



REQUEST FOR EXPRESSION OF INTEREST

Environmental Auditing Services of Electronics Reuse and Refurbishing Organizations for the Saskatchewan Waste Electronics Equipment Program (SWEET)

1.0 Introduction

- 1.1. SWEET is an industry-led, province-wide end-of-life electronics collection and recycling program.
- 1.2. SWEET has approved the Electronics Reuse and Refurbishing Program (ERRP) (March 1, 2010).
- 1.3. SWEET requires that all Reuse and/or Refurbishing organizations seeking to be recognized by the program be audited and approved according to the requirements of the Electronics Reuse and Refurbishing Standard (ERRS), outlined in the ERRP.
- 1.4. SWEET requires qualified and approved auditors to conduct the audits and assessments of the electronics Reuse and Refurbishing organizations in accordance with the requirements of the ERRP.

2.0 Objective of the Request for Expression of Interest (REOI)

The objective of this REOI is to identify individuals or organizations capable of providing auditing services of electronics Reuse and/or Refurbishing organizations in accordance to the ERRP.

3.0 Reference Document

Electronics Reuse and Refurbishing Program (March 1, 2010)

4.0 Scope of Work

- 4.1. SWEET seeks qualified auditors with expertise and experience in environmental and compliance auditing for the auditing of electronics Reuse/Refurbishing organizations, according to the requirements of the ERRP.
- 4.2. Applicant Reuse/Refurbishing organizations (the "Auditees") will be located in Saskatchewan.
- 4.3. As onsite audit of each Auditee will be conducted to assess conformance to the ERRS.
- 4.4. The audit process will include all required activities to perform the initial onsite audit, as well as any follow-up activities required to assess and close identified deficiencies.
- 4.5. Auditors will work closely with SWEET for guidance and clarification of any issues or obstacles that may arise through the auditing process.

5.0 Qualifications

ERRS Qualified Auditor is defined as an individual trained and certified through an authoritative body to be an environmental auditor, and possesses a strong understanding of the *ISO 19 011 Standard*, the regulatory requirements in the jurisdiction of the Reuse/Refurbishing organization, the *Electronics Reuse and Refurbishing Standard*, and the *Implementation Guide*.

6.0 Proposal Submissions

Proposals must contain the following information:

- 6.1. Background: Detail of relevant experience of the individual and/or organization and an outline of the ability to perform the duties detailed in the scope of work in an effective manner.
- 6.2. Qualification: Detail of specific training, qualifications, and evidence of auditor certification/accreditation for each auditor proposed to be involved in the audit and assessment process.
- 6.3. Audit Process: A description of the audit process and key actions required to perform the onsite audit, and activities required to follow-up on identified deficiencies.
- 6.4. Insurance: Evidence of professional liability and/or errors and omissions insurance, including coverage amount.

6.5. Cost: A fee schedule for conducting the ERRS audit according to the requirements of the ERRP, including conducting the on-site audit, any follow up activities, and any other related costs.

7.0 Contact information:

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The information contained in this REOI is solely for the purpose of assisting proponents in the submission of a response to this REOI. This document is a guideline and does not constitute an offer, nor promise to offer to enter into any business agreement or relationship, nor should any intent to enter into a contract, agreement or relationship be construed. SWEEP shall not be responsible for any costs incurred by the bidder in preparing a response to the REOI.