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**RSB Phase-in Procedure  
(For Implementing New Standards/Procedures and Updated Versions)**

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Contact details: RSB - Roundtable on Sustainable Biomaterials  
International Environment House 2  
7 Chemin de Balaxert  
CH – 1219 Chatelaine (Geneva)  
Switzerland  
web: <http://www.rsb.org>  
email: [info@rsb.org](mailto:info@rsb.org)

## **Objectives and summary**

This procedure describes how and when RSB participating operators, certification bodies and accreditation body shall put in place RSB new standards/procedures and/or new versions of existing RSB standards/procedures.

For any new document, a phase-in period is allowed in order to minimize the disruption of the certification and accreditation processes.

As of January 1, 2014, the System Operating Entity (SOE) is the RSB Secretariat.

## **TABLE OF CONTENTS**

<b>A. SCOPE .....</b>	<b>2</b>
<b>B. EFFECTIVE DATE .....</b>	<b>2</b>
<b>C. NEW PARTICIPATING OPERATORS AND CERTIFICATION BODIES.....</b>	<b>2</b>
<b>D. PHASE-IN PERIOD FOR EXISTING PARTICIPATING OPERATORS, CERTIFICATION BODIES AND THE ACCREDITATION BODY .....</b>	<b>2</b>
<b>E. EXPIRY OF PREVIOUS VERSIONS.....</b>	<b>3</b>
<b>F. ADDITIONAL NOTE ON RSB EU RED STANDARDS AND PROCEDURES .....</b>	<b>3</b>

## **A. Scope**

This procedure is applicable to any entity implementing RSB standards and/or procedures, namely:

- Participating Operators;
- Certification Bodies; and the
- Accreditation Body.

This procedure is applicable to any new or revised RSB standard, or procedure

This procedure is only applicable to standards and procedures that have received formal approval by the RSB Assembly of Delegates, or the Board of Directors. Such standards and procedures can be identified by the phrase “Approved for Certification” on the first page.

## **B. Effective Date**

Approved RSB standards and procedures shall become effective upon the date of publication by the RSB Secretariat on the RSB website, or through direct communication with concerned parties. The effective date is indicated on the first page. A phase-in period for implementation is allowed, as described in Section D.

## **C. New Participating Operators and Certification Bodies**

New participating operators and certification bodies shall comply with any standard or procedure effective on the day of application for certification, or accreditation.

However, participating operators and certification bodies may request to implement a phase-in period if they can demonstrate that in preparation of their application to the RSB certification system, they have implemented processes based on the previous version of a standard/procedure, and that the implementation of the latest version would significantly delay their application.

The request to implement a phase-in period shall be approved by the SOE and follow the conditions described below (Section D).

## **D. Phase-in Period for Existing Participating Operators, Certification Bodies and the Accreditation Body**

Existing RSB participating operators<sup>1</sup>, certification bodies<sup>2</sup> and the accreditation body are allowed to implement a phase-in period before demonstrating compliance to a new standard or procedure, or to an updated version of an existing standard or procedure.

This phase-in period shall be one (1) year from the date of publication by the RSB Secretariat. Under extenuating circumstances a Certification Body may request that a client's phase-in period be extended for up to 12 months additional. Any such requests must be approved by the RSB Secretariat.

Any phase-in period for documents applicable to participating operators shall be validated by the certification body in charge of their audit process.

Any phase-in period for documents applicable to certification bodies shall be validated by the accreditation body in charge of their accreditation process.

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<sup>1</sup> Existing participating operators are those with a valid PO number on the day of publication of the approved standard/procedure.

<sup>2</sup> Existing certification bodies are those with a valid accreditation on the day of publication of the approved standard/procedure.

Any phase-in period for documents applicable to the accreditation body shall be validated by the System Operating Entity (SOE).

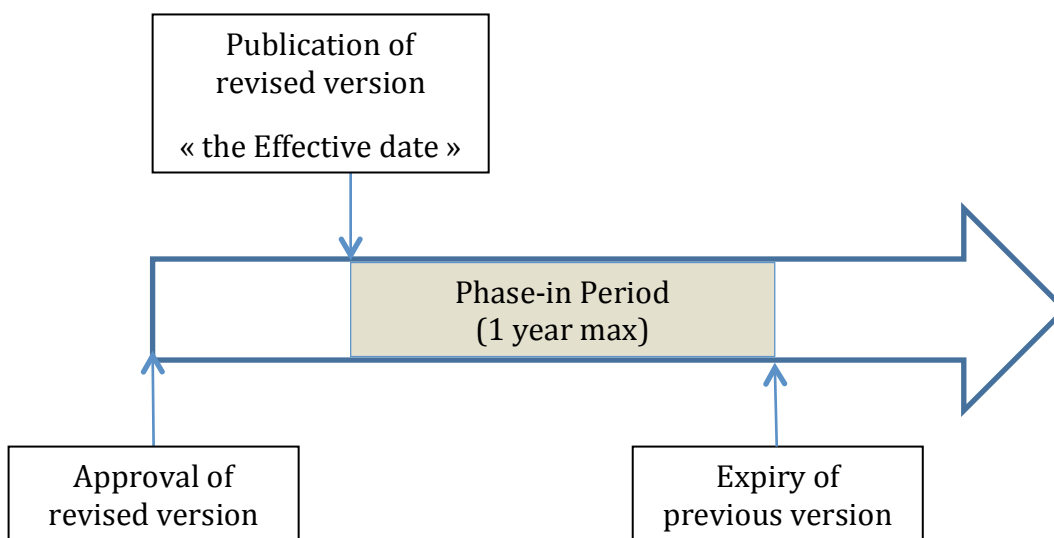
Compliance with newly approved standards or procedures will be checked as per the following schedule:

- **Participating Operators:**  
Compliance will be verified by the certification body during the next audit (main audit<sup>3</sup>, or, upon approval from the Secretariat, surveillance audit<sup>4</sup>) after the end of the approved phase-in period. If the next audit (main or surveillance) occurs during the transition period, the previous standards version shall still be valid and in force.
- **Certification Bodies:**  
Compliance will be verified by the accreditation body during the next audit (main or surveillance) after the end of the approved phase-in period. If the next audit (main or surveillance) occurs during the transition period, the previous standards version shall still be valid and in force.
- **Accreditation Body:**  
Compliance will be verified by the SOE following the last day of the approved phase-in period.

### E. Expiry of Previous Versions

The previous version of a standard or procedure will expire one year after the effective date.

**Fig 1: Timeline of Phase-in of Revised RSB Standards or Procedures**



### F. Additional Note on RSB EU RED Standards and Procedures

The conditions for enforcement and phase-in of RSB EU RED Standards and Procedures may show slight variations, following specific conditions set up by the European Commission. The RSB will publish additional guidance whenever appropriate.

<sup>3</sup> A main audit includes both desk-based and field-based verification of compliance.

<sup>4</sup> A surveillance audit only includes a desk-based verification of compliance