



# SETTING THE STANDARD FOR HOW THE WORLD REUSES AND RECYCLES ELECTRONICS

## Steps in the Certification Process

Getting R2 Certified is a process that takes most companies 8 to 12 months to complete. While some companies successfully prepare for certification on their own, the vast majority find it beneficial to enlist the help of a consultant. The main steps in the certification process include:

- **EDUCATION** - Understand the requirements in the R2 Standard. A variety of free, online training resources are available on the SERI website..
- **IMPLEMENTATION** - Certification requires documenting the processes and procedures taking place at your facility, and incorporating the requirements in the R2 Standard into your process.
- **COLLECTING RECORDS & EVIDENCE** - An auditor will expect to see evidence that shows you are meeting all R2 requirements, such as testing and data destruction records; records that track the flow of equipment and materials through your facility; monitoring records, proof of legality for trans-boundary shipments; and other records or evidence that demonstrate your conformance to each R2 requirement.
- **CONDUCT ANNUAL "INTERNAL" AUDITS** to assess conformance to R2 and other required standards and determine whether any changes or corrective action steps are needed. Internal auditors must be knowledgeable about the area(s) they are assessing. Many companies enlist the help of a consultant to perform internal audits
- **PASS ANNUAL "CERTIFICATION" AUDITS** conducted by one of the R2 Certification Bodies listed on the SERI website to demonstrate conformance to R2 requirements. Contact CBs for cost estimates and to schedule audit.

## Helpful Resources for Implementing R2v3

The newly revised R2v3 Standard is available for download on the [SERI website](#). SERI is also building a resource library of in-depth training modules for each section of the R2v3 Standard. Modules will be added to the training library as they are completed.

1. [Getting Certified webinar](#)- A 60-minute overview of R2 requirements and the steps and cost of certification.
2. Download and review the [R2v3 Standard](#) (the newest version of R2 and available for download on July 1, 2020).
3. [Online R2 Training Library](#) that will include in-depth training modules for each section of the R2v3 Standard and a searchable Knowledge Base of articles Q&As. New modules will be added throughout 2020 as they are completed.
4. Most companies enlist the help of a consultant to help them prepare. View directory of [R2 Consultants](#).
5. Keep informed of important R2 updates, training and other notices by following us on [Linked-In](#).
6. Other Certifications Required by R2:
  - Environmental, Health & Safety Management System (*Facilities can certify to R2 and EH&S certifications during the same audit*). R2 offers two options for EH&S certifications:
    - 1) **ISO 14001** (environmental standard) in combination with ISO 45001 (health & safety standard)  
Learn more about ISO standards at: <https://www.iso.org/standards.html>
    - ~~OR~~
    - 2) **RIOS Standard** (a single, combined standard for environment, health & safety, and quality)  
Learn more about the RIOS standard at: <http://www.rioscertification.org>
  - Quality Management System - only required for facilities that perform on-site test & repair or brokering activities  
QMS Options are: **ISO 9001** ~~OR~~ **RIOS** (a combined standard for quality, environment, health & safety)
7. Schedule an audit with one of the [Certification Bodies](#) listed on our website (*CBs often book out 4+ months ahead*.)
8. Get R2 License - Complete the online [R2 License Application](#) and pay the R2 License fee prior to the *Stage 2* audit.