

ICC
Indian Chemical Council

National Headquarters:
Sir Vithaldas Chambers, 6th Floor
16 Mumbai Samachar Marg
Mumbai - 400 001 INDIA
Tel: 61144000 / 22048043
Email: iccmumbai@iccmil.in
Website: www.indianchemicalcouncil.com



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Rules for Granting the Responsible Care (RC) Logo

1. The Company shall be a member of ICC.
2. The Company shall be a Responsible Care Signatory.
3. Company has to implement all the seven codes of Responsible Care at all the sites.
4. Once the signatory company feels that the level of compliance is satisfactory and most of the applicable clauses of the code are in Place for practice, it can apply for an audit/assessment to the Indian Chemical Council, for the grant of Responsible Care logo (Refer to Compliance Status on Page 12 of Responsible Care Manual Second Edition).
5. Seventh Code of RC i.e., Security Code is implemented from Jan 2020. Initially, the Security Code Audit will be to identify the Gap between Code Requirement and Company Practices, and knowledge sharing to fill the Gap.
6. The Company's Top Management shall request to ICC for the RC Logo Audit.
7. ICC will form RC Audit Team comprising 3-4 Auditors.
8. It may be noted that the ICC has obtained undertaking in the form of 'Non-Disclosure Agreement' from the RC Auditors that they will not disclose any information which they came across during the audit process from the auditee.
9. Before the audit process starts, the company shall submit the below-listed information to the team leader:
 - a. Sites information
 - b. Chemicals Information (Raw Materials & Finish Goods)
 - c. RC Codes Compliance Sheet; it is RC Self-Assessment checklist (Refer to Compliance Status on Page 12 of Responsible Care Manual Second Edition)
 - d. Three Years KPI data of all the sites
 - e. Compliance of Last RC Audit (in case gap analysis/ logo audit/ logo recertification audit was conducted previously)
10. It will be prerogative of Auditing Team, as to whether to visit all the sites or some sample sites.
11. The audit process will cover followings –
 - a. Opening meeting/presentation by a member of the Top Management Team (CEO / Occupier /CMD / MD / Owner etc.) about the company and overview of RC implementation.
 - b. Code wise presentation by respective code champions / Code Administrators /Representatives. (Corporate presentation and/or Site-Specific Presentation).
 - c. Scrutiny of documents and records for verification of implementation level.

- d. Field visits to selected areas.
 - e. Interview/discussions with workers, trade union representatives, contractors, supervisors, Managers, Heads of concerning departments, suppliers, vendors, customers, visit nearest CSR activity, Neighbouring villagers/community representatives, industry representatives, Industry Associations /MARG representatives, CETPs and common facility centres (as applicable), etc.
 - f. Closing meeting at any of the manufacturing sites or at corporate office as per mutual convenience to brief about the audit findings (strengths, areas of improvements, matters for immediate attention, feedback/comments from concerned key personnel from the organization about the Audit and Audit Team's Recommendation)
12. The team leader shall submit the audit report to ICC within 30 days of the RC Audit.
 13. RC Audit report shall cover information on all RC Codes as deem fit to the company.
 14. RC Audit report shall contain four types of concluding audit finding and recommendation as mentioned below to the ICC Management Committee:
 - a. Major Gap
 - b. Moderate Gap
 - c. Minor Gap
 - d. No-Gap
 15. In the case of more major gaps, no logo shall be granted.
 16. In case, there are moderate gaps and and few major gaps and if
 - a. Top management is committed and ground-level people work culture is excellent and they are ready to fill the gaps within six months of time, the logo shall be granted for a period of three years.
 - b. Top management commitment is there but the time required to fill the gaps is more than six months, then logo shall be granted for one year; subsequently, recertification audit shall be conducted within one year before the expiry of the RC logo period.
 17. If there are minor gaps and few moderate gaps and top management is committed to fill all the minor gaps and work culture is excellent, the logo shall be granted for a period of three years.
 18. If there are no gaps, the logo shall be granted for a period of three years.
 19. ICC Management Committee (President, Vice President, Additional Vice President and Sustainability Committee Chairman) shall review the RC Audit Report submitted by the RC Audit team and have the power to take the decision to grant or extend the logo period or reject the RC Logo. The decision of ICC on this matter shall be final and no correspondence in this regard will be entertained.
 20. The granted RC Logo will be company-specific, as the case may be.

21. In case, the company has multiple sites and some sites are not as per the requirement of Responsible Care Management Practices, site-specific RC logo can be granted with condition that all sites must comply the RC requirement within three years. Non-audited sites will be considered in the forthcoming RC Audit.
22. In case, the company is seeking exemption of clause 6 to 11 for the Responsible Care Audit on the ground that the Company is Indian Origin, signatories to Responsible Care Global Charter and RC 14001 / RCMS certified, the company shall comply with the clause 23.
23. The Company shall comply with the following for use of Responsible Care Logo:
 - a. The Company shall communicate to ICC well in advanced (at least 30 days before) about the schedule of RC 14001 / RCMS Audit (Recertification or Surveillance), and request ICC to depute RC experts to take part in the RC 14001 / RCMS audit and assess the company as per ICC RC Audit requirement.
 - b. The Company need to take the approval for ICC experts to join the RC 14001 / RCMS Audit team from ACC third-party RC verifier
 - c. Pre-audit information required for RC 14001 / RCMS Audit, shall be provided to ICC Auditors by the auditee company.
 - d. Subsequently, ICC will depute two experts, who will simultaneously assess the company during RC 14001 / RCMS Audit and will record the best practices and observation as per ICC RC Manual.
 - e. The Company shall also provide the audit report of RC 14001 / RCMS to ICC.
 - f. Based on the ICC expert observations, ICC will grant the RC Logo to Company.

One year RC Logo Based on RC Gap Assessment

Background:

Over the years ICC has observed that some companies need special assistance to reach the level of Responsible Care. Recently, ICC started a novel and practical approach i.e. Responsible Care Gap Assessment- this helps the member company to overcome the problem. RC Gap Assessment is a friendly RC Audit, during which RC Auditor assess the gap between company practice & RC Requirement and recommend the gap to be filled by the company.


ICC is introducing One Year RC Logo to the Company who had completed RC Gap Assessment. This special provision is specific to the company who does not want to face RC Logo Audit in the first attempt.


Rules:

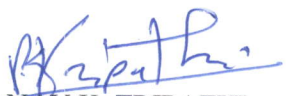
24. Clause 1-11 shall remain the same while for clause 9 and 11 there will be a guiding approach by ICC Auditors to assist the company to comply with the RC Requirements.
25. To comply clause 6, company top management (CEO/MD) has to request ICC for assessing the RC Gap of all site or minimum one site.
26. Auditors will prepare the report based on the gap identified and submit report to ICC for necessary action.
27. ICC will request company top management (CEO/MD) to sign the commitment form to fill the gaps identified by the RC Auditor within a year. ICC will provide the form for doing the needful.
28. Upon receiving the hard/scanned copy of company top management commitment, ICC will grant the RC Logo for a period of one year.
29. RC Logo can be applicable to site or company, it will depend upon company's request to assess the site or company. If company having multiple site but requesting for single-site gap assessment, then logo will be valid for that individual site only.

Additional Points:

- Fees will be charged by the council for all these services. For details please contact ICC Secretariat.
- Company (Auditee) has to arrange the logistics (transportation, hotel stay and food) for the auditors.


H. S. KARANGLE
Director General


R. R. GOKHALE
Secretary General


PRANAV K. TRIPATHI
Officer
Sustainability, Environment and Regulatory
Issues