

STEPS TO BECOME A BETTERCOAL PRODUCER

Producer Enquiries
 Bettercoal welcomes questions and feedback on this document.
 Email: producers@bettercoal.org
 Website: www.bettercoal.org

Phase 1 Introduction



1. Introduction call with Bettercoal.
2. Producer to complete the Estimated Assessment Costs Document.

Estimated Assessment Costs Document:
 This document requires the Producer to input basic operational information that will allow Bettercoal's Lead Assessors to develop an estimated cost for the assessment.



Phase 5 Site Assessment

1. The Lead Assessor will begin to develop an assessment plan with the help of the Producer.
2. The assessment plan is confirmed, and the assessment date is set.
3. Lead Assessors carry out the assessment. The visit will then be documented in the Site Assessment Report.

Site Assessment Report:
 This is an internal document that only the Producer, Bettercoal and associated Bettercoal Members will have access to via the Bettercoal Assurance Platform. This report will consist of the site visit report and the CIP and will be reviewed by all parties before being finalised.

Phase 2 Commitment



1. The Producer agrees to the estimated cost of the assessment.
2. The Producer signs Bettercoal's Letter of Commitment and a confidentiality agreement with Bettercoal.

Letter of Commitment:
 This document establishes the producer's official commitment to the Bettercoal assessment process. Bettercoal will also publicly announce the Producer's commitment.

Confidentiality Agreement:
 This document establishes the confidential data responsibilities of both parties.



Phase 6 CIP

1. Once the Site Assessment Report is agreed by all parties, the Lead Assessors will develop the Producer's 4-year Continuous Improvement Plan (CIP).

Continuous Improvement Plan (CIP):
 Based on the assessment findings, the Lead Assessor will develop a tailored Continuous Improvement Plan (CIP) which sets out actionable tasks / goals for the Producer to work towards alignment with the 144 provisions of our Standard.

Phase 3 Questionnaire



1. Producer to complete the Full Operational Supplier Questionnaire.

Full Operational Supplier Questionnaire:
 This document requires the Producer to input advanced operational information that will allow Bettercoal's Lead Assessors to develop a detailed assessment proposal which will include the final cost of the assessment, which should be within the estimated range previously supplied.



Phase 7 Bettercoal Producer

1. The Producer is now officially a Bettercoal Producer.
2. The Public Summary Report is shared on the Bettercoal website.
3. The Producer's logo and details are added to the Bettercoal Producer section of the Bettercoal website.
4. The Producer can now make the claim to be a Bettercoal Producer, as set out in the Bettercoal Claims and Logo Use Guide.

Public Summary Report:
 The Lead Assessor will develop a high-level summary of the Site Assessment Report. This report will be shared on Bettercoal's website and available to the public.

Bettercoal Claims and Logo Use Guide:
 This document sets out the rules and supporting guidance for making Bettercoal-related claims.

Phase 4 Planning



1. Proposals produced by the Lead Assessors are reviewed and assessed based on Bettercoal's technical and commercial requirements. Bettercoal will then provide the Producer with a recommended Lead Assessor.
2. The Lead Assessor is approved by the Producer.
3. The Producer signs Bettercoal's MoU.
4. Bettercoal will invoice the Producer for the assessment costs when the Lead Assessor has been agreed.
5. The Producer will be invited to join the Bettercoal Assurance Platform.

Memorandum of Understanding (MoU):
 This document outlines the assessment process and the expectations of the Producer Bettercoal and the Lead Assessor.

Bettercoal Assurance Platform:
 Bettercoal's fully integrated platform that provides real-time data to the Producer and relevant Bettercoal Members. It provides Producers and Assessors with a simplified assessment and CIP process.



Phase 8 Continuous Improvement

1. Once the Continuous Improvement Plan (CIP) is in place, the producer regularly submits information to their lead assessor, to evidence the changes being implemented to meet the requirements set out in the CIP.
2. Follow-up meetings are held, and on-site visits may be required to verify specific changes.
3. After four years, the producer is re-assessed and the CIP process starts again, with a new, tailored CIP created based on the new assessment findings.