



# **Rules for the issue of Certificate Integrated Management System according to BEST4 and BEST4 PLUS Scheme.**

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Technical Rules RC/C.8



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## 1 GENERAL

### 1.1

These Rules define the procedures applied by RINA for the issued certification of Integrated Management Systems (IMS) according to the scheme “**BEST4**” and “**BEST 4 PLUS**”, as well as the conditions for possible suspension, renunciation or withdrawal of certification.

For any issues not covered by these Rules, reference is to be made to the “General contract conditions governing system, product and personnel certification”, which can be downloaded from the web site [www.rina.org](http://www.rina.org).

### 1.2

RINA issues “**BEST4**” certification to organisations whose Integrated Management System (IMS) has been recognised as complies with the requirements of a standard / standard / specification sheet (standard), for each of the following areas:

- Quality
- Environment
- Safety
- Social Accountability

The reference Standards for the above areas (Quality, Environment, Safety and Social Accountability), are indicated in a specific annex to these Rules.

#### NOTE:

*As an example, for each above-mentioned sector, mention is made of one of the various alternative Standards to the classic four (ISO 9001, ISO 14001, OHSAS 18001, SA 8000):*

- *Quality (i.e.: ISO TS 16949 or other)*
- *Environment (i.e.: ISO 50001 or other)*
- *Safety (i.e.: ISM Marine sector or other)*
- *Social Accountability (i.e.: Sustainability Balances or other)*

Compliance is understood as having been achieved if each Standard, belonging to each of the above-mentioned areas, RINA issued a certificate of compliance a one Management System or an attestation of conformity to the requirements of the standard adopted as specified in the relevant RINA Rules that are an integral part of this document.

### 1.3

“**BEST 4 PLUS**” certification can be issued provided the requirements for “**BEST4**” have been met and with the integration of at least one other certification/attestation in one of the four areas mentioned above.

### 1.4

Certification is open to all organisations and does not depend on whether they belong to an association or group.



RINA will apply the fees established on the basis of its current tariffs for the certification service and guarantees fairness and uniformity of application. RINA is entitled to refuse requests for certification by organisations that have been the subject, or whose production or activities have been the subject, of restriction, suspension or proscription by a public authority.

## 1.5

The certificate issued by RINA pertains exclusively to a single organisation, where organisation means a group, company, enterprise, body or institution, or parts and combinations thereof, whether associated or not, public or private, with its own functional and administrative structure.

For organisations with more than one operating unit, a single operating unit can be defined as an organisation.

## 2. REFERENCE STANDARDS / CERTIFICATION REQUIREMENTS

### 2.1

To obtain RINA “**BEST4**” and “**BEST 4 PLUS**” certification, the Company must to satisfy, initially and in the long term, the requirements of the rules/reference standards given in Par. 1.2 or 1.3 and those indicated in the following paragraphs of this Chapter.

### 2.2

In particular, to obtain “**BEST4**” and “**BEST 4 PLUS**” certification, an organisation must:

**2.2.1** have set up and maintained active and fully operational the Management Systems (if applicable) the four areas (Quality, Environment, Safety and Social Accountability), in complete compliance with the requirements of the reference standards.

A Management System or the compliance with the requirements of the reference standard, is considered fully operational when it meets the requirements of the respective Rules referred in paragraph 1.2.

**2.2.2** have an IMS manual or a manual per standard which:

define the purpose / scope of application of management system / requirements of the reference standard, describing the main processes and their interactions and containing or referring to their documented procedures.

### 2.3

An organisation may also request the “**BEST4**” / “**BEST 4 PLUS**” certificate to be issued in the following cases:

1. If it has obtained the 4 or more certificates/attestation separately, i.e. at different times
2. If RINA recognises one or more certificates/attestation issued by another accredited body
3. If the organisation has a single Integrated System Manual or separate manuals
4. If the certification audit is an integrated audit of all schemes or only carried out for the schemes not yet certified.



### 3. CERTIFICATION MAINTENANCE

#### 3.1

Maintenance of the validity of “**BEST4**” and “**BEST 4 PLUS**” certification is dependent on maintenance of certificates/attestation, obtained for each Management System or reference standard, in compliance with the related rule, as established by the pertinent RINA Rules.

#### 3.2

During the validity of the certificate, the organisation is required to keep a record of any complaints and pertinent corrective action taken and make it available to RINA, together with the corrective action taken during the periodical audits.

#### 3.3

RINA carries out annual audits on the Integrated Management System (IMS) or on individual schemes/requirements to verify maintenance of compliance with the requirements of the reference standards indicated in paragraph 1.2.

On the occasion of these audits, checks are performed on the Management System as per the pertinent RINA Rules, to the extent required by the type of audit (surveillance audit or complete three-yearly review) in accordance with each management system/reference standard requirements.

### 4. MANAGEMENT OF CERTIFICATES OF COMPLIANCE

#### 4.1

The “**BEST4**” and “**BEST 4 PLUS**” certificates of compliance issued by RINA have no expiry date as they are dependent on the attainment and related maintenance of valid certificates issued for each Management System/Attestation, issued by any mode, integrated audits or inspections separated on one or more schemas.

The certificates may be suspended, revoked or surrendered in accordance with what is stated in Chapters 6 and 7.

On request, RINA can provide information as to the cause(s) leading to invalidity of the certificate.

The list of all the organisations certified “**BEST4**” and “**BEST 4 PLUS**” is available at [WWW.rina.org](http://WWW.rina.org); this list also indicates whether the certificate is valid or not.

### 5. AMENDMENTS TO CERTIFICATION AND COMMUNICATION OF CHANGES

#### 5.1

A certified organisation can ask to have its certificate amended or extended by submitting a new certification request, together with the documentation required for this purpose. RINA will examine the request, case by case, and decide the assessment method for the purpose of issuing a new certificate, in accordance with the “General contract conditions governing system, product and personnel certification”.

#### 5.2

A certified organisation is to promptly inform RINA of any changes which have occurred related to aspects which could influence the capacity to keep the requirements of the standard used for certification.



This requirement concerns, for example, changes related to:

- the legal, commercial, organisational or ownership status;
- the organisation and management (i.e. key managers or technical personnel, decision-making process);
- contact addresses and sites;
- the scope of the activities covered by the certified management system;
- significant modifications to the management system and processes.

RINA reserves the right to perform additional audits of the organisation if the changes communicated are considered particularly important as regards maintenance of compliance with the requirements of the reference standard and with these Rules or to review the economic conditions for possible amendment of the contract.

## **6. SUSPENSION, REINSTATEMENT AND REVOCATION OF CERTIFICATION**

### **6.1**

The validity of the “**BEST4**” and “**BEST 4 PLUS**” certificate can be suspended in accordance with the “General contract conditions governing system, product and personnel certification” and also in the following specific cases:

- if the organisation does not allow the surveillance or recertification audits to be carried out when due;
- if major non conformities are found in the Management System which have not been resolved within the time limit established in the Rules;
- if the organisation has not met the deadline established for corrective action communication, following non conformities reported in the audit report;
- if the organisation has carried out major restructuring of its site(s), moves to another site without informing RINA of these changes;
- if the organisation has made significant changes which have not been accepted by RINA;
- in the presence of important restructuring of the organisation which has not been communicated to RINA;
- if the organisation refuses or hinders participation in the audits of observers from an accreditation body;
- if any justified and serious complaints received by RINA are confirmed.

The organisation may also ask RINA to suspend the certificate, giving its reasons, for a period in general of not more than 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 the certificate and the deadline by which these are to be fulfilled.

### **6.2**

Reinstatement of certification is dependent on verification that the shortcomings which led to suspension have been eliminated. This is done by means of an in-depth audit to check that the



Management System complies with all the requirements of the reference standard.

### 6.3

If the conditions in paragraph 6.1 are not fulfilled by the established deadline, the certificate of compliance will be revoked.

Revocation of the “**BEST4**” and “**BEST 4 PLUS**” certificate may be decided according to what is established for individual schemes, according to the “General contract conditions governing system, product and personnel certification” and in the following specific cases:

- when situations arise, such as those mentioned in paragraph 6.1 for suspension, which are considered particularly serious;
- if the organisation interrupts the activities or services covered by the certified Management System, in general for more than six months;
- if the organisation does not accept the new economic conditions established by RINA, due to possible modification of the contract;
- in the case of a multi-site organisation, if the central office or one of the sites does not meet the criteria necessary to maintain the certificate;
- for any other reason considered serious by RINA.

Following revocation, if an organisation intends to re-apply for certification, it will have to submit a new request and follow the whole certification process again.

## 7. SURRENDERING THE CERTIFICATE

A certified Organisation can send a formal communication to RINA in which it surrenders its certificate, including cases where it does not intend to or cannot comply with the new RINA provisions.

Waiver one of the certificates/attestation, automatically leads to revocation of the “**BEST4**” / “**BEST 4 PLUS**” certificate (in the case of “**BEST 4 PLUS**”, the “**BEST4**” certificate may be issued if the conditions are right).

On receipt of the above communication, RINA will start the procedure to withdraw the certificate.

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

## 8. CONTRACTUAL CONDITIONS

With regard to the contractual conditions, the requirements established in the current edition of the RINA document "General contract conditions governing system, product and personnel certification" apply.



FACSIMILE OF THE CERTIFICATION LOGOS



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## **ANNEX TO THE BEST 4 RULES**

### **List of Standards**

#### **QUALITY**

ISO 9001  
ISO TS 16949 / AVSQ-MIA (Automotive sector)  
IRIS (Railway sector)  
EN 9100 / EN 9110 / EN 9120 (Aerospace sector)  
ISO 3834  
ISO 13485  
ISO 22000 (Food sector)  
ISO/TS 29001 (Petroleum/Gas Sector)

#### **ENVIRONMENT**

ISO 14001  
ISO 50001  
EMAS  
ISO 30000

#### **SAFETY**

OHSAS 18001  
ISO 28000  
IMS (Marine sector)  
ISO 27001

#### **SOCIAL ACCOUNTABILITY**

SA 8000  
SUSTAINABILITY BALANCES  
ISO 20121  
ISO 26000