



September 2022

Accreditation of Export of Clothing by Charitable Recycling Australia - Checklist and Toolkit for Exporters and Downstream Providers

Purpose

Charitable Recycling Australia wants to ensure charitable reuse organisations 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 and exporters 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](#).

Exporter/Downstream Service Provider Details

Organisation Name _____

Nominated Representative _____

Position _____

Address _____

State _____ Post Code _____

Email _____

Phone _____

Checklist

Please complete the following if you export clothing received from charities.

Number of sites	
Please provide an estimate of the Tonnes of useable clothing unable to be sold or used in Australia	

Exporters/Downstream Service Provider Activities

As far as is practical, please provide the following information surrounding your export activities.

Questions	Response & Supporting Evidence
1. Which countries or hubs do you export second-hand clothing to? If known, please provide an approximate end market	
2. Are the exported products sold for use by wholesalers, consumers, recyclers or other? Please specify	
3. Do you sort donations for quality before providing to export partners? If yes, please specify the grades	
4. Do you discard unusable donations to landfill before providing to export partners?	
5. Do you sort clothing into specific categories for baling? If yes, please specify the categories <i>E.g., Premium children's clothing, women's winter clothing</i>	
6. Are clothing items sorted or further sorted by a third party? If yes, can you share their details?	
7. Are clothing items graded or further graded by a third party? If yes, can you share their details?	
8. How do you ensure that your exporting practices are socially responsible? <i>E.g., Proof of Modern Slavery statement and action plan, Indigenous Procurement Policy</i>	
9. How do you ensure that your exporting practices are environmentally friendly? <i>E.g., Proof of ISO accreditation</i>	

Record Keeping

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

Records to keep:

- Any supporting documents
- Contact details (business name, contact name, email, contact number, address)
- Notes and any other relevant information deemed pertinent

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.