



Handbook

# Clothing Reuse Export Accreditation Scheme

September 2022

# Contents

1	Introduction.....	3
1.1	Purpose and Objectives.....	3
1.1.1	Benefits of Participation .....	3
1.1.2	Participants.....	4
2	Scheme Structure.....	4
2.1	Process of Accreditation.....	5
2.2	Requirements of Participants.....	5
3	Accreditation and Governance .....	5
3.1	Document Control.....	6
3.2	Non-compliance.....	7
4	Contacts.....	7

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<p>The policies, procedures and standard practices described in this manual are not legally binding conditions. Charitable Recycling Australia reserves the right to terminate any secondhand clothing export accreditation, at any time.</p> <p>I understand that the information in this handbook represents guidelines only. Charitable Recycling Australia reserves the right to modify this handbook, amend or terminate any policies or procedure.</p>	

# 1 Introduction

Charitable Recycling Australia has established a credible, realistic and practical accreditation process to provide a standard for charitable recycling exporting activities in Australia, and specifically the export of secondhand clothing.

An accreditation process will give confidence to consumers and others that the clothes being donated to charities are being managed in a responsible way.

This means fundamentally that where donated clothes are being exported or provided to a third party, that it is done in an environmentally and socially appropriate manner, and that there are objective checks and balances to show that.

This handbook provides participants and prospective participants with the relevant resources and information to become and remain accredited under the Clothing Reuse Export Accreditation Scheme.

This handbook sets out the processes that apply to Charitable Recycling Australia audits, assessment of accreditation and compliance, and consequences of non-compliance. It ensures transparency in relation to Charitable Recycling Australia's secondhand clothing export accreditations and explains the requirements of participants of the scheme.

## 1.1 Purpose and Objectives

An accreditation program for charitable recyclers will provide clear and straightforward parameters for members to follow. Accreditation is intended to be achieved by meeting and committing to specific requirements and procedures which are outlined in this handbook. When accredited, charitable recyclers will be recognised as completing best practice export activities.

The purpose of this accreditation scheme is to:

- Accredit and assure charitable recyclers export activities
- Accredit individual organisations to an agreed standard
- Not seek to validate a supply chain and final destination
- Build and grow in the long term
- Be easily understood and implemented by participants of the scheme

### 1.1.1 Benefits of Participation

The following benefits may be applicable to participants of the scheme:

- Recognition of quality export activities
- Public recognition of participants completing best practice export activities
- Shareable certifications and endorsements
- Recognised standards and guidelines for export practices
- Support and guidance from Charitable Recycling Australia

### 1.1.2 Participants

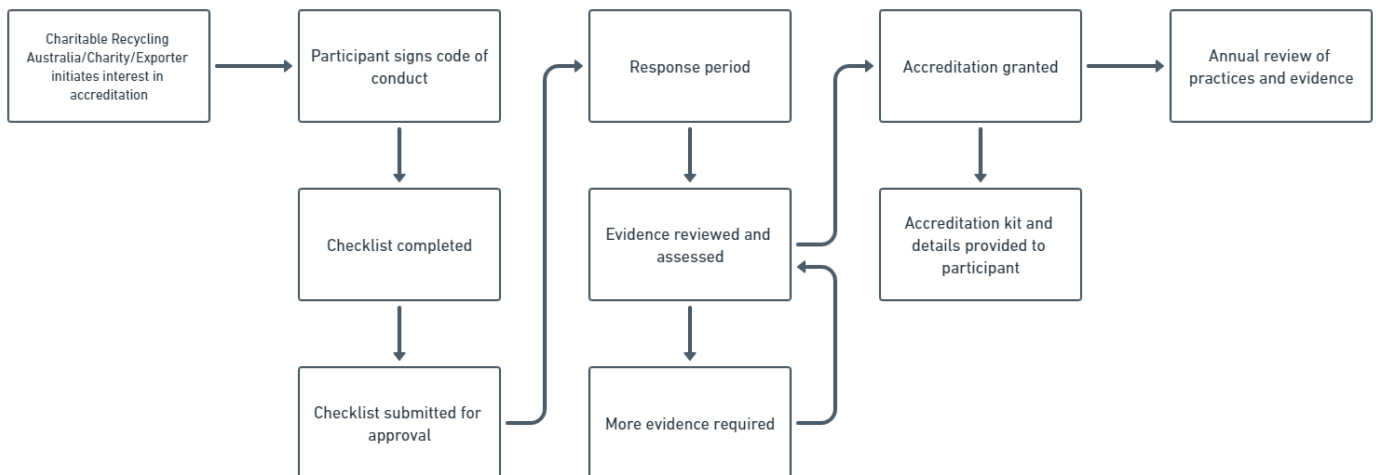
Accreditation is available to any party involved with exporting secondhand clothing from Australia to any overseas destination. See table 1 for a breakdown of eligible participants and definitions.

Potential Participant	Description
Charities	<i>Any Australian charitable organisation that sells, provides or otherwise distributes recovered or secondhand clothing to an overseas destination</i>
Brokers / Third Parties	<i>Any party that acts as an intermediary between an Australian secondhand clothing provider and an overseas secondhand clothing receiver</i>
Secondhand Clothing Exporters	<i>Any party that purchases secondhand clothing in Australia to send, sell or otherwise distribute for re-use or recycling overseas.</i>

## 2 Scheme Structure

The below figure illustrates the process to become accredited under the scheme. Potential participants will be required to submit the attached checklist to Charitable Recycling Australia, who will assess the evidence for approval.

Once accredited, participants will need to be re-evaluated annually to ensure that they are still meeting best practice activities.



## 2.1 Process of Accreditation

1. Party initiates interest in becoming accredited
2. Potential participant agrees to and signs code of conduct
3. Information request (relevant checklist) and handbook shared with potential participant
4. Checklist and signed handbook is submitted by potential participant for approval
5. Evidence is reviewed and assessed by Charitable Recycling Australia or third party
6. Accreditation is granted (provided all evidence is sufficient and meets requirements)
7. Charitable Recycling Australia provides accreditation kit to participant
8. Participant practices, activities, and evidence to be re-evaluated annually

## 2.2 Requirements of Participants

Participants must comply with the following requirements to be accredited and remain accredited under the scheme:

- Signed document of understanding between Charitable Recycling Australia and the service provider
- Completion of relevant checklist
- Transparency regarding export practices
- Sharing of relevant documents during audit activities
- Pay fee where applicable

Charitable Recycling Australia will review the scope of accreditation and compliance audits on a regular basis and will make changes as required, based on:

- Participant feedback
- Profile of Participants
- Alignment with objectives of the scheme

## 3 Accreditation and Governance

Governance mechanisms will be maintained by Charitable Recycling Australia to ensure duties are outlined for both the scheme managers and participants.

Charitable Recycling Australia will provide the following to the participants:

- decision making processes
- a set of processes for information dissemination and communication
- mechanisms for managing & resolving any issues during scheme's operation

The scheme structure is intended to be governed and facilitated by the following deliverables from participants:

- A signed document of understanding between Charitable Recycling Australia and the service provider
- Commitment and compliance to participant guidelines which will include:
  - A universal code of conduct for all third party groups
  - Basic knowledge on the topic of the export of second-hand clothing (including up to date regulation and compliance)

### 3.1 Document Control

Documentation will be managed via a document management system, which will be implemented by Charitable Recycling Australia.

It is recommended that participants keep and maintain records of the documents that they submit to Charitable Recycling Australia as part of the accreditation process. The following provides a guide of which records to keep and how to manage them:

#### 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

### 3.2 Non-compliance

Charitable Recycling Australia reserves the right to terminate any secondhand clothing export accreditation at any time if a participant is found to be non-compliant with the scheme requirements as laid out in this handbook.

## 4 Contacts

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TBC	TBC	TBC	TBC