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 in the R2 Knowledge Base 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" AUDIT** 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 SERI-approved Certification Bodies listed on the SERI website. Contact CBs directly for cost estimates and to schedule audit.

- **COST** varies greatly depending on size, types of operations performed, and level of risk at each facility. Three main areas of cost: **1)** $2000 Annual SERI/R2 License;   **2)** Other required certifications - see #6 below; and **3)** Annual audit - see #7 below.   (**Optional - Consulting costs to help facility prepare for certification.**)

Helpful Resources for Implementing R2v3

A variety of training resources are available as part of the **R2 Knowledge Base** on the SERI website. New resources are regularly added to address common implementation questions and conformance challenges.

1. Sign up for the **Intro to R2** webinar in the "Getting Certified" section of the R2 Knowledge Base. This is 90-minute overview of R2 requirements and the steps and costs of certification.

2. Download and review The R2v3 Standard, the REC and the R2v3 Code of Practices from the SERI website.

3. Visit the R2 Knowledge Base to view training modules, guidance, and other training and implementation resources.

4. Most companies find it helpful to enlist the services of a consultant from the Consultant Directory to help them prepare.

5. Keep informed of important R2 updates, training and other notices by following our R2-Certification page 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) in combination with ISO 45001 (health & safety) Cost for purchasing standards is about $150 each, however these standards typically require longer audit times and can result in increased audit costs. Learn more about ISO standards at: https://www.iso.org/standards.html
       2) **RIOS Standard** (a single, combined standard for environment, health & safety, and quality management) has a $1250 annual fee (decreases for multiple facilities). Economies of scale from auditing RIOS vs. multiple other standards, however, can reduce audit time and cost. Learn more about RIOS: http://www.rioscertification.org
   - **Quality Management System** - only required for facilities that perform test & repair or brokering activities. Options are: **ISO 9001** –**OR**– **RIOS** (already included with the EH&S certification above))

7. Schedule audit with a SERI-approved Certification Body listed on our website *(CBs often book out 4+ months ahead.)*

8. Complete the online License Application prior to the *Stage 1* audit and pay the R2 License fee prior to the *Stage 2* audit.