

Recycling Industry Operating Standard® (RIOS®) Implementation Checklist



Many companies wonder where to begin when implementing RIOS registration. This checklist can help you start down the right path.

- BUY THE STANDARD**
You will need a copy of the RIOS standard. Please visit <http://www.certifymercycling.org/> for further information.
- RESEARCH**
Gaining an understanding of how other organizations have implemented and benefited from RIOS is necessary to support and motivate your decision to register. For more information, please visit <http://www.saiglobal.com/assurance/environmental/recycling-industry-operating-standard.htm>.
- DECISION TIME**
Top Management must be committed in their support of your implementation of RIOS within the organization.
- PERFORM A GAP ASSESSMENT**
You must know the status of your current systems versus RIOS requirements in order to plan and accomplish the implementation of a Quality, Environmental, Health and Safety Management System in the most efficient manner possible.
- CONSULTANT**
You may also decide to bring in a business management consultant to help with your implementation. Your local SAI Global office may be able to provide a selection of qualified individuals.
- RIOS QEHS MANAGEMENT SYSTEM STRATEGY**
Before planning and implementing your QEHSMS, decide on its structure: will it cover one or multiple sites? Will it be managed centrally or independently. Will it integrate with 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 and reviews.
- 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 SAI Global auditor!
- DOCUMENT REVIEW AND STAGE 1 READINESS EVALUATION**
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 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**
Aim to have your QEHSMS fully implemented for a minimum of 3 months for sufficient auditor assessment.
- CONDUCT INTERNAL AUDIT AND 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**
All the requirements of RIOS will be covered. In addition, SAI Global will provide an audit plan to guide you through the opening meeting, site tour, interviews, observations, records review, debriefings and closing meetings; we will also issue a final report.
- RIOS CERTIFICATE**
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**
Maintain the practices defined by your QEHSMS and look for improvement opportunities. Remember, you can contact your SAI Global auditor, account manager or Environmental Technical Manager anytime.
- SURVEILLANCE AUDITS**
Similar to the registration audit, except it covers either approximately one-quarter of your QEHSMS every 6 months or half of your QEHSMS every year, concentrating on how well you are maintaining it.
- 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**
SAI Global will conduct an internal independent review of your re-registration and issue your certificate after audit nonconformances, if any, have been resolved.

To learn about training courses, whitepapers, on-demand webinars and other free resources, please visit <http://www.saiglobal.com/assurance/environmental/recycling-industry-operating-standard.htm>.

For more information
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