



September 2022

Accreditation of Export of Clothing by Charitable Recycling Australia - Checklist and Toolkit for Charities

Purpose

Charitable Recycling Australia wants to ensure that charities and exporters have appropriate processes and agreements in place to ensure the quality and performance of the off-take agreements which exist for clothing donations in export markets.

This checklist is part of the accreditation scheme. Accreditation is intended to be achieved by meeting and committing to specific procedures which are proposed in this checklist.

When accredited, members will be recognised as completing best practice export activities, with flow on benefits in assuring stakeholders including governments and consumers/donors on the benefits of the trade.

Privacy and Confidentiality

All data collected from this toolkit will be managed in a confidential manner and no uniquely identifiable information about respondents will be gathered and/or shared at any time.

Charitable Recycling Australia will ensure that any data made available by this checklist will preserve and protect company and personal information.

If you have any questions or concerns about this project, please contact [Omer Soker](#).

Charitable Recycling Australia Member Details

Organisation Name _____

Nominated Representative _____

Position _____

Address _____

State _____ Post Code _____

Email _____

Phone _____

Checklist

Location of site(s) <i>(If you are a large organisation with many sites, please note main site addresses and the number of sites the member has)</i>	
Organisation/Business Size <i>(Self-declared)</i>	<input type="checkbox"/> Small <input type="checkbox"/> Medium <input type="checkbox"/> Large
Please provide an estimate of the following: <ul style="list-style-type: none"> • Tonnes of clothing received annually • Tonnes of clothing unable to be sold or used in Australia 	
Do you sell unusable clothing to a broker or third-party?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Other (please specify)
If you responded yes to the above question, which broker/third party do you use?	

Operations & Certificates

Accreditation Component	Relevant Documentation	Information/Notes
Certifications <i>(Please tick those that apply)</i>	<input type="checkbox"/> Environmental (e.g., ISO 14001), please list: <input type="checkbox"/> Quality (e.g., ISO 9001), please list: <input type="checkbox"/> OHS (e.g., ISO 45001), please list <input type="checkbox"/> Other, (e.g., please list relevant external or 3rd Party schemes or programs)	
Audit documentation	Yes / No	<i>(If yes please note details or provide evidence as an attachment)</i>
Inspection reports	Yes / No	<i>(If yes please note details or provided evidence as an attachment)</i>
Documented agreements with exporters/brokers/third parties	Yes / No	<i>(If yes please note details or provided evidence as an attachment)</i>
Sorting, categorising and / or grading systems for clothing	Yes / No	<i>(If yes please note details or provided evidence as an attachment)</i>
Any other accreditations or certifications?	Yes / No	<i>(If yes please note details or provided evidence as an attachment)</i>

Record Keeping

This section outlines which records should be kept by members and how to manage them accordingly.

Records to keep:

- Any supporting documents
- Any relevant downstream provider contact details (business name, contact name, email, contact number, address)
- Any supporting documentation or evidence provided by downstream providers
- Notes and any other relevant information deemed pertinent by the charitable recycler

How to manage records:

Digital management of records is recommended as they can be easily updated and stored

1. Create a separate folder for accreditation scheme documents with a clear and easily identifiable name (e.g., Charitable Recycling Australia Accreditation Scheme Documents 2022)
2. Within the accreditation folder, create sub-folders for each service provider and clearly name them
3. Save relevant documents and evidence for every service provider within the corresponding sub-folder
4. If required, scan physical documents and save them as a digital file within the corresponding folder
5. Name and date all documents by business name, type of document and date. For example, "Charitable Recycling Australia - Recycling Statement of Intent and Compliance – June 2022"
6. When documents are updated and/or reviewed, ensure that outdated documents are saved in a separate folder named "outdated records" for best record keeping practices

Next steps

Upon completion of the checklist, save a copy of your application for your personal records.

Charitable Recycling Australia will notify you of successful accreditation or may request further information.

Ensure that you maintain and manage the relevant records accordingly, to ensure the effective review and re-evaluation of your activities and accreditation.