



STEPS TO VALIDATING QMS / EMS / SMS CERTIFICATES

NOTE: This Guidance does not apply to an R2v3 Certificate. An R2v3 Certificate can only be validated using the SERI Website. "Find an R2 Certified Facility"

IDENTIFICATION AND VALIDATION OF ACCREDITATION BODY (AB) ON THE IAF WEBSITE

The COP requires that a QMS certificate (as applicable) and EMS/SMS certificates be issued by an IAF Member Body. Ensuring the validity of a QMS/EMS/SMS certificate is the first step in this process.

- Search the AB on the [IAF Website](#).
- Check the scope of the AB to ensure it includes QMS/EMS/SMS standards as applicable.
- If the AB is not on the IAF's website, look under suspended ABs.
- If the AB is suspended, withdrawn, or cannot be found on the IAF website, contact your CB immediately.**

IDENTIFICATION AND VALIDATION OF CB ON THE AB'S WEBSITE

Each CB will be granted a scope of certification that is process and location/address specific. This scope of certification also has a validity time frame.

- Use the AB's website address from the IAF's website.
- Search the CB on the AB's website.
- Check the CB's scope of certification to ensure that it includes each standard being checked, as well as IAF codes applicable for each standard, based on the R2 Facilities scope of certification (for example, IAF 24 applicability to Appendix E Materials Recovery, IAF 19 applicability to test and repair activities such as Appendix C). [IAF Codes](#). The scope is specific to a location/address. Be sure to compare the address and location of the CB that issued the certificate. Usually, the issuing location is at the bottom of the certificate.
- Check the time frame of the CB's scope. Ensure the scope is valid for the time frame that the certificate was issued.
- If the CB is suspended, withdrawn, or cannot be found on the AB's website, contact your CB immediately.**
- If there are any concerns related to the CB's scope, location, or address, contact your CB immediately.**

IDENTIFICATION AND VALIDATION OF R2 FACILITY ON THE CB'S WEBSITE

Each CB is responsible for providing information demonstrating the validity of a certificate. Most CBs have a search engine to validate the R2 Facility's certificate. The CB's website address can usually be found on the AB's description of the approved CB.

- Use the CB's website address as listed on the AB's website.
- Locate the client list, certificate search, or other tab that is available to search the validity of the certificate.

- ❑ If the certificate is potentially not valid, then contact your CB immediately. Examples of invalid certificates are the following: fake, suspended, withdrawn, inadequate scope, legal name, or address inconsistencies.
- ❑ If the scope of the certificate does not correspond with R2 Scope, contact your CB immediately.
- ❑ If the scope of a QMS certificate does not include activities specific to the Refurbishment, Testing, and Repairing as applicable to an R2 Appendix C scope, contact your CB immediately.
- ❑ If the scope of a QMS certificate does not include activities related to brokering or trading of electronics as applicable to the R2 Appendix F scope, contact your CB immediately.

NOTE: The CB is not required to use the IAF logo. The presence of the IAF logo is NOT an indicator of acceptance; if the certificate is a fake, it often is illegally using the IAF's logo.

OTHER TRAILS

- ❑ QMS certificates for non-R2 refurbishers and non-R2 brokers must also follow this guidance. Check QMS certificate validity for non-R2 DSVs.
- ❑ Scopes do not have to use identical wording between the R2 and other QMS/EMS/SMS scopes. However, the scopes cannot contradict each other. An example of contradiction is claiming on an ISO 9001 certificate that an R2 Facility does data sanitization, but the R2 Certificate does not have Appendix B.

NOTE: Checking the expiration date on the certificate is NOT an acceptable method of verifying validity of a certificate.

- ❑ For a RIOS certificate, check the RIOS website to make sure the R2 Facility or non-R2 DSV is listed.
Website - [Find a RIOS™ Recycler | RIOS™ Certification \(rioscertification.org\)](https://rioscertification.org)

RESOURCES AND TERMS

- ❑ **International Accreditation Forum (IAF)** – The IAF is the oversight body for accreditation bodies (ABs). ABs have an approved scope issued by the IAF. Find the AB and verify its scope of accreditation.
Website - <https://iaf.nu/en/home/>
- ❑ **Accreditation Body (AB)** – An AB is the oversight body for a Certification Body (CB). Each AB has its own website that can be found at the International Accreditation Forum's website. Go to the AB's website to verify the validity of the CB's scope of certification.
Website – <https://iaf.nu/en/accreditation-bodies/>
- ❑ **Certification Body (CB)** – A CB is the oversight body for an R2 Facility. CBs provide audits to verify requirements to a variety of standards, including R2. CBs have their own websites; most websites can be found on the AB's website. Go to the CB's website to verify the validity of the R2 Facility's QMS/EMS/SMS certificate as applicable.