/Response	Comment/Response
1. Provide process for transitioning customers, including communication to customers and when and how audits for transition to RC 14001:15 will be scheduled.	<b>Initial Response</b>		
			Approved?
	<b>Second Response</b>		
			Approved?
	<b>Final Response</b>		
		Approved?	
2. Explain process by which CB will ensure that auditors will be deemed competent for the revised RC14001:2015 technical specification prior to any transition or new certification audit being performed	<b>Initial Response</b>		
			Approved?
	<b>Second Response</b>		
		Approved?	

by the auditors.	<b>Final Response</b>	
Requirement: <a href="#">ISO/IEC 17021, 7.1.2</a>		Approved?
3. Explain process by which CB will ensure that all other relevant personnel (including certification decision makers) will be deemed competent for the RC14001:2015 technical specification prior to any task performed as it relates to transition or new certification activities.	<b>Initial Response</b>	
		Approved?
	<b>Second Response</b>	
		Approved?
Requirement: <a href="#">ISO/IEC 17021, 7.1.2</a>	<b>Final Response</b>	
		Approved?
	<b>Initial Response</b>	
		Approved?
4. Explain process for audit duration for RC14001:2015 transition audits, including separate transition audits and transition audits conducted with a surveillance or recertification audit.	<b>Second Response</b>	
		Approved?
	<b>Final Response</b>	
		Approved?
Requirement: <a href="#">ISO/IEC 17021, 9.1.4.1</a>		
5. Explain process for managing control of certificates to the new standard, specifically issuing certificates to RC14001:2015 only after the client has been audited, standard is published, and ANAB management staff has made transition decision.	<b>Initial Response</b>	
		Approved?
	<b>Second Response</b>	
		Approved?
Guidance: <a href="#">ACC Transition to RC 14001:2015 Technical Specification – December 23, 2015 (f)</a>	<b>Final Response</b>	
		Approved?
	<b>Initial Response</b>	
		Approved?
6. Provide sample of certification documents for RC14001:2015 (e.g., certificate).	<b>Second Response</b>	
		Approved?
	<b>Final Response</b>	
		Approved?
Guidance: <a href="#">ISO/IEC 17021, 8.2</a>		

## Section 4: CB Personnel 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.jadian.com>). Existing EQM users can select Applications, Access to Applications, and follow step 4 as for any application process.
3. The transition (off-site) application review takes approximately two weeks from assignment and will be conducted by the CB's EATL or a responsible care technical assessor.
4. The CB can request an office assessment for the evidence review (section 4); please contact ANAB for scheduling.

5. The CB will be notified when the review is complete.

6. Implementation will be verified at the next office assessment and RC 14001:15 witnessed audit.

CB personnel who completed the application:

Name:

Title:

Date:

CB management who reviewed the information and determined that it meets all applicable requirements and application requests prior to submission to ANAB:

Name:

Title:

Date: