





Registration to R2 and the continual improvement that follows, is a joint effort between you and QMI – SAI Global. Begin with implementing your R2 EOHS 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 R2 Standard. Please visit http://www.r2solutions.org/, or contact R2 Solutions at 1-808-885-5353. It's free.

RESEARCH

A good understanding of how other organizations have implemented and benefited from R2, 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 R2 Solutions website at http://www.r2solutions.org/.

DECISION TIME

Organization's top management must be committed in their support of your implementation of R2 within the organization.

PERFORM A GAP ASSESSMENT

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

✓ R2 EOHS 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.

✓ R2 EOHS MANAGEMENT SYSTEM STRATEGY

Before you begin the detail work of planning and implementing your EOHSMS, decide on its 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.

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 EOHSMS based on the findings from the document review and Stage 1 Readiness Evaluation.

✓ COMPLETE THE IMPLEMENTATION OF YOUR R2 EOHS MANAGEMENT SYSTEM

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

CONDUCT MANAGEMENT REVIEW

A management review is part of your EOHSMS and needs to be held in order to demonstrate full implementation of your EOHSMS.

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 R2 will be covered. We will issue you a final report.

R2 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 R2 EOHS MANAGEMENT SYSTEM

Work according to the practices defined by your EOHSMS and look for opportunities to improve your EOHSMS 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 EOHSMS every 6 months or ½ of your EOHSMS every year, with a focus on how well you are maintaining your EOHSMS.

RE-REGISTRATION AUDIT

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

A NEW R2 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.



US (800) 247-0802 Canada (800) 465-3717 <u>client.services@qmi-saiglobal.com</u> www.qmi-saiglobal.com

Rev 02/2011