

Collection & Recycling Network Auditing 101

The B-cycle audit regime

B-cycle is funded by industry, authorised by the Australian Competition and Consumer Commission, and accredited by the Federal Government as a Voluntary Stewardship Scheme. This requires BSC to meet high levels of assurance for all aspects of our operations and that of our partners.



A key feature of the B-cycle Scheme design is the accreditation process which is governed by the B-cycle Collection and Recycling Network Accreditation Protocols.

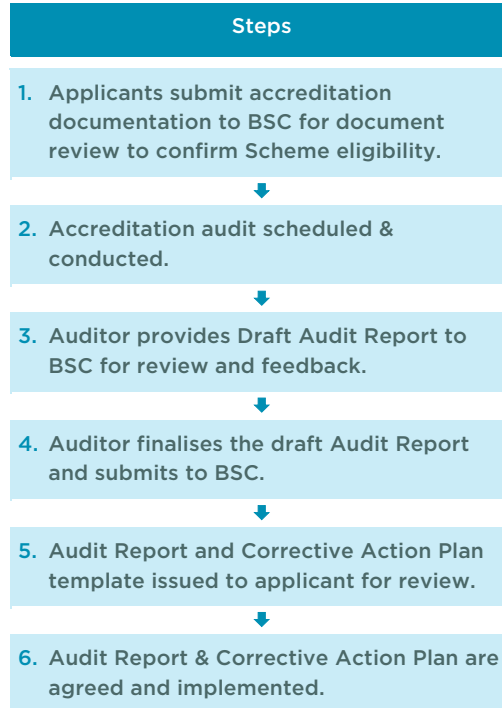
The purpose of accreditation audits is to provide assurance to governments, accredited importers and retailers, and consumers that BSC participants are operating in accordance with their Battery Stewardship commitments and implementing the Accreditation Protocols.

Audit standards

The independent auditors engaged by BSC, follow international auditing standards including ISO 17021 and ISO 19011 for auditing management systems. These provide the framework for auditors to:

- + Plan the audit, including how to:
 - + calculate the audit time necessary to verify the established requirements
 - + identify sample sizes to establish how many records and employee or contractor interviews are needed.
- + Conduct the audit in a manner that will enable them to verify that:
 - + systems and procedures are in place and meet the **intent** of Scheme requirements
 - + **evidence of implementation** of systems and procedures on the ground
- + a **culture of improvement** exists to ensure continual improvement with increasing efficiencies and best practices.

Audit & accreditation process



This process has been established to assure:

- + B-cycle is improving safety and reducing environmental harm by diverting batteries from homes and general waste and recycling systems
- + Drop off Points are convenient, safe and well maintained
- + batteries are only sourced from B-cycle accredited Drop off Points and not from illegal or historical stockpiles
- + containers used to collect, transport, and store batteries are safe and compliant
- + operations from start to finish are compliant with legal requirements
- + employees and contractors have been trained to conduct their work and are equipped to conduct safe operations
- + traceability of collected batteries and veracity of rebate claims
- + batteries and battery materials are managed in accordance with environmentally sound management
- + the cost of Scheme operations have been reported to ensure the Scheme is sustainable into the future.

BSC Expectations

BSC expects applicants and accredited participants to cooperate with both announced and unannounced audits, including:

- + allowing auditors open access to all requests to:
 - + interview employees and contractors
 - + view storage areas and containers
 - + view records and documents
 - + follow audit trails and view any part of operations.
- + treating auditors with respect and professionalism at all times
- + recognising auditors are working on behalf of BSC and for the benefit of B-cycle.

Reasons for stopping an audit

BSC auditors are authorised to halt to an onsite audit in process if they:

- + see an unsafe situation that could represent a hazard to themselves or others
- + are subjected to disrespectful behaviour or bullying
- + are unable to complete the audit as planned because they are not provided requested records, employees, containers, or locations.

Benefits of B-cycle audits

In addition to enabling B-cycle accreditation, audits also provide a valuable opportunity for participants to:

- + improve business processes by:
 - + increasing readiness for regulatory inspections
 - + testing internal business systems
 - + adding to management insights into organisational strengths and weaknesses
- + ensure access B-cycle rebates.

Questions

Please contact BSC if you have any questions or concerns about this process at contact@bsc.org.au.