

Policy for Accreditation of RMS Certification Bodies

About GreenBlue

GreenBlue is an environmental nonprofit dedicated to the sustainable use of materials in society. Our mission is to promote the principles of sustainable materials management – use wisely, eliminate toxicity, and recover more. Through our projects, we achieve our goal by influencing the debate, enhancing supply chain collaboration, and creating action. GreenBlue is the parent nonprofit to The Sustainable Packaging Coalition, How2Recycle, CleanGredients, Forests in Focus and other programs.

This document is subject to revision. Contact GreenBlue to confirm this revision is current. Users of this document may request clarifications and interpretations, or propose revisions by contacting:

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Objective

This document outlines the policy for accreditation of certification bodies to assess conformance with the Recycled Material Standard (RMS).

The RMS Program standards include chain of custody with average content and mass balance accounting systems as well as an environmental commodity trading system referred to as the Attributes of Recycled Content (ARCs). Certification bodies and individual auditors must be capable of auditing for conformity with all of the allowable systems.

References

The following references have been consulted in the development of these requirements.

ISO 17011:2017, Conformity assessment - Requirements for accreditation bodies accrediting conformity assessment bodies

ISO 14066:2011 Greenhouse gases – Competence requirements for greenhouse gas validation teams and verification teams

IAF Mandatory Document for the Application of ISO 14065:2013

RMS Requirements for Certification Bodies v1, July 2021

SCC Accreditation Program Overview, 2020

Overview

The procedure for achieving accreditation follows a five step process including:

Step 1: Application

Step 2: Application Review

Step 3: Approval of Eligibility

Step 4: Training (optional)

Step 5: Final Decision on Accreditation

If a certification body is granted accreditation, the organization shall meet the requirements defined under:

Step 6: Continuing Accreditation

Before completing the application

Preliminary applicants are encouraged to review the RMS standards and requirements for this program before completing this form. Program information, *RMS Requirements for Certification Bodies*, and links to *The Recycled Material Standard Framework* and *RMS Plastics Module* are located on the RMS website, www.rmscertified.com.

Step 1: Application

Certification bodies interested in GreenBlue's RMS Program accreditation must submit an application in which they demonstrate that they meet the requirements as defined in the *RMS Requirements for Certification Bodies*.

Please fully complete all sections of the application along with supporting documentation and attachments. This form should be submitted electronically to GreenBlue.

Step 2: Application Review

Upon receipt of the application, GreenBlue staff shall confirm receipt and conduct a review within 60 days. The applicant may be approved, rejected or asked to submit more information. If additional information or clarification is needed, the applicant will have 90 days to submit it along with an updated version of the application.

Step 3: Approval of Eligibility

Upon notification that the application has been approved for eligibility, GreenBlue will send the *RMS Certification Body Agreement* for signature and will invoice the Certification Body for the application fee per the *RMS Certification Body Fee Schedule*.

Approved applications shall receive certification body accreditation and personnel will be invited to complete RMS Program training modules.

Step 4: Training

Training is not mandatory; however, because some aspects of the RMS are new to the world, it is highly recommended. Training modules will be developed as needed to provide context and background for certification body personnel.

Step 5: Final Decision on Accreditation

In addition to the capabilities of the certification body, GreenBlue will consider the needs of the program in terms of audit capacity and staffing necessary to maintain or grow the program. GreenBlue staff may review all eligible applications with the RMS Advisory Committee.

Once a final decision is made, the Certification Body will be notified and, if approved, the company information will be made public on the RMS website.

Step 6: Continuing Accreditation

The RMS accreditation program will operate on a four year accreditation cycle that is structured with three years of surveillance activities followed by reassessment every fourth year. Ongoing participation in training and workshops is expected throughout the accreditation cycle.

Suspensions and Withdrawals

An immediate suspension (partial or full) of a certification body's accreditation scope may be imposed by RMS under the following conditions:

RMS assessment teams have identified one, or a number of major nonconformities with the ***RMS Requirements for Certification Bodies***,

or, if a certification body has declined a surveillance activity by RMS,

or, if a certification body has been charged with a criminal offense.

When a suspension or withdrawal of accreditation occurs, customers and the public are notified by the posting of a notice on the RMS website and the scope of the organization is amended to indicate the extent of the suspension or withdrawal.