



**RULES FOR THE ISSUE OF THE CERTIFICATE OF
COMPLIANCE OF THE B-BS PROCESS
IMPLEMENTED BY AN ORGANIZATION WITH
THE “BEHAVIOR-BASED SAFETY PROCESS
REQUIREMENTS”**

Valid from 6/08/2015

RINA Services S.p.A.

Via Corsica, 12 – 16128 Genova – GE

Tel. +39 010 53851 – Fax +39 010 5351000

E-Mail: info@rina.org, Web: www.rina.org

Technical Rules

RULES FOR THE ISSUE OF THE CERTIFICATE OF COMPLIANCE OF THE B-BS PROCESS IMPLEMENTED BY AN ORGANIZATION WITH THE "BEHAVIOR-BASED SAFETY PROCESS REQUIREMENTS"

CONTENTS

1	INTRODUCTION.....	3
1.1	Aim.....	3
1.2	Access to certification.....	3
1.3	Definitions.....	3
2	CONTRACT	4
2.1	Reference standards	4
2.2	Request for certification	4
2.3	Preparation of the quotation.....	5
2.4	Acceptance of the quotation	5
3	CERTIFICATION PROCESS	5
3.1	Rules for carrying out the audit	6
4	APPLICANT AUDIT AND CERTIFICATION AUDIT	7
4.1	Document review.....	7
4.2	Applicant audit.....	7
4.3	Certification audit	8
5	MAINTENANCE OF CERTIFICATION.....	9
6	RECERTIFICATION.....	10
7	MANAGEMENT OF CERTIFICATES OF COMPLIANCE	11
7.1	B-BS Applicant Certificate	11
7.2	B-BS Certificate	11
8	AMENDMENTS TO CERTIFICATION AND COMMUNICATION OF CHANGES.....	11
9	SUSPENSION, REINSTATEMENT AND WITHDRAWAL OF THE CERTIFICATE	12
9.1	Suspension	12
9.2	Reinstatement.....	12
9.3	Withdrawal	13
10	RENOUNCING CERTIFICATION	13

1 INTRODUCTION

1.1 Aim

These Rules establish the procedures applied by RINA for the issue of the Certificate of Compliance of the BEHAVIOR-BASED SAFETY process implemented by an organization with the document "BEHAVIOR-BASED SAFETY Process Requirements".

The "BEHAVIOR-BASED SAFETY Process Requirements" approved by the Cambridge Center for Behavioral Studies – Massachusetts (CCBS) and Association for the Advancement of Radical Behavior Analysis – Italy (AARBA) is a reference standard in the field of occupational health and safety which acts on individual worker behavior.

For any matter not covered by this document, reference is to be made to the "GENERAL CONTRACT CONDITIONS GOVERNING SYSTEM, PRODUCT AND PERSONNEL CERTIFICATION", available from the www.rina.org web site.

RINA issues certification to organizations whose BEHAVIOR-BASED SAFETY (B-BS) process has been recognized as complying with all the requirements of the reference document "BEHAVIOR-BASED SAFETY Process Requirements".

1.2 Access to certification

Access to certification is open to all organizations and does not depend on whether they belong to an association or group or not.

With regard to certification activities, RINA applies its current fees, guaranteeing fairness and uniformity of application. RINA may legitimately refuse certification requests coming from organizations subject to, or whose production or activities is/are subject to restriction, suspension or proscription by a public authority.

If RINA does not accept a certification request, it will communicate its reasons to the applicant.

The certificate issued by RINA refers exclusively to the organisation concerned.

In case in which B-BS process is implemented by more than one year, the organization can directly request the certification of B-BS Process.

In case in which the B-BS process is not implemented for at least one year the organization has to request the release of the Applicant certified and then the certification of process B-BS.

1.3 Definitions

- Employees: all the personnel involved in the B-BS process.
- Auditor (A): person who, on the basis of his/her competency and know-how, is able to collaborate in carrying out audits, operating autonomously under the guidance of the Lead Auditor.
- Certification advisory team (CAT): technical verification team set up to analyze and perform verification of the B-BS process.
- Certification Kit: technical form which describes the B-BS process which the organization is required to submit prior to each audit.
- Independent technical reviewer team (ITRT): technical team responsible for assessing certification following the audit activities.
- Leaders: the workers in charge of leading the B-BS process in a team/department (in terms of coordinating observations, management of comments after feedback, data analysis, definition of

RULES FOR THE ISSUE OF THE CERTIFICATE OF COMPLIANCE OF THE B-BS PROCESS IMPLEMENTED BY AN ORGANIZATION WITH THE "BEHAVIOR-BASED SAFETY PROCESS REQUIREMENTS"

- objectives, safety actions, meeting with workers).
- Lead auditor (LA): person who, on the basis of his/her competency and knowledge, is able to:
 - prepare, organise and carry out management system audits;
 - coordinate the work of the audit team members;
 - instruct the auditors concerning the methods of execution and guide and check what they do;
 - draw up and check the audit reports.
 - Major non-conformity:
 - lack of consideration of one or more requirements of the reference standard;
 - non-compliance with one or more requirements of these Rules;
 - a situation such as to cause a serious deficiency in the Process or to reduce its ability to ensure control of the process or of the product/service.
 - Minor non-conformity: a situation such as not to cause a serious deficiency in the Process or to reduce its ability to ensure control of the process or of the product/service.
 - Observers: the workers appointed to act as observers of the workers who fill in a behavior check-list.
 - Organization: a group, company, business, enterprise, body or institution, or parts or combinations

thereof, whether in associated form or not, public or private, which has its own functional and administrative structure.

- Recommendation: suggestion aimed at improving the Process, not directly related to the requirements of the reference standard.

2 CONTRACT

2.1 Reference standards

To obtain RINA certification, an organization is to satisfy initially and over time, in relation to its B-BS process, the requirements of the document "BEHAVIOR-BASED SAFETY Process Requirements" and of other regulatory documents available from the RINA site.

The terminology used in these Rules is the one given in the technical specification "BEHAVIOR-BASED SAFETY Process Requirements".

2.2 Request for certification

Organizations which intend to obtain certification of their B-BS process are to provide RINA with the essential data related to the activities carried out and to site location(s), by sending the "Informative Questionnaire" form, available from the www.rina.org site, duly filled in, on the basis of which RINA will prepare a quotation.

In particular, the Informative Questionnaire requires information to be provided on:

- the field of application requested for certification;
- starting date of implementation and operativeness of the B-BS process in full compliance with the requirements of the reference standard;
- the organization's general characteristics;

RULES FOR THE ISSUE OF THE CERTIFICATE OF COMPLIANCE OF THE B-BS PROCESS IMPLEMENTED BY AN ORGANIZATION WITH THE "BEHAVIOR-BASED SAFETY PROCESS REQUIREMENTS"

- the number of employees involved in the B-BS process;
- the number of observers involved in the B-BS process;
- the number of leaders involved in the B-BS process;
- the company's processes and resources dedicated to them;
- any relations with larger size companies;
- all outsourced processes used by the organization which influence compliance with the requirements;
- any certification already obtained;
- the use of any consultancy services related to the Process and the name of the company and of the technical personnel involved so as to avoid any threat to the impartiality principle.

Moreover, the organization is to attach the following documents:

- Chamber of Commerce information (copy of the certificate of registration with the Chamber of Commerce or equivalent document).

The Informative Questionnaire and attached documentation are to be sent by an authorized representative of the applicant organization.

The purpose of the information requested in the Informative Questionnaire is to enable RINA to check in advance application of the reference standard and to prepare an appropriate quotation.

All information received from the client organization is treated as confidential.

2.3 Preparation of the quotation

RINA draws up a suitable quotation based on the documents received and sends it to the organization's representative.

2.4 Acceptance of the quotation

If an organization accepts the quotation, it formalizes its certification request by sending RINA the specific form enclosed with the quotation.

On receipt of the certification request and relative enclosures and having checked they are complete, RINA sends the organization written confirmation of acceptance of the request.

The organization's request, which makes specific reference to these Rules, and relative acceptance, contractually formalize the relationship between RINA and the organization and the applicability of these Rules.

The stipulated contract includes:

- the Applicant audit for the issue of the B-BS Applicant certificate
- the audit for the issue of the B-BS Certificate
- subsequent surveillance and recertification audits;
- any additional services stated in the quotation, including the pre-audit, if requested by the organization.

Alternatively, it is possible to stipulate the contract only for the issue of the B-BS Applicant certificate or for the entire three-year B-BS certification program.

3 CERTIFICATION PROCESS

Compliance of the B-BS process with the reference standard is checked through a program of audits which includes:

- an initial audit for the issue of the B-BS Applicant Certificate in case in

RULES FOR THE ISSUE OF THE CERTIFICATE OF COMPLIANCE OF THE B-BS PROCESS IMPLEMENTED BY AN ORGANIZATION WITH THE "BEHAVIOR-BASED SAFETY PROCESS REQUIREMENTS"

- which B-BS process is implemented by less than one year.
- a certification audit for the issue of the B-BS Certificate in case in which B-BS process is implemented by more than one year.
 - a surveillance audit in the following 12 months from issue of the certificate
 - a surveillance audit in the following 24 months from issue of the certificate
 - a certificate renewal audit within 36 months of certification.

When establishing the audit program, the size of the organization, field of application, products and processes, level of effectiveness of the B-BS process, outcome of previous audits and any certification already issued to the client or other audits already carried out are taken into account.

3.1 Rules for carrying out the audit

The dates of the surveillance audits are agreed with the organization.

An "Audit Plan" is drawn up for each audit and is sent, sufficiently in advance, to the client organization.

Through the Audit Plan, RINA communicates the names of the auditors and any technical experts appointed to perform the audit, observers, interpreters or translators chosen on the basis of the competency required to perform the audit; the organization may object to any of these names, giving its reasons.

The objectives of the audit are as follows:

- determination of compliance of the client's process or parts thereof with the audit criteria;
- evaluation of the capacity of the process to ensure that the client

organization meets the applicable requirements of a legal, regulatory and contractual nature;

- evaluation of the effectiveness of the process to ensure that the client organization meets the specified objectives in a continuous way;
- as far as applicable, identification of the areas for potential improvement of the process.

During the audit, the auditors will gather information through:

- interviews
- observation of processes and activities,
- review of documentation and records.

During the audit, every auditor is to be accompanied by a guide appointed by the organization to facilitate carrying out the audit and who may have the following responsibilities:

- establish contacts and interview times;
- organize visits to specific parts of the site or of the organization;
- ensure that the rules concerning site safety and safety procedures are known and complied with by the CAT members;
- attend the audit on behalf of the client;
- provide clarification or information, on request, about an audit. A written report is drawn up for each audit, containing any major non-conformities (type A findings), minor non-conformities (type B findings) and improvement recommendations ((type C findings).

RULES FOR THE ISSUE OF THE CERTIFICATE OF COMPLIANCE OF THE B-BS PROCESS IMPLEMENTED BY AN ORGANIZATION WITH THE "BEHAVIOR-BASED SAFETY PROCESS REQUIREMENTS"

A copy of the report is given to the client organization.

The organization can write down any reservations or comments it has concerning the findings identified by the RINA auditors in a specific field in the audit report.

Having analyzed the causes of any non-conformities indicated in the above report, the organization is to propose to RINA, by the date given in the report, the necessary handling of the non-conformities and/or observations, as well as the necessary corrective action and time required for its implementation.

In the case of minor non-conformities, after analyzing the causes of the non-conformities indicated in the above report, the organization is to propose to RINA, by the date given in the report, the necessary handling of the non-conformities, as well as the necessary corrective action/measures and the time required for their implementation. Acceptance of the proposals and of the time required for their implementation is communicated to the organization in writing by RINA.

In the case of major non-conformities the certification process is suspended. RINA may carry out a supplementary audit within three months, to verify proper implementation of the corrective action proposed. Following the successful outcome of this audit, the certification process will continue. If the above deadline is exceeded, the checks are to be made again within six months of the date of the finding. After the six-month period has elapsed without a successful outcome of the assessment, RINA can consider the certification file closed and will charge for the time and costs incurred until then. In such a case, if the organization intends to pursue RINA certification, it will have to submit a new request and repeat the certification process. The above deadlines may, in special cases, be modified at the request of the organization if considered justified by RINA.

4 APPLICANT AUDIT AND CERTIFICATION AUDIT

4.1 Document review

During the Applicant audit, the organization is to demonstrate that the B-BS process has been fully operational for at least three months for at least one year for certification audit, and that it effectively implements the process and related documented procedures.

Together with the certification request or subsequently, the organization is to make available to RINA the following documentation so the applicant audit and certification audit can be performed:

- Certification kit with a description of the B-BS process:
 - B-BS Checklists (latest edition)
 - Data related to accidents (at least for the last 3 years or for the previous period):
 - Deaths or invalidating lesions;
 - LTI – Lost Time Injuries;
 - First aid;
 - Near Misses;
 - Conditions or behavior at risk
 - Description of the observation process
 - Safety campaigns
 - Other projects implemented in recent years
 - Company organization chart
 - Reinforcement and bonus programs
 - Disciplinary policy

RINA may, at its discretion, request also other documents for review, in addition to those mentioned above, considered important to assess the Process.

The above documentation will be examined by RINA for compliance with the "B-BS Process Requirements" reference standard and with the requirements of these Rules.

4.2 Applicant audit

During the Applicant audit, the organization is to demonstrate that the process has been fully operational for at least three months

RULES FOR THE ISSUE OF THE CERTIFICATE OF COMPLIANCE OF THE B-BS PROCESS IMPLEMENTED BY AN ORGANIZATION WITH THE "BEHAVIOR-BASED SAFETY PROCESS REQUIREMENTS"

and that it implements it, documenting the relative procedures.

If major non-conformities (type A findings) are found or in the case of minor non-conformities whose number, in the opinion of the audit team, is such as to compromise the proper functioning of the process, the latter will be halted.

In such cases, RINA will perform a supplementary audit within three months to verify the effectiveness of the handling and corrective actions proposed; following the successful outcome of this audit, the certification process will continue.

The supplementary audit may be performed on site or on a documentary basis, depending on the type of corrective action to be checked, in the opinion of the Certification Advisory Team (CAT).

All expenses related to any supplementary audits due to deficiencies in the process will be charged to the organization.

Should the above period be exceeded, the organization's process will be required to undergo a complete review.

If no non-conformity is found, the Certification Advisory Team (CAT) will send the assessment report to the Independent Technical Reviewer Team (ITRT), which will accept or reject the candidature related to the B-BS Applicant certificate.

On successful completion of the audit and subject to validation by the Independent Technical Reviewer Team (ITRT), an Applicant Certificate is issued for the process under review, in compliance with the technical reference standard, valid for a year and not renewable.

The B-BS Applicant Certificate contains the name and address of the organization, address of the operational site(s) included in certification, the certification scope, date of first issue, date of current issue and expiry date.

The frequency and extent of subsequent certification and maintenance audits are established by RINA on a case by case basis through the definition of an annual, three-yearly or four-yearly audit program which is sent to the organization.

4.3 Certification audit

In the 12 months following issue of the B-BS Applicant, RINA will carry out a second on-site audit valid for the issue of the B-BS Certificate.

During this phase, the actual effectiveness of the process will be examined.

If major non-conformities (type A findings) are found or in the case of minor non-conformities whose number, in the opinion of the audit team, is such as to compromise the proper functioning of the process, the latter will be halted.

In such cases, RINA will perform a supplementary audit within three months to verify the effectiveness of the handling and corrective actions proposed; following the successful outcome of this audit, the certification process can continue.

The validity of the B-BS Applicant certificate may be extended for 3 months if a major non-conformity is found during the certification audit in order to enable it to be resolved. At the end of this extension period and if the non-conformities have not been resolved, the organization is to apply for the B-BS Applicant certificate again.

The supplementary audit may be performed on site or on a documentary basis, depending on the type of corrective action to be checked, in the opinion of the Certification Advisory Team (CAT).

All expenses related to any supplementary audits due to deficiencies in the process will be charged to the organization.

If no non-conformity is found, the Certification Advisory Team (CAT) will send the assessment report to the Independent

RULES FOR THE ISSUE OF THE CERTIFICATE OF COMPLIANCE OF THE B-BS PROCESS IMPLEMENTED BY AN ORGANIZATION WITH THE "BEHAVIOR-BASED SAFETY PROCESS REQUIREMENTS"

Technical Reviewer Team (ITRT), which will accept or reject the candidature related to the B-BS Applicant certificate.

On successful completion of the audit and subject to validation by the Independent Technical Reviewer Team (ITRT), a B-BS Certificate is issued for the process under review, in compliance with the technical reference standard, valid for three years.

In case in which the organization has implemented the process B-BS for more than a year, it can apply for certification and RINA will carry out a on-site audit valid for the release of the B-BS Certificate.

The above steps relating to Applicant audit also be applied in the case of Certification audit.

5 MAINTENANCE OF CERTIFICATION

The organization is to maintain its process in compliance with the reference standard.

The organization is to keep a record of any complaints and related corrective action taken and is to make it available to RINA together with the corrective action taken in relation to non-conformities arising from periodic audits.

The organization is to keep a record of the following:

- accidents/emergencies at the site(s) and other events which potentially could have had a negative effect on workers' health and safety;
- any observations or communications from national or local authorities responsible for controlling the workplace; and make them available to RINA together with the pertinent corrective action taken during the periodic audits.

In particular, the organization is to promptly inform RINA, which will decide what action to

take in relation to any observations or communications received from national or local authorities in charge of workplace controls.

RINA carries out periodic audits of the process in order to evaluate maintenance of compliance with the requirements of the reference standard.

Moreover, RINA reserves the right to carry out unannounced audits at the organization in addition to those established in the three-year program:

- if it receives complaints or communications, considered particularly significant, related to non-compliance of the process with the requirements of the reference standard and of these Rules;
- in relation to changes within the organization;
- with regard to organizations whose certificate has been suspended.
- If the organization refuses, without a justified reason, RINA may begin the certification suspension/withdrawal procedure.
- If RINA considers the complaints and communications to be justified, the cost of performing the supplementary audit will be charged to the organization.

The validity of the certificate is confirmed following the positive outcome of the surveillance audit.

If major non-conformities (type A findings) are found or in the case of minor non-conformities whose number, in the opinion of the audit team, is such as to compromise the proper functioning of the process, the latter will be halted.

In such cases, RINA will perform a supplementary audit within three months to verify the effectiveness of the handling and

RULES FOR THE ISSUE OF THE CERTIFICATE OF COMPLIANCE OF THE B-BS PROCESS IMPLEMENTED BY AN ORGANIZATION WITH THE "BEHAVIOR-BASED SAFETY PROCESS REQUIREMENTS"

corrective actions proposed; following the successful outcome of this audit, the certification process can continue. If the non-conformities are not resolved, the B.BS Certificate will be withdrawn.

The supplementary audit may be performed on site or on a documentary basis, depending on the type of corrective action to be checked, in the opinion of the Certification Advisory Team (CAT).

All expenses related to any supplementary audits, due to deficiencies in the process, will be charged to the organization.

Should the above period be exceeded, the organization's process will be required to undergo a complete review, within six months of the date of completion of the audit.

If no non-conformity is found, the Certification Advisory Team (CAT) will send the assessment report to the Independent Technical Reviewer Team (ITRT), who will accept or reject the candidature related to maintenance of the B-BS Certificate.

6 RECERTIFICATION

In connection with the recertification audit of the process, to be performed every three years, the organization is to contact RINA approximately three months in advance, in relation to the date established in the organization's three-year audit program, and send an updated copy of the Informative Questionnaire, completed in all its parts, so that the audit can be planned and the date of the recertification audit agreed.

The purpose of the recertification audit is to confirm maintenance of compliance and effectiveness of the process in general.

The recertification process must necessarily be positively concluded prior to the expiry date on the certificate and cannot be extended by RINA. The CAT will send the audit report to the ITRT who will confirm or not candidature for certification.

Therefore, the recertification audit is to be positively concluded in sufficient time to allow RINA to approve the recertification proposal and pertinent issue of the certificate by the above date (at least one month before the expiry date on the certificate).

Should the organization not comply with the above time frame and thus not obtain reissue of the certificate before it expires, certification is to be considered as having expired as from the day after the expiry date printed on the certificate.

An organization which intends, after the expiry date on the certificate, to request certification again is to submit a new request and follow the entire procedure for the issue of the B-BS Certificate. If the above request is received within 6 months of the expiry date on the certificate, the organization can submit its candidature directly for the B-BS Certificate.

In the case of major non-conformities (type A findings) or in the case of minor non-conformities whose number, in the opinion of the audit team, is such as to compromise the proper functioning of the process, the recertification process is suspended.

In such cases, RINA will perform a supplementary audit, prior to the expiry date on the certificate, to verify the effectiveness of the handling and corrective actions proposed; following the successful outcome of this audit, the recertification process can continue.

The supplementary audit may be performed on site or on a documentary basis, depending on the type of corrective action to be checked, in the opinion of the Certification Advisory Team (CAT).

All expenses related to any supplementary audits, due to deficiencies in the process, will be charged to the organization.

If no non-conformity is found, the Certification Advisory Team (CAT) will send

the assessment report to the Independent Technical Reviewer Team (ITRT), who will accept or reject the candidature related to reissue of the B-BS Certificate.

Following the positive outcome of the recertification audit, of the results of the review of the process during the certification period and of complaints received from users of the certification, the certificate of compliance will be reissued by RINA.

Confirmation of approval by RINA of recertification and subsequent issue of the certificate is sent to the organization in writing.

7 MANAGEMENT OF CERTIFICATES OF COMPLIANCE

7.1 B-BS Applicant Certificate

The B-BS Applicant Certificate is a certificate which can be displayed and used like the standard certificate.

It is issued during the first year of observation and is evidence of transposal and implementation of the B-BS process, even before its effectiveness is demonstrated. It is valid for a year and cannot be renewed.

7.2 B-BS Certificate

The B-BS Certificate issued by RINA affirms compliance, in every respect, of the B-BS process applied by the organization with the "B-BS Process Requirements" document and its effectiveness. It is valid for three years, starting from the date of first issue of the certificate.

From the time RINA issues the certificate, the latter and the relative three-year audit program will be made available to the organization.

The validity of the certificate, over the three-year period, is dependent on the outcome of the subsequent surveillance audits.

Following the positive outcome of each recertification audit, the certificate of compliance will be reissued.

The certificate may be suspended, withdrawn or renounced in accordance with the requirements established in Chapters [9+10](#) and [10+1](#).

On request, RINA will provide information concerning the reasons why the certificate has been invalidated.

8 AMENDMENTS TO CERTIFICATION AND COMMUNICATION OF CHANGES

A certified organization can ask for an amendment or extension to its certificate by submitting a new request.

RINA reserves the right to examine requests on a case by case basis and to decide the assessment method for the purpose of issuing a new certificate, in compliance with the requirements of the "GENERAL CONTRACT CONDITIONS GOVERNING SYSTEM, PRODUCT AND PERSONNEL CERTIFICATION" and with the reference standard for the process.

The organization is to promptly inform RINA of any changes to aspects which could influence the ability of the process to continue to comply with the requirements of the standard used for certification.

These provisions concern, for example, changes related to:

- the legal, commercial, organizational or ownership status;
- the organization and management (i.e. key managers or technical personnel belonging to decision-making process);
- contact addresses and sites;
- the field of application of the activities covered by the certified Process;

RULES FOR THE ISSUE OF THE CERTIFICATE OF COMPLIANCE OF THE B-BS PROCESS IMPLEMENTED BY AN ORGANIZATION WITH THE "BEHAVIOR-BASED SAFETY PROCESS REQUIREMENTS"

- significant changes to the Process and processes.

RINA reserves the right to carry out additional audits on the organization if the changes communicated are considered particularly important in relation to maintenance of compliance of the process with the requirements of the reference standard and with these Rules or to review the economic terms and conditions for possible amendment of the contract.

RINA will promptly inform the organization of any changes to the reference standards or to the RINA certification rules.

9 SUSPENSION, REINSTATEMENT AND WITHDRAWAL OF THE CERTIFICATE

9.1 Suspension

The Certificate of Compliance may be suspended according to the requirements of the "GENERAL CONTRACT CONDITIONS GOVERNING SYSTEM, PRODUCT AND PERSONNEL CERTIFICATION" and in the following specific cases:

- if the ITRT does not confirm compliance of the organization's process with the "B-BS PROCESS REQUIREMENTS" document, after reviewing the audit report sent by CAT following the maintenance and recertification audits;
- if the organization does not allow the programmed audits to be carried out at the required time;
- if major non-conformities are found in the process or non-conformities have not been resolved within the period established by RINA;
- if the organization does not comply with the deadlines established to communicate corrective action following non-conformities (major or minor) indicated in the audit report;

- if the organization has undertaken considerable internal restructuring of the site(s), transfers to another site(s) without informing RINA of these changes;
- if the organization has made significant changes to its process which have not been accepted by RINA;
- in the case of important restructuring of the organization not communicated to RINA;
- as a result of evidence that the process does not ensure compliance with the mandatory laws and rules applicable to the products/services supplied, to the activities and/or to the site(s);
- confirmation of any justified and serious complaints received by RINA.

Moreover, the organization may ask RINA, justifying its reasons, to suspend certification for a period, generally not exceeding six months and, in any case, not beyond the expiry date of the certificate.

Suspension is notified in writing, stating the conditions for reinstatement of certification and the deadline by which they are to be met.

Suspension of the validity of the Certificate is made public by RINA directly on the web site www.rina.org.

9.2 Reinstatement

Reinstatement of certification is dependent on verification that the deficiencies which led to suspension have been made good; this is done by means of a thorough audit to check that the process satisfies all the requirements of the reference standard. Reinstatement is notified to the organization in writing and made public by RINA on the web site www.rina.org.

RULES FOR THE ISSUE OF THE CERTIFICATE OF COMPLIANCE OF THE B-BS PROCESS IMPLEMENTED BY AN ORGANIZATION WITH THE "BEHAVIOR-BASED SAFETY PROCESS REQUIREMENTS"

If the above conditions are not met by the required deadline, the Certificate of compliance will be withdrawn.

9.3 Withdrawal

Withdrawal of the Certificate of Compliance may be decided in accordance with the "GENERAL CONTRACT CONDITIONS GOVERNING SYSTEM, PRODUCT AND PERSONNEL CERTIFICATION" and in the following specific cases:

- the organization does not propose corrective action following major non-conformities found during the audit by the established deadline;
- if the organization suspends its activities or services which are the subject of the certified process for a period in general of more than six months;
- if the organization does not accept the new economic terms established by RINA for possible amendment of the contract;
- for any other serious reason, in the opinion of RINA, as for example but not only, proven incapacity of the system to pursue its objectives of compliance with the legislative or contractual obligations or of product safety.

Withdrawal of the Certificate of Compliance is notified to the organization in writing and made public by RINA.

If an organization, whose certificate has been withdrawn, intends to reapply for certification, it is to submit a new request and follow the whole procedure again.

10 RENOUNCING CERTIFICATION

A certified organization can send a formal communication to RINA renouncing certification, before the certificate expires, including the case in which the organization

does not want to or cannot comply with the new instructions issued by RINA.

RINA, on receipt of this communication, will begin the process to render the certificate invalid.

In general, within one month of the date of the communication, RINA will update the validity status of the certificate.

Publication: RC/C 114

English edition

RINA SERVICES S.P.A.

Via Corsica, 12 – 16128 Genova – GE

Tel. +39 010 53851 – Fax +39 010 5351000

E-Mail: info@rina.org, Web: www.rina.org

Technical rules