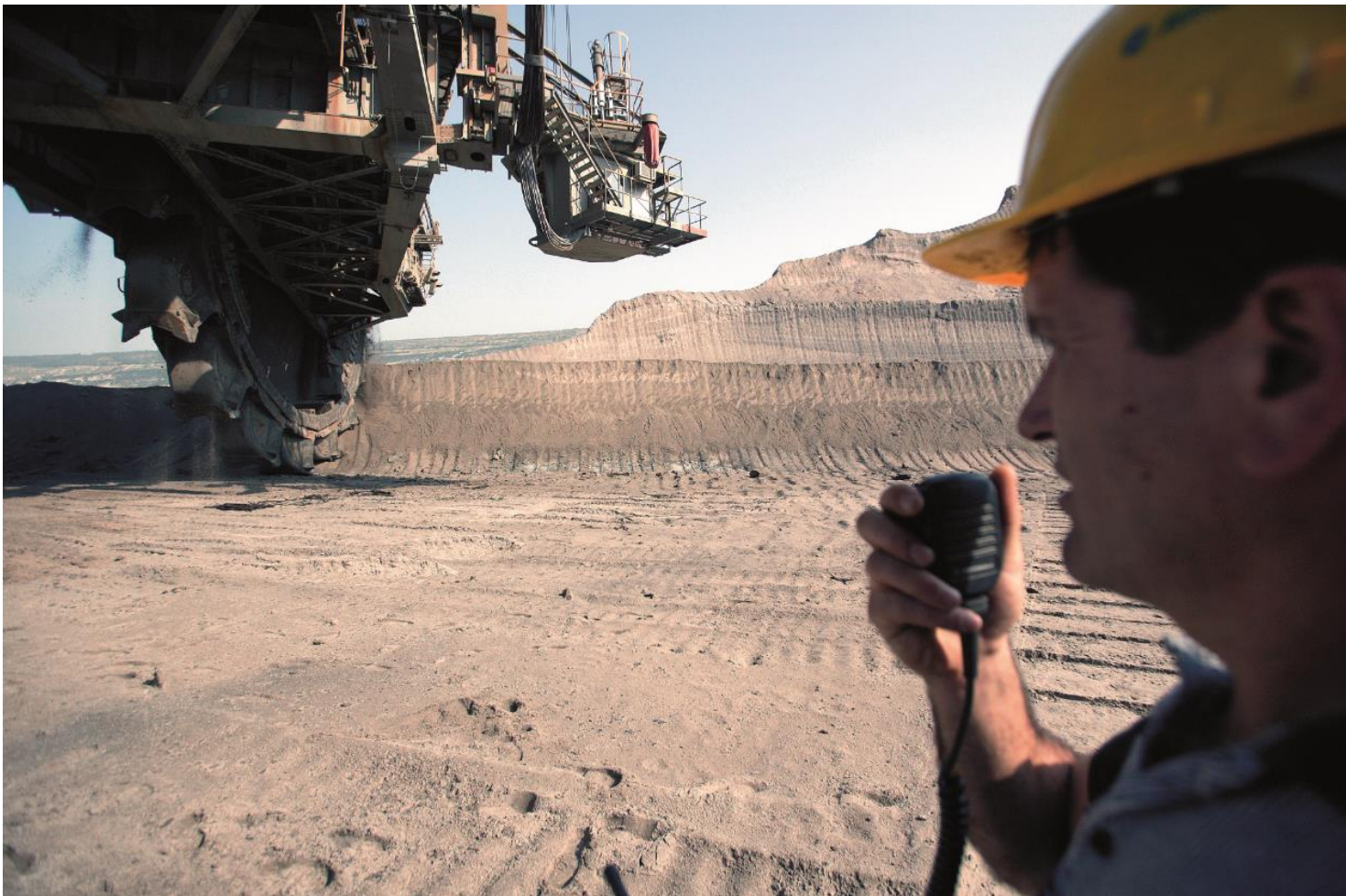




Working towards  
a global  
responsible  
coal supply chain

# Lead Assessor Application Form

Version 1.0 - March 2018





## Bettercoal Lead Assessor Application Form

Document owner  
Date  
Version  
Revision

Bettercoal Secretariat  
5 March 2018  
1

**Cover photo**  
RWE AG

### **General Enquiries**

*Bettercoal welcomes questions and feedback on this document.*

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*Website: [www.bettercoal.org](http://www.bettercoal.org)*

### **Disclaimer**

*This document does not intend to, nor does it, replace, contravene or otherwise alter the requirements of the Bettercoal Articles of Association or any applicable national, state or local government laws, regulations or other requirements regarding the matters included herein. This document gives general guidance only and should be not be regarded as a complete and authoritative statement on the subject matter contained herein. Bettercoal documents are updated from time to time and the version posted on the Bettercoal website supersedes all other earlier versions.*



## About this Form

All applicants should refer to the Bettercoal Lead Assessor Approval Process & Criteria for an understanding of the selection criteria and appointment process to which this form relates.

This form must be used for all initial applications for Bettercoal Approved Lead Assessors.

Please ensure that all sections of the form are completed, and that all requested information and attachments are provided and labelled as indicated. If additional space is required for the information for any item, include that information in a separate attachment and clearly note that item.

Any information submitted by applicants in respect of Bettercoal Approval will be kept strictly confidential by Bettercoal and will be used solely for the purposes of assessing the applicant's application for Approval.

This is a 'living document' and Bettercoal reserves the right to revise this Form based on implementation experience and emerging good practice. The version posted on the Bettercoal website supersedes all other versions.

All Lead Assessors must conform with the six principles mentioned in Bettercoal's Lead Assessor Approval Process & Criteria:

- Ethical conduct
- Fair presentation
- Due professional care
- Independence
- Evidence-based approach, and
- Integrity.



## PART 1 – GENERAL INFORMATION

<b>Lead Assessor Name</b>		
<b>Name of company (if applicable)</b>		
<b>Business Address and Contact Details</b>	Address	
	City	
	State/Province	
	Country	
	Phone Number	
	Email Address	
	Skype	
	VAT	
<b>Approval Application Type</b>	Initial Application / Re-Application	



## PART 2 – LEAD ASSESSOR DETAILS AND COMPETENCY

Please provide a brief description of the Lead Assessors' demonstrated capability and experience as per the Bettercoal Lead Assessor Skills and Competencies. Please provide supporting documentation as evidence of claimed capability.

### Relevant academic degrees



Knowledge of and experience in the mining and coal mining industries

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Experience in conducting assessment of companies against social and environmental standards



**Knowledge of and experience in one or several of Bettercoal Code relevant fields (business ethics, human and labour rights, and social and environmental management) and in particular:**

- Anti-Money Laundering
- ILO Core Conventions on Freedom of Association and Collective Bargaining, Non Discrimination, Child Labour, and Forced Labour
- UN Guiding Principles on Business and Human Rights
- Health & Safety
- Security and Human Rights
- Environmental Protection Laws
- Waste and Emissions
- OECD Due Diligence Guidance for Responsible Supply chains of Minerals from Conflict Affected and High-Risk Areas





Knowledge of local context, including social, economic, political, and cultural considerations (countries of expertise)

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**Experience in engagement of external stakeholders, in particular local communities, Indigenous Peoples and tribal groups**

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**Successful completion of industry-recognised or accredited audit training course related to the Bettercoal Code:**

- ISO14001
- OHSAS18001
- SA8000
- ISO19001
- RJC Code of Practices
- Other (please specify)



## PART 2 – ADDITIONAL INFORMATION

In addition to the information provided in this application form, please forward electronic copies of the following or include links/references in below:

- Proof of professional liability, travel and health insurance.
- Where mentioned in the application, copies of certificates and accreditation relevant to the Bettercoal Code. This can be provided via a website link to the relevant documentation or via an electronic copy.
- Copies of current resumes including examples of assessments conducted on businesses in the coal supply chain and language skills. Please include any other qualifications and experience which may assist with the review of the application and describe the professional attributes of the Lead Assessor.
- A writing sample (report or other) in English.
- Signed Confidentiality Agreement (attached).



## PART 3 – DECLARATION

I apply to become a Bettercoal Approved Lead Assessor and I understand and agree to the following conditions.

The details provided on the application form will be confidential, however the Lead Assessors name will appear on the Bettercoal website as Bettercoal Approved Lead Assessor. Curriculum Vitae of the Lead Assessors will also be made available to Bettercoal Members as well as any Bettercoal Supplier the Assessor will be assessing through the Bettercoal Platform.

Any information that may reasonably be considered to affect adversely the ability of the Lead Assessor to perform effectively its assessment obligations shall be declared.

I confirm that the information contained in this application is correct to the best of my knowledge and belief.

Lead Assessor Name:

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Signature:

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Date:

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