**ACCREDITATION SCHEME FOR
MANAGEMENT SYSTEMS CERTIFICATION BODIES**

CT 15
SAC CRITERIA FOR CERTIFICATION BODIES (MANAGEMENT OF END-OF-LIFE ICT EQUIPMENT)

CONTENTS

1 Introduction

1.1 This document specifies the supplementary SAC criteria for certification bodies on End-of-Life ICT Equipment Management System (EIMS) certification to SS 587 *Management of End-of-life ICT Equipment* and is to be used with ISO/IEC 17021 and the applicable IAF Mandatory Documents.

2 Criteria for EIMS Auditors

2.1 A certification body shall appoint qualified auditors to conduct EIMS audits. Auditors shall meet the criteria defined in Annex 1 of this document.

2.2 Qualification of auditors to conduct EIMS audits shall not be based on NACE codes.

3 Duration of EIMS Audits

3.1 For initial audit, the minimum audit duration (Stage 1 + Stage 2) shall be as indicated in Annex 2.

3.2 Surveillance audit duration = 1/3 of initial audit duration **corresponding to the number of product types <u>at end-of-life</u> and number of pieces of equipment per product type <u>at end-of-life</u> <u>at the time of the surveillance audit</u>**

3.3 Surveillance audits shall include the following clauses of SS 587:

(1) *7.4 Establishment of End-of-Life ICT Equipment Management Process*;
(2) *7.5 Selection of Service Providers*;
(3) *8.1 End-of-Life ICT Equipment Management Process Implementation and Operation Control*;
(4) *9.1 Monitoring, Measurement and Analysis*;
(5) *9.3 Internal Audit*;
(6) *9.4 Nonconformities, Corrective and Preventive Actions*;
(7) *10 Management Review*;
(8) Review of any changes; and
(9) Use of marks and/or any other reference to certification.

3.4 Recertification audit duration = 2/3 of initial audit duration **corresponding to the number of product types <u>at end-of-life</u> and number of pieces of equipment per product type <u>at end-of-life</u> at the time of the recertification audit**

Criteria for EIMS Auditors

The criteria for EIMS Auditors are tabulated below.

Criteria	EIMS Auditor	EIMS Lead Auditor

Qualifications	Degree or Diploma
	 and
	 At least 5 years full time industrial working experience, which includes minimum 3 years of:-
	     relevant electronic waste management
	     or
	     other environmental management related work experience
	     or
	     QMS / EMS auditing experience.	

Auditor Training	1. Either of the following:- Successfully completed and passed a recognized Lead Auditor course for Environmental Management System (e.g., ISO 14001) or Successfully completed and passed a recognized Lead Auditor course for Quality Management System (e.g., ISO 9001) and a 2-day Environmental Management System (e.g., ISO 14001) training course and 2. Demonstrated awareness of electronic waste management (e.g., by attending workshop or course in R2/RIOS/e-Stewards/CENELEC or similar standard, by attending workshop or course in electronic waste management, or through prior work experience in electronic waste management)[1]	
Audit Experience	Performed a minimum of 4 Management System audits[2] as a qualified[3] QMS / EMS auditor within a 2-year period with a minimum of 10 auditor days on site.	Performed a minimum of 4 Management System audits[2] as a qualified[3] QMS / EMS auditor within a 2-year period with a minimum of 10 auditor days on site; and Performed additional minimum of 3 audits as an audit team leader within a 2-year period.

Criteria	EIMS Auditor	EIMS Lead Auditor
Maintenance of qualification (once every 3 years)	Performed at least 4 EIMS/EMS audits[2] at the end of every 3-year cycle with a minimum of 10 auditor days on site.	Performed at least 4 EIMS/EMS audits[2] at the end of every 3-year cycle with a minimum of 10 auditor days on site; and At least 2 of these audits performed shall be in the capacity of audit team leader.

Notes:

1) *Workshops or courses must be conducted by recognized institutions (e.g., Singapore Environment Institute (SEI)). Workshops or courses can be conducted online.*

2) *EIMS audits that can be considered as audit experience or for maintenance of qualification include initial, surveillance or recertification audits. 2nd party audits (supplier / vendor audits) performed based on SS 587 can also be considered as audit experience stated in this document. 2nd party audits have to include the following clauses of SS 587:*
   (1) 7 Planning;
   (2) 8.1 End-of-Life ICT Equipment Management Process Implementation and Operation Control;
   (3) 8.4 Competence, Training and Awareness;
   (4) 9 Performance Evaluation;
   (5) 10 Management Review;

3) *Qualification of EIMS auditor can be done internally by the certification body performing third-party EIMS audit.*

Duration of EIMS Audits[4]

For initial audits, the minimum audit duration shall be as indicated in the table below.

Number of Product Types at End-of-Life[5]	Number of Pieces of Equipment per Product Type at End-of-Life	Minimum Audit Duration[6]
1 – 5	1 – 10	Stage 1: 0.5 auditor day Stage 2: 1.5 auditor days
	11 – 50	
	51 and above	Stage 1: 0.5 auditor day Stage 2: 2 auditor days
6 – 10	1 – 10	Stage 1: 0.5 auditor day Stage 2: 1.5 auditor days
	11 – 50	Stage 1: 0.5 auditor day Stage 2: 2 auditor days
	51 and above	Stage 1: 1 auditor day Stage 2: 2 auditor days
11 – 16	1 – 10	Stage 1: 0.5 auditor day Stage 2: 1.5 auditor days
	11 – 50	Stage 1: 0.5 auditor day Stage 2: 2.5 auditor days
	51 and above	Stage 1: 1 auditor day Stage 2: 3 auditor days

Notes:

4)   *The certification body shall determine the number of product types at end-of-life and number of pieces of equipment per product type at end-of-life **by surveying the company's entire inventory of ICT equipment during all audits.***

5)   *"Number of Product Types" refers to the number of different types of products, as listed in Annex B of SS 587, that fall under the scope of SS 587.*

6)   *Minimum Audit Durations are based on 10% sampling of each and every product type listed in Annex B of SS 587.*

Minimum Audit Durations for Stage 2 audits shall be reduced by 0.5 auditor day if the company is already certified by an SAC-accredited certification body to a management systems standard (e.g., QMS, EMS).