



# PART 1

## STEPS TO VALIDATING QMS / EHSMS CERTIFICATES

**PURPOSE:** Maintain rigor in meeting the requirements of the R2 Standard as related to the QMS/EHSMS Certificates particularly when they are issued by CBs not issuing the R2v3 certificates.

**USAGE:** This Guidance does not apply to R2v3 Certificates. An R2v3 Certificate can only be validated using the SERI Website, on the "Find an R2 Certified Facility" page.

**PROCESS:** This guidance should be used in combination with the Steps to Correlate QMS/EHSMS Certificates to R2 Certificates. Checking the expiration date on any certificate is NOT an acceptable method of verifying validity of the certificate.

### USE OF IAF CERTSEARCH – SHORTCUT CHECK

Using the IAF CertSearch database is an acceptable shortcut check to validate QMS/EHSMS Certificates; however, keep in mind that there are CBs globally that have yet to implement the use of IAF CertSearch so the most updated information on status of QMS/EHSMS may not be available.

- Search the R2 Facility's name on the [IAF CertSearch website](#). If the name is not in the database, follow the next steps below, starting with "Identification and Validation of Accreditation Body (AB) on the IAF Website."
- If the website does not find the R2 Facility's name, the certificate may not be valid, follow the steps below.**
- If the website shows an error on the screen, the certificate may not be valid, follow the steps below.**

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

The R2 Code of Practices (COP) requires that a QMS certificate (as applicable) and EHSMS certificates be issued by an IAF Member Body. Ensuring the validity of a QMS/EHSMS 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/EHSMS 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- If the AB is suspended, withdrawn, or cannot be found on the IAF website, contact your CB immediately.**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 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 QMS/EHSMS certificate. Most CBs have a search engine to validate the QMS/EHSMS 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 DSVs.* For non-R2 Refurbisher and non-R2 Broker QMS Certificates 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/EHSMS 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. **Refer to SERI guidance - Steps to Correlating QMS/EHSMS Certificates to R2 Certificates.**
- ❑ 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://www.rioscertification.org)

## RESOURCES AND TERMS

- ❑ **International Accreditation Forum (IAF)** – The International Accreditation Forum (IAF) is a worldwide association of accreditation bodies (ABs) and other bodies interested in conformity assessment in the fields of management systems, products, processes, services, personnel, validation and verification and other similar programs of

conformity assessment. ABs have an approved scope issued by the IAF. Find the AB and verify its scope of accreditation for QMS/EHSMS Standards.

**Website** – <https://iaf.nu/en/home/>

- **Accreditation Body (AB)** – Independent third-party entity that assesses and evaluates the competence of a Certification Body to conduct R2 audits and maintain an R2 Certification Program. Continually monitors performance of the Certification Body in conforming to the requirements outlined in the R2 Code of Practices. 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)** – Is an organization accredited in accordance with the requirements specified in the R2 Code of Practices to audit and certify facilities to the R2 Standard. CBs have their own websites; most websites can be found on the AB’s website. Also use the IAF CertSearch website to find the CBs website information. Go to the CB’s website or IAF CertSearch, to verify the validity of the R2 Facility’s QMS/EHSMS certificate as applicable.

**Website** – <https://www.iafcertsearch.org/search/certification-bodies>

- **International Accreditation Forum (IAF) CertSearch** – IAF CertSearch is a global database where auditors can search and validate the status of accredited certification issued by a Certification Body that has been accredited by an IAF signatory member Accreditation Body under main scope ISO/IEC 17021-1. However, it is not used by all CBs. An auditor can use this database as a tool to validate the applicable QMS/EHSMS Certificates.

**Website** – <https://www.iafcertsearch.org/>