



# ASI Environmental Sustainability Charter (ESC)

## Terms and Conditions

### 1. Fees

- 1.1 New companies are required to pay a joining fee which covers set-up of the company on the ASI system and a mentoring session.
- 1.2 An annual fee is also payable, due each year by 30 June. New companies joining the ESC between January and June of a year pay the full annual fee. However, at the next renewal period on 30 June they will be issued with an invoice for 50% of the yearly rate. Thereafter their annual fees will be payable in full at 100% on 30 June each year.
- 1.3 ASI Member companies receive a subsidised rate for their ESC fees.
- 1.4 All prices include GST
- 1.5 For ESC member companies wishing to expand their ESC certification across more than one site, the following fees apply:
  - 1.5.1 For the first site, the standard ESC fees apply
  - 1.5.2 For the second site, a discount of 30% of the standard site fee shall apply
  - 1.5.3 For more than two sites, a discount of 60% of the standard site fee, per site, shall apply
- 1.6 Any company with annual fees outstanding by 30 September will be removed from the ESC.
- 1.7 The ASI reserves the right to change the fees from time to time.
- 1.8 Any company that resigned from the ESC but decides to rejoin more than six months after resigning will be liable to pay the joining fee as well as the annual fee.
- 1.9 No refund is available to an ESC member company for any portion of their membership fee if they decide to resign from the ESC midway through an ESC membership year or should they forfeit membership by not fulfilling the stated conditions (refer points 4 and 5).

### 2. International companies

Only companies running a fabrication facility in Australia that can be audited locally are eligible for membership of the ESC.

### 3. Application process

The process of application comprises the following steps:

- 3.1 The chief officer of the company signs and returns the ESC Statement of Commitment to the ASI.
- 3.2 The company nominates an ESC contact who is the point of liaison with the ASI for the ESC and undertakes to inform the ASI if this changes.
- 3.3 An invoice is issued to the company which must be paid in full.
- 3.4 The company is placed on the ESC list of certified companies on the ASI website.
- 3.5 A mentoring session is scheduled for the contact to become familiarised with the ESC and the online Environmental Management System (EMS). This must take place within 6 weeks of joining the ESC.

## 4. Minimum requirements for retaining ESC certification

To achieve minimum requirements to maintain certification, an ESC member must complete and review all the following EMS stages:

### 4.1 ESC Stages

- Stage 1 – Gaining and maintaining management commitment
- Stage 2 – Review of operations and systems
- Stage 3 – Developing an environmental policy
- Stage 4 – Complete the project template and undertake at least one new continuous improvement project or show evidence of continuous improvement to several existing projects.
- Stage 1-3 – Must be reviewed for relevance each year prior to the audit and amended and updated if required.

4.2 Participation in the *circular* economy: ESC Charter members will be expected to maintain a scrap steel tracking and recycling/reuse process and record system which:

- a) Ensures steel offcuts which can be reused for future projects are returned to stock with the appropriate Grade identification and adequate marking for traceability.
- b) Scrap recycling offcuts are placed in recycling bins for pick up.
- c) Monitors and tracks volumes of all scrap steel with the objective of minimising all scrap offcut volumes.

## 5. The annual audit

5.1 Every ESC certified member company must participate in an annual audit usually scheduled between April and June.

5.2 The audit is normally conducted by phone but ASI reserves the right to conduct the audit on-site if required, to verify that projects listed on the EMS Mentor are operational.

5.3 The member must show engagement with the online EMS Mentor at their audit, i.e. have uploaded documentary evidence to support their progress, and the audit cannot proceed without this (refer to audit requirements outlined in section 4 above).

5.4 After completion of the audit, the auditor will upload a copy of the audit report to the EMS.

5.5 New members joining between January and June will have their first audit scheduled in August or September of that year and must complete their next audit in April to June of the following year.

5.6 Any member failing to do their audit by the end of June of a given year will be assigned the status of 'Pending audit' on the website listing. If such a company has not completed their audit by September without due reason, it will lose its ESC certification.

## 6. Levels of excellence

There are four levels of excellence that can be attained at the audit:

- Platinum: Certified/compliant with ISO 14001, industry leader, all Charter Commitments met, environmental management and awareness evident across all levels of business
- Gold: Industry best practice, closely following an EMS in accordance with the Charter, most Charter commitments met, strong environmental awareness and culture.
- Silver: Demonstrated evidence of sound environmental management throughout the organisation, working on continual improvement.
- Bronze: Demonstrated good environmental practice and progress under the ESC, committed to environmental improvement.

The decision of the auditor is final.

## **7. Logo**

- 7.1 A new logo displaying the current financial year is provided to all certified ESC companies annually on completion of their annual audit and payment of the annual fees.
- 7.2 If at any time a company chooses to exit from the ESC either by choice or because it has not fulfilled the obligations of the scheme, the logo may not be used and must be deleted.
- 7.3 The logo is intended for display on a certified company's correspondence and website and reasonable business ethics and standards must be observed. The use of the logo must not, by association, discredit the ESC, the ASI or its membership, or bona-fide industry participants. The ASI reserves the right to disallow any member or party to continue use of their logo should it be determined that the use of it is inconsistent with the published guidelines for use of the logo.
- 7.4 The design of the logo cannot be altered under any circumstances. This means that alterations or distortions cannot be made to graphic proportions of the logo or their individual elements. Additions to the logo are not permissible. A black and white version of the logo is also available.

## **8. Certificates**

- 8.1 A certificate for ESC membership is provided to new ESC members on fulfillment of all application requirements.
- 8.2 On successful completion of the annual audit and payment of annual fees, an audit certificate is issued reflecting the member's audit level of achievement.