



RECYCLING INDUSTRY OPERATING STANDARD® (RIOS®) IMPLEMENTATION CHECKLIST

Registration to RIOS®, and the continual improvement that follows, is a joint effort between you and QMI – SAI Global. Begin with implementing your RIOS® QEHS Management System and then partner with QMI – SAI Global to complete and maintain your registration.

✓ GET THE STANDARD

You will need a copy of the RIOS® Standard. Please visit http://www.isri.org/iMIS15_PROD/ISRI/Programs/RIOS/ISRI/Navigation/RIOS/RIOS.aspx?hkey=1b40b065-8304-4651-963f-f054be572311, or contact ISRI at davidwagger@isri.org.

✓ RESEARCH

A good understanding of how other organizations have implemented and benefited from RIOS®, plus any special requirements applicable to you (such as customer or industry requirements), is necessary to support and motivate your decision to register. Visit the ISRI websites at http://www.isri.org/iMIS15_PROD/ISRI/Programs/RIOS/ISRI/Navigation/RIOS/RIOS.aspx?hkey=1b40b065-8304-4651-963f-f054be572311 or <http://www.certifiedelectronicsrecycler.com/>.

✓ DECISION TIME

Organization's top management must be committed in their support of your implementation of RIOS® within the organization.

✓ PERFORM A GAP ASSESSMENT

In order to plan out and accomplish the implementation of a QEHSMS in the most efficient manner possible you must know the status of your current systems versus the requirements.

✓ RIOS® QEHS MANAGEMENT SYSTEM TRAINING

You may decide that self-studying the Standard is not enough. Consider one of the publically available RIOS® courses.

✓ CONSULTANT

You may also decide to bring in a business management consultant to help with your implementation. Your local QMI – SAI Global office may be able to provide a selection of qualified individuals.

✓ RIOS® QEHS MANAGEMENT SYSTEM STRATEGY

Before you begin the detail work of planning and implementing your QEHSMS, decide on its scope, structure and consider whether it will cover one or multiple sites and whether it will be managed centrally or independently. Also consider if you will integrate it with any other existing management systems, such as R2.

✓ SYSTEM DEVELOPMENT AND IMPLEMENTATION PLANNING

Create the plan to ensure you put controls in place to meet all the requirements of the Standard, such as training, procedures and work instructions, maintenance, communications, audits, reviews and so forth.

✓ SELECT A REGISTRAR

Apply to your registrar and complete a facility questionnaire.

✓ IMPLEMENTATION

Complete the development of policies and procedures, launch an awareness campaign and begin implementation of new practices. Talk to your QMI – SAI Global auditor!

✓ DOCUMENT REVIEW AND STAGE 1 READINESS EVALUATION

QMI – SAI Global will review your documented procedures to ensure they align properly with the Standard and come on-site to assess how well the implementation is progressing. You will be left with a report identifying areas to improve in preparation for the registration audit and agree to a registration audit date.

✓ REVIEW QMI – SAI GLOBAL FINDINGS

Adjust your QEHSMS based on the findings from the document review and Stage 1 Readiness Evaluation.

✓ COMPLETE THE IMPLEMENTATION OF YOUR RIOS® QEHS MANAGEMENT SYSTEM

You should aim to have your QEHSMS fully implemented for a minimum of three months so that sufficient information is available for an auditor to assess.

✓ CONDUCT MANAGEMENT REVIEW

An internal audit and management review are part of your QEHSMS and need to be held in order to demonstrate full implementation of your QEHSMS (note that you will need to audit them separately after they have been held).

✓ REGISTRATION AUDIT

QMI – SAI Global will provide you with an audit plan to guide you through the opening meeting, site tour, interviews, observations, records review, debriefings and closing meetings. All the requirements of RIOS® will be covered. We will issue you a final report.

✓ RIOS® CERTIFICATE

QMI – SAI Global will conduct an internal independent review of your registration and issue your certificate after audit nonconformances, if any, have been resolved.

✓ CELEBRATION

You've earned your registration! Celebrate and promote your success.

✓ MAINTAIN AND IMPROVE YOUR RIOS® QEHS MANAGEMENT SYSTEM

Work according to the practices defined by your QEHSMS and look for opportunities to improve your QEHSMS and performance. Remember, you can contact your QMI – SAI Global auditor, account manager or Environmental Product Manager anytime.

✓ SURVEILLANCE AUDITS

Similar to the registration audit, except it covers either approximately ¼ of your QEHSMS every 6 months or ½ of your QEHSMS every year, with a focus on how well you are maintaining your QEHSMS.

✓ RE-REGISTRATION AUDIT

Similar to the registration and surveillance audits, it covers your entire QEHSMS with a focus on how well you are maintaining it.

✓ A NEW RIOS® CERTIFICATE

QMI – SAI Global will conduct an internal independent review of your re-registration and issue your certificate after audit non-conformances, if any, have been resolved.



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