



# ACCREDITATION PROCESS

*Version 1.0*

*Adopted: August 19, 2013*



## **ACRONYMS**

AF: Auditing Firm

CRSD: Center for Responsible Shale Development

NCR: Non Conformity

## **CONFIDENTIALITY OF INFORMATION**

The AF shall treat all information or data, in any format, obtained through the CRSD third-party audit and certification program as confidential trade secrets. The AF shall not share or disclose such information or data with other AFs, other CRSD member organizations or any other third-party unless agreed to in writing by the owner of such information or data, except as required by applicable law. Auditors shall conduct themselves in a professional and ethical manner.

## **IMPARTIALITY**

The AF shall be impartial per ISO 17021.

## **GENERAL REQUIREMENTS FOR AF**

- The AF shall show evidence that its management system has been accredited to ISO 17021 for EMS (ISO 14001), OHSAS, ACC RCMS or RC 14000 management system certification by an accreditation body that is a member of the International Accreditation Forum (IAF).
- Or the AF should be audited by the CRSD to verify that its management system meets the most current edition of ISO/IEC 17021 and the requirements for CRSD accreditation.
- The AF shall have a documented process for ensuring that its auditors meet the requirements regarding the training and qualification as described in CRSD “Auditors Qualification” document dated 08/19/2013.
- The AF shall provide auditors qualified to perform audit related to the CRSD standards.
- The AF shall designate a unique contact person responsible for the communication between the AF and the CRSD. The AF shall notify the CRSD in the 15 business days any change of this contact person.
- CRSD can participate in and witness an audit by the AF of the facilities of any applicant for CRSD certification at any time. The AF shall coordinate the audit with CRSD and the applicant’s facility for the CRSD witness audits.
- The AF shall notify the CRSD of any major change in its organization such as management system policies/processes, critical processes, ownership, location, loss of significant accreditation, which can impact its ability to perform CRSD audits. The CRSD can perform a supplementary assessment as a result of these changes if required.

## **INITIAL ACCREDITATION**

- Before the application the AF shall ensure that the following requirements are met:
  - management system meets the requirements of the most current edition of ISO 17021 for ISO 14001/RC14001 and or OHSAS and CRSD requirements;
  - AF staff that is involved in the CRSD third party auditing shall be trained as specified by CRSD’s Auditor Qualification document ; and
  - the Lead Auditors and Auditors should be qualified as per CRSD’s Auditor Qualification document.



## **APPLICATION AND DOCUMENT REVIEW**

- The AF shall send the following documents to CRSD for review:
  - the accreditation application form completed with the signed accreditation agreements;
  - the certificate of accreditation related to ISO 14001/RC14001 and or OHSAS 18001 if applicable;
  - Management System Policy that concerns the delivery of CRSD auditing services addressing ISO 17021 and CRSD requirements; and
  - Documented evidence of the personnel competence involved in CRSD audit and certification processes.

## **OFFICE AUDIT**

- The CRSD shall perform an office audit at the AF location to ensure the implementation of the requirements of ISO 17021 and CRSD in the AF management system.
- An accreditation Decision Review will be started only once all the NCR(s) identified during the office audit are addressed and then accepted by the CRSD. NCRs are to be addressed in the 90 days after the end of the Office audit.

## **FIELD AUDIT**

- The CRSD will perform a witness audit of a shale facility by the AF to assure the AF meets the requirements of CRSD and is competent.
- The AF shall make the arrangements with CRSD for the witness audit.

## **ACCREDITATION DECISION REVIEW**

- Once all the NCRs raised during the office and witness audit are resolved to CRSD's satisfaction, the CRSD will review the complete application of the AF to make the Accreditation decision.

## **ACCREDITATION MAINTENANCE**

- A Certificate of Accreditation is good for three (3) years.
- The AF shall comply with all the requirements of the CRSD and ISO 17021 for the duration of the three-year period of accreditation. If the AF does not meet all the requirements, the accreditation may be suspended, withdrawn or cancelled.
- The AF shall be assessed annually with an office audit and, at the discretion of CRSD, by a witness audit. The duration of those audits will be determined by the CRSD.

## **RE-ACCREDITATION**

- The AF shall submit the application for re-accreditation at least six (6) months before the expiration of its accreditation.
- The CRSD shall perform an office audit and a witness audit before accreditation expires. All the NCRs raised during those audits must be resolved to CRSD's satisfaction before the expiration date. Re-accreditation cannot be granted until all NCRs are closed.
- CRSD shall perform Accreditation Decision Review after the accreditation audit(s) and grant a renewal of the Certificate of Accreditation if all the requirements are met and demonstrated by the AF.



## **SUSPENSION, WITHDRAWAL AND CANCELLATION OF ACCREDITATION**

- CRSD can suspend, withdraw or cancel the accreditation of the AF if it does not meet the requirements set forth herein.
- Suspension or loss of ISO 17021 for ISO 14001 or OHSAS 18001 accreditation shall result in immediate suspension of CRSD accreditation.
- The AF shall notify CRSD of any change on the ISO 17021 accreditation status within five (5) business days. Failure to do so shall result in immediate cancellation of the accreditation.
- CRSD accreditation may be reinstated if:
  - ISO 17021 accreditation is reinstated, and
  - the AF has submitted a Corrective Action plan to CRSD that addresses, to CRSD's satisfaction, the cause of the suspension.
- Failure by the AF to address the cause(s) of the suspension within six (6) months to the satisfaction of CRSD shall result in cancellation of the accreditation.