



June 2024

# Charitable Reuse Australia Clothing Reuse Export Accreditation Scheme Checklist and Information Request

## Introduction

Since 2022 Charitable Reuse Australia has managed the Clothing Reuse Export Accreditation Scheme (the Scheme) to provide accountability and transparency around the export of used clothing.

Charitable Reuse Australia and the Scheme seek to ensure that charitable reuse organisations and exporters have appropriate processes, reporting and agreements in place to ensure the quality and performance of the off-take agreements which exist for clothing donations in export markets.

The Scheme has been established to grow and develop over time, and for the requirements on participants and accredited parties to evolve and ensure such requirements and are relevant, objective and appropriate.

As such Charitable Reuse Australia in 2024 has enhanced the requirements of the program, and has engaged Harford Consulting to manage the Scheme and assess all applications.

This latest checklist is part of the accreditation scheme. It details the information that an applicant needs to provide in order for an assessment to be undertaken to determine whether the applicant should be accredited or not.

- Organisations are required to first complete the application form and return that to Charitable Reuse Australia before responding to this checklist and information request.
- For organisations already accredited, the checklist sets out the most up to date details needed in order to enable an assessment of re-accreditation. Please complete and return this to Harford Consulting,
- For organisations seeking to be accredited for the first time, please contact Charitable Reuse Australia.

## Privacy and Confidentiality

Information provided for this application and assessment is only for the purpose of assessing accreditation under the Scheme. All information will be managed in a confidential manner and no uniquely identifiable information about respondents will be shared with any other parties or for any other purpose.

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

Mutual non-disclosure and confidentiality agreements can be provided and entered into if needed.

### Scheme Service Provider Details

Nick Harford, Harford Consulting

Tel: 0419 993 234

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## Checklist

Please complete the following and provide a response in the section provided, and if there is a reference provided please provide details or a link.

Area of interest and activity	Information required	Response / Reference
Operations	Number of sites	
	Distribution Centre Locations	
	Estimate of the tonnes of wearable clothing collected or received (for the last financial year, calendar year or please note if it is for another period)	
	Estimated tonnes of wearable / useable clothing collected or received and not able to be sold or used in Australia	
	Estimate of the tonnes of unusable clothing / other textiles collected or received	
Management Systems	Any or all of the following: <ul style="list-style-type: none"> <li>• Environment and health and safety policies</li> <li>• Environmental Management Plans</li> <li>• Environment Health and Safety Quality Management Systems</li> <li>• Pollution Incident Response Management Plans</li> <li>• Site Environmental and OHS Risk Registers</li> <li>• Fire Emergency Risk Assessments and Management Plans</li> <li>• Safe Work Procedures</li> </ul>	
Risk Assessment and Management	Any risk assessment, register or reporting related to used clothing collection, transport, handling and dispatch	

Contracts and Agreements	Contracts or agreements (or sections of) with suppliers and service providers managing any aspect of used clothing collection, transport, processing or sale, noting any requirements of service level agreements that impact the export of used clothing (please note confidential financial data can of course be redacted)	
Service Providers and Downstream Processing	Records and details of the companies and organisations that you or your export partner sell or send used clothing to	
	Any audits, assessments or other checks undertaken to review the performance of service providers (including any site visit reports, videos or photographs)	
Reporting	Regular performance reporting including details of tonnes of clothing materials collected, processed, sold or otherwise managed	
Social Policies and Procedures	Current copy of Modern Slavery Statement	
	Latest performance report on modern slavery statement progress	

Please provide responses to all the following questions and where possible provide supporting evidence or references

Questions	Response Supporting evidence or reference
Which countries or hubs do you or your export partner send second-hand clothing to?	
Are the exported products sold for use by wholesalers, consumers, recyclers or other? Please specify.	
Do you or your export partner sort used clothing in Australia? If yes, please specify the grades.	
Do you discard unusable donations to landfill in Australia before any export? If yes, estimate percentage and or tonnes per annum.	

## Domestic Site Inspection and Audits

Further to the checklist and information request, applicants must agree to being part of a site visit and audit as required under the assessment process.

Charitable Reuse Australia has documented a separate Site Inspection and Auditing Protocol that sets out in detail how the site visit is to be scheduled, conducted, completed and recorded. This will be provided to the applicant during the information gathering process.

The domestic site inspection and audit process requires the applicant to (i) Identify main sites where used clothing is received, aggregated, sorted or otherwise handled and processed by the applicant organisation and (ii) schedule the site visit to be held within four weeks of the request from Charitable Reuse Australia and or the auditor.

It is expected that the applicant will allow auditors open access to requests to interview employees, view all areas of a site, and view records and documents.

## Record Keeping

Charitable Reuse Australia requires accountability and transparency that enables timely, accurate and on-going assessment of used clothing collection and export activities.

This is particularly focused on organisations being able to show that they know where their used clothing goes and who is managing it.

Charitable Reuse Australia therefore requires applicants to provide responses and supporting evidence as detailed above, and also requires applicants and accredited parties to keep and make available records related to the management and export of used clothing.

Charitable Reuse Australia does not require or expect applicants and accredited parties to necessarily create new records and documents for record keeping and on-going reporting.

The above checklist and information request establishes the types of documents and records needed and that Charitable Reuse Australia requires access to – either copies of or able to be viewed and sighted at some point.

## Next Steps

As a first step, please complete the Accreditation Application Form and return this to Charitable Reuse Australia, prior to completing this checklist/information request.

Upon completion of the checklist and provision of the supporting information, Charitable Reuse Australia will engage an appropriately qualified third party to undertake the assessment of your application.

The third party will:

- Undertake an initial review of the application and information provided
- Advise Charitable Reuse Australia and the applicant if the information provided is sufficient or not, and if not, what gaps need to be addressed
- Undertake the site inspection and audit
- Complete the assessment and provide a draft report to Charitable Reuse Australia who will in turn provide the report to the applicant
- Make a recommendation to Charitable Reuse Australia to grant accreditation or not

Accordingly Charitable Reuse Australia will notify you of the outcome.



## Further Information

If you have any questions about the checklist or assessment process, please contact Nick Harford, Harford Consulting, 0419 993 234, [nick@harfco.com.au](mailto:nick@harfco.com.au)

For general enquiries on the Scheme or applications, please contact Omer Soker, Chief Executive Officer, 0401 099 821, [omer@charitablereuse.org.au](mailto:omer@charitablereuse.org.au)