

Supplementary Appendix – Certification Standard: PAS 24000

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CHAPTER 1 - GENERAL

1.1

This Appendix defines the additional and/or replacement procedures applied by RINA for the certification of social management systems, with respect to what has already been defined in the Rules for the certification of RC/C management systems 40.

1.2

RINA issues certification in accordance with the requirements of the ISO/IEC 17021-1:2015 standard to Organizations whose Management System has been recognized as compliant with all the requirements of the standard

PAS 24000:2022.

CHAPTER 2 - REFERENCE STANDARD / REQUIREMENTS FOR CERTIFICATION

2.1

In addition to the provisions of the General Rules for the Certification of Management Systems, in order to obtain certification by RINA, a Social Management System must initially and over time meet the requirements of the PAS 24000 standard and the additional requirements provided by the Accreditation Bodies.

CHAPTER 3 - INITIAL CERTIFICATION

3.1

In addition to the provisions of the General Rules for the Certification of Management Systems, the Organization must communicate to RINA:

- ✓ Activities, products and services under the control/influence of the Organization that may have an impact on the performance of the Social Management System
- ✓ The total number of personnel, including part-time, seasonal staff, and suppliers/subcontractors under the control/influence of the Organization
- ✓ List of external work activities (e.g.: cleaning or maintenance sites, waste collection, etc.) and temporary sites (e.g. construction sites) covered by the SMS of the Organization that has control of these sites, regardless of where they are located. .
- ✓ Any sites excluded from the scope of the Social Management System for the purposes of verifying the eligibility of such exclusions. Exclusions must be verified against the following criteria:
 - Exclusions of one or more operating units or activities on the basis of the "cherry picking" criterion are not acceptable.
 - One or more parts of a single site cannot be excluded.

3.6

In addition to the provisions of the General Rules for the Certification of Management Systems, it will be necessary to suspend the certification process if no authorizations or equivalent documents are made available, in social matters, where required by current legislation.

In the presence of findings ascertained during the audits related to the non-compliance with mandatory legislative requirements on social matters, the certification process, except in special cases, is suspended until the Organization demonstrates compliance with these requirements.

Note. Mandatory legislative requirements are:

- Limits and/or legal provisions;
- Limits and/or requirements on authorizations/licenses or other prescriptive documents.

Such authorizations or equivalent documents may include, but are not limited to:

- Employment law
- Health and safety in the workplace
- Social security rules
- Rules on national collective labour agreements

CHAPTER 4 - MAINTENANCE OF CERTIFICATION

4.2

In addition to the provisions of the General Rules for the Certification of Management Systems, the Organization must maintain records relating to:

- accidents/emergencies occurring at the site(s) and other events that could potentially have negative effects on social benefits;
- any observations or reports received from the national or local authorities responsible for controlling the workplace;

and must make them available to RINA together with the related corrective actions taken during the periodic audits.

In particular, the Organization is required to promptly provide documented information to RINA regarding serious accidents or any observations or reports received from the national or local authorities responsible for controlling the workplace.

RINA will assess the actions to be taken, including the possibility of planning an extra audit, as required by the General Rules for the Certification of Management Systems in point 4.4, in order to verify that the effectiveness of the management system is not compromised.

The same approach will also be adopted in cases where the Guarantor Body of the certifications issued by RINA and/or the competent authorities report critical issues related to social management to RINA.

CHAPTER 5 - RECERTIFICATION

The provisions of the Rules for the certification of RC/C management systems 40 apply

CHAPTER 6 - AUDIT PERFORMANCE

6.1.3

In addition to the provisions of the General Rules for the Certification of Management Systems, non-compliance is also understood to be a situation that reduces the ability of the management system to ensure compliance with mandatory legislative requirements on social matters.

CHAPTER 7 - MANAGEMENT OF CERTIFICATES OF CONFORMITY

The provisions of the Rules for the certification of RC/C management systems 40 apply

CHAPTER 8 - MODIFICATION OF CERTIFICATION AND COMMUNICATION OF CHANGES

The provisions of the Rules for the certification of RC/C management systems 40 and the provisions of the "GENERAL TERMS AND CONDITIONS FOR THE CERTIFICATION OF SYSTEMS, PRODUCTS AND PERSONNEL" apply.

CHAPTER 9 - PARTICULARITIES FOR MULTI-SITE ORGANIZATIONS

9.2

In addition to the provisions of the General Rules for the Certification of Management Systems, the sampling of the audited sites must take into account the following factors:

- ✓ the level of risk associated with the nature of the activities and processes present in each site subject to certification.
- ✓ Operational specificities specific to each site (e.g. type of equipment used, presence of hazardous substances, working conditions, personnel management policies, etc.)

CHAPTER 10 - TRANSFER OF ACCREDITED CERTIFICATES

The provisions of the Rules for the certification of RC/C management systems 40 apply

CHAPTER 11 - SUSPENSION, REINSTATEMENT AND REVOCATION OF CERTIFICATION

11.1

In addition to the provisions of the General Rules for the Certification of Management Systems, the validity of the Certificate of Conformity may be suspended following an assessment carried out by RINA regarding serious accidents or failure to comply with mandatory legislative requirements for which the intervention of national or local authorities is necessary, if it is demonstrated that the effectiveness of the system is compromised.

CHAPTER 12 - WAIVER OF CERTIFICATION

The provisions of the Rules for the certification of RC/C management systems 40 apply

CHAPTER 13 - CONTRACTUAL CONDITIONS

The provisions of the Rules for the certification of RC/C management systems 40 and the provisions of the "GENERAL TERMS AND CONDITIONS FOR THE CERTIFICATION OF SYSTEMS, PRODUCTS AND PERSONNEL" apply.