

Aluminium Stewardship Initiative

Chain of Custody Standard

Draft 2 for Pilot Testing

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1 I. Introduction

- 2 The Aluminium Stewardship Initiative (ASI), which was launched at the end of 2012 by key players in the
- 3 aluminium industry, is supported today by fourteen companies: Aleris, Amcor Flexibles,
- 4 AMAG/Constantia Flexibles, Audi, Ball Corporation, BMW Group, Constellium, Hydro, Jaguar Land
- 5 Rover, Nespresso, Novelis, Rexam, Rio Tinto Alcan, and Tetra Pak.
- 6 These companies share a common goal: the development of principles and criteria for aluminium
- 7 stewardship to drive responsible environmental, social and governance performance across the
- 8 aluminium value chain. The ASI's aim is to design a Standard that can be both a tool for responsible
- 9 sourcing of aluminium, and a material stewardship collaborative framework to improve the overall
- 10 sustainability performance of the entire value chain of aluminium-containing products.
- 11 This standard specifies the Chain of Custody (CoC) requirements for the aluminium value chain and can
- 12 be used by suppliers to demonstrate to their customers that they have systems in place to source
- 13 aluminium in a responsible manner.

14 CoC Mechanism

- In the initial stages of development a range of CoC mechanism options were discussed. The basis for review was applicability, feasibility (practical and financial) and credibility. It was determined that the CoC standard should take principally a mass balance volume-credit approach (Annex 2A), which would allow mixing of ASI compliant material and material deemed Eligible for Mixing (EfM). The EfM material would meet a set of baseline requirements and non-eligible material could not be mixed with ASI compliant material. Non-eligible material cannot be accepted into the ASI supply chain.
- Mass balance CoC mechanisms are ultimately administrative systems which allow companies the flexibility to allocate credits to meet the needs of their customers. This CoC mechanism does not ensure physical traceability of material, however in this case there is assurance that all physical material in the system has met the ASI Minimum Sourcing Provision (MSP) and can therefore be considered EfM, supporting the credibility of the system.
- In specific cases, where no product transformation occurs, transfer approaches (segregated) have been
 developed. This approach ensures that there is physically traceability of material to allow for the due
- 28 diligence system to be implemented by the company buying the material (PartB.2).

29 Objective

- 30 The objective of the ASI CoC mechanism is to provide assurance that at each stage in the aluminium
- value chain, materials from ASI compliant facilities are managed and/or mixed under controlled procedures with eligible sources and that non-eligible sources are identified and eliminated from the
- 33 supply chain.



34 II. Scope

- 35 The aluminium value-chain is multi-stage and geographically extensive and therefore it is important that
- the stages of the value chain covered by the ASI Performance Standard and the ASI Chain of Custody
- 37 (CoC) Standard are clearly defined.
- This standard shall be applied at company and/or facility level¹ (production plants, trading offices, etc.) as required by the standard. This document is <u>only</u> relevant to the CoC of the <u>aluminium</u>² which enters
- 40 a facility for processing or handling and passing onto the next stage of the supply chain.
- If a company has multiple ASI-compliant facilities then the material accounting system can be applied
 across these facilities, non-ASI compliant facilities cannot be included and cannot supply ASI-compliant
- 43 material to buyers (see Part B Multi-facility requirements and examples in Annex 2).

44 Categorisation of material

- 45 A graphical depiction of the three categories of materials described in this Standard is presented below:
- 46



¹ Companies may be involved in the value chain of other metals, this standard is only relevant at the facilities in the Aluminium value chain.

² See definitions



52 <u>Company</u>

53 Within the ASI standards, a company is defined as a cluster of legal entities with a common ownership 54 (of at least 50% of the capital) whose activities are principally concerned with the production and 55 transformation of aluminium from mine to metal (bauxite, metallurgical alumina, aluminium in metallic

56 form -pure or alloyed-), with the assembling or use of aluminium (or aluminium alloys) into products, for

57 which aluminium is a key functional element or with the management of aluminium scrap.

58 Joint Ventures

59 Joint ventures (JVs) are common in the metals and mining industry. JVs can be found between a metal 60 company and non-metal companies, such as financial institutions/ investment companies, regional

61 development companies, energy companies and even governments, with the metal company bringing

all products to the market. If a JV is its own legal entity then it shall be considered as any company

63 seeking ASI compliance, though when an ASI company has a majority holding (>50%) then it will not

64 have to duplicate the ASI company level performance requirements.

The table below list a number of JV situations. Any exception to this rule will be given specific consideration on a case by case basis by the ASI based on their circumstances.

67 In case of potential complex legal structures (multiple legal entities involved etc.), the administrative

68 work of compliance does not need to be duplicated for every legal entity if this entity is not active in the

69 operations (handling, processing or selling the material): the relevant parent company may do the due

70 diligence work on behalf of the JV.

Ownership	Requirement for JVs	
≥50% ownership by single ASI company: other owners are ASI Companies	 All material should meet ASI Minimum Sourcing Provision as all owners are ASI Companies Facility may become ASI compliant if meets the ASI PS 	
≥50% ownership by single ASI company: other owners are not ASI Companies	 Require that other owners ensure that all material entering the JV facility meets the ASI LMinimum Sourcing Provision – second or third party verification or other owners supply chains required Facility may become ASI compliant if meets the ASI PS Promote ASI membership to the other owners, when relevant 	
<50% ownership by single ASI company: other owners are ASI Companies	 All material should meet ASI Minimum Sourcing Provision as all owners are ASI Companies Facility may become ASI compliant if meets the ASI PS 	
<50% ownership by single ASI company: other owners are not ASI Companies	• Require that other owners ensure that all material entering the JV facility meets the ASI Minimum Sourcing Provision – second or third party verification of other owners supply chains required	



Ownership	Requirement for JVs	
	• Facility may become ASI compliant if meets the ASI PS	
	• Promote ASI membership to the other owners, when relevant	

71 III. How to use this document

72 The requirements set out in the ASI CoC standard shall be implemented by all actors in the aluminium

value chain who take legal and physical ownership of the material or products and it specifies the CoC

74 mechanisms, namely the volume credit mass balance method (see Annex 2) and the transfer system.

75 The document details the requirements that need to be implemented to support these mechanisms.

Part A and B: To be met by all actors in the ASI supply chain (excluding those that take physical ownership but do not perform any product transformation of the material (e.g. traders) and scrap dealers/yards – see Part C).³

Part C: To be met by actors who take physical ownership but do not perform any product transformation, scrap dealers/yards and further specific guidance for manufacturers of complex endproducts.

- 82 This document includes the following components:
- 83 Part A General Company Level Requirements
- 84 Part B Facility Level Requirements
- 85 Mass balance system chain of custody system
- 86 ASI Due Diligence System for avoidance of material from non-eligible sources
- 87 Multi-facility requirements: companies which wish to implement the mass balance system
 88 across multiple sites.
- 89 Part C Other systems
- 90 Transfer system: requirements for actors who physically handle ASI material but do not
 91 undertake any product transformation.
- Scrap dealers/yards: requirements for scrap dealers and yards that handle pre-consumer
 and/or post-consumer scrap
- 94 Manufacturers of complex end-products

³ For a trader that only takes legal ownership (paper trading), it is the responsibility of the buyer to demonstrate that they have undertaken due diligence to confirm that the product provided is verifiably ASI compliant or EfM material. There are no specific requirements for these actors in this standard.



Actor	Comment
Bauxite Mining	Bauxite mining is the first step of the aluminium value chain and therefore do not have to source materials according to this CoC Standard but must be able to provide the appropriate information and documentation to the next step in the value chain. Potential for mixing ASI-compliant material with either EfM or non-eligible material is highly unlikely (a mining site is either ASI compliant or not).
Alumina Refining	Refineries may source bauxite from different sources. If the refinery intends to mix ASI compliant bauxite with non-ASI material, it is important to implement the ASI Due Diligence System to ensure that it meets the ASI MSP and can therefore be considered as EfM.
Aluminium Smelting, Semi- Fabrication, Material conversion	There may be scope for ASI compliant material or EfM to be mixed with other materials at this stage. It is important to implement the ASI Due Diligence System on the material in scope to ensure that the non-ASI material meets the ASI MSP and can therefore be considered as EfM.
Consumer product manufacturer	There may be scope for ASI compliant or EfM material that is being processed in-house to be mixed with non-ASI materials at this stage. It is important to implement the ASI Due Diligence System on the material in scope to ensure that it meets the ASI MSP and can therefore be considered as EfM.
Re-melter	There may be scope for ASI compliant or EfM material to be mixed with non-ASI materials at this stage. It is important implement the ASI Due Diligence System to ensure that any material that is not from an ASI company source meets the ASI MSP and can therefore be considered as EfM.
Scrapyards	There is scope for mixing of pre-consumer and post-consumer scrap at scrapyards. Designation of material as ASI compliant or EfM is dependent upon the level of segregation and traceability available.
Traders	There may be scope for mixing of ASI compliant material, EfM material and non-eligible material. Traders that take legal and physical ownership of material shall operate the transfer system and not allow mixing.
	It is the responsibility of the buyer to demonstrate that they have undertaken due diligence to confirm that the product provided by a trader that only takes legal ownership (paper trading) is verifiably ASI compliant or EfM material.



96 IV. Definitions/Terminology

Aluminium	Aluminium refers to the metallurgical compounds commonly used in many
	applications (like automotive, aerospace, mass transportation, buildings,
	packaging, consumer goods, electricity conductors, industrial equipment). It can
	be pure or alloyed with other metals (Mg, Si, Mn, Cu, Zn, Fe, Cr and others). In
	the context of ASI, the raw materials used to produce the metal (bauxite ore and
	aluminium oxide commonly called alumina) can also be referred as aluminium in
	its generic meaning.
	However, all other forms of chemical compounds containing aluminium, which
	are not used to produce metallic aluminium, are not included in the definition of
	aluminium (in the context of ASI) : Al hydroxides, Al oxides (if not used to
	produce aluminium metal), Al chlorides, Al chlorhydrates, Al sulphates, Al
	borates, Alu phosphates, Alu acetates, Alu fluorosilicates etc. Those compounds
	are used commonly in the chemical industry, but not in the metallurgical
	industry. Any alloy (9x% alu and y% other elements) is accounted as 100%
	aluminium and sourcing provisions do not apply to alloying elements.
Alumina refining	Alumina, or aluminium oxide, is extracted from the bauxite through refining.
	Alumina is separated from the bauxite by using a hot solution of caustic soda and
	lime.
Aluminium Smelting	At the metal plant, the refined alumina is reduced into aluminium. Electric
	current is passed between a positive anode and a negative cathode, both made
	by carbon, through the alumina dissolved in an electrolyte. The result of this
	chemical process is liquid aluminium and the anode reacts with the oxygen in the
	alumina and form CO_2 . $2AI_2O_3+3C=4AI+3CO_2$.
	The liquid aluminium is transferred to the cast house, where it is then
	transformed into ingots of different shapes and sizes. Alloying elements may be
	added, and scrap metal may be re-melted and recast.
ASI Compliant	A facility that has met the ASI Performance Standard and the ASI CoC Standard
ASI Compliant Aluminium	Material/products that come from companies and facilities that meet the ASI
	Performance Standard and the ASI CoC Standard or post-consumer scrap that is
	shown to be legally sourced.
ASI Credit (Sustainability	The data/credits which accompany the shipments of physical material to
data)	demonstrate that it is ASI compliant.
ASI Minimum Sourcing	A set of criteria that must be met for material to be considered Eligible for Mixing
Provision (ASI MSP)	(EfM)
ASI Standard	The ASI standard is a tool for promoting responsible sourcing of aluminium, and
	a material stewardship collaborative framework to improve the overall
	sustainability performance of the entire value chain of aluminium-containing
	products.
ASI Chain of Custody	A facility that has met the ASI Chain of Custody Standard but not the ASI
compliant	Performance Standard.
ASI Chain of Custody	The ASI Chain of Custody Standard specifies the Chain of Custody (CoC)
Standard	requirements for the aluminium value chain and can be used to demonstrate
	that the aluminium has been sourced in a responsible manner.
Chain of Custody system	The mechanism to demonstrate the link between where the ASI compliant
	and/or eligible material/product enters the supply chain and the <i>claim</i> about the



	final product		
Company	Cluster of legal entities with a common ownership (of at least 50% of the capital) whose activities are principally concerned with the production and transformation of Aluminium from mine to metal (bauxite, metallurgical alumina, aluminium in metallic form -pure or alloyed-), with the assembling or use of aluminium (or aluminium alloys) into products, for which aluminium is a key functional element or with the management of aluminium scrap.		
Complex end-products	Complex end-products include cars and electronic products, such as phones, for example. The aluminium within these products may be processed at the product manufacturing facility (e.g. car doors, phone cases), or received with no further processing required; large components (e.g. car radiator) and small components (e.g. nuts, bolts)		
Conversion rates	Conversion rates are the ratio between the input material and the output material, e.g. bauxite entering an alumina refining plant and alumina leaving the plant. Conversion rates will be specific to facilities and should be accurately documented in the mass balance system.		
Eligible for mixing (EfM)	Material that meets the ASI Minimum Sourcing Provision and can be verified as meeting the ASI CoC standard.		
Extrusion	In the extrusion process, the aluminium ingot is heated and pressed through a steel die forming the cross-section of the extrusion or profile.		
Facility	A single functional unit of a company or a combination of units situated at one locality, which is geographically distinct from other units.		
Forging	Forging is a manufacturing process in which metal is pressed, pounded, or squeezed under great pressure into high-strength parts.		
Foundry	Aluminium foundry alloys are cast in different shapes. The metal is re-melted and made into various parts (e.g. wheel rims or other car parts). The content in foundry alloys can be customised to fit their further use.		
Internal Control System (ICS)	A set of procedures and processes implemented by the central office to ensure that all sites within the multi-site scope are in compliance with the relevant standards, other normative documents and internal policies.		
Joint Venture (JV)	A business arrangement between two or more companies at a facility. (See Section 1.2 Scope for more information about JVs).		
Legally sourced	In reference to post-consumer scrap. Verification of name and address and license if applicable. In addition, no significant cash payments (greater than \$200).		
Mass Balance	A system for administratively monitoring the inputs and outputs of ASI compliant and EfM material/products throughout the supply chain. It allows for mixing of these materials/products at any stage in the supply chain, provided that the outputs of compliant and/or eligible material/product does not exceed the inputs of compliant and/or eligible products. Material conversion rates and material loss percentages need to be included (see Annex 1 for diagram).		
Material	Refers to aluminum or material containing aluminium before it has been formed into a specific product, e.g. material leaving a smelter.		
Material Accounting System	The internal mechanism which an organisation uses to track data related to ASI material. This may be a database created exclusively for this purpose or may build on existing systems.		
Material conversion	Material conversion is any process that uses semi-fabricated aluminium as input		



	and converts it to a finished or intermediate product. This may include		
	combining the aluminium with other materials or forming and processing it		
	further.		
Material Loss percentages	Any losses that occur due to processing.		
Non-eligible	Non-eligible material has not met the ASI Minimum Sourcing Provision and		
	therefore cannot be accepted into the ASI supply chain.		
Post-consumer scrap	Material that is reclaimed from a consumer or commercial product that has been		
	used for its intended purpose by individuals, households or by commercial,		
	industrial and institutional facilities in their role as end-users of the product.		
Pre-consumer scrap	Material that is reclaimed from a process of manufacturing or further		
	downstream industry, in which the material has not been intentionally produced,		
	is unfit for end use and not capable of being re-used on-site in the same		
	manufacturing process that generated it.		
Product	A specific item that has been produced using aluminium.		
Rolling	Sheet ingots are used to make rolled products, such as plates, strip and foil.		
Run-around (processing	Run-around (processing scrap) is not considered to be scrap within this		
scrap)	document. Does not leave the facility.		
Scrapyards	A location where scrap is received or handled. This may be pre or post-consumer		
	scrap or both.		
Second Party Verification	Audit carried out by an organisation on another (which it has some form of		
	business or contractual relationship with) to assess whether set standards are		
	being met.		
Semi-fabrication	The semi-fabrication of aluminium comprises several manufacturing processes		
	and technologies, which enables the manufacture of products with specific end-		
	use properties.		
	See:		
	- Extrusion		
	- Rolling		
	- Forging		
	- Foundry		
Supplier	The previous supply chain actor in the supply chain that is taking or passing legal		
	and/or physical ownership of the ASI compliant and/or eligible product.		
Supply chain	The series of organizations or companies in the supply chain that handle a		
	product during production, processing, shipping and retail.		
Supply chain actor	The entity that is handling the ASI compliant and/or eligible.		
Sustainability data (ASI	The data/credits which accompany the shipments of physical material to		
credits)	demonstrate that it is ASI compliant.		
Third Party Verification	The confirmation by an independent ('third') party that the requirements		
	specified have been fulfilled.		
Tier 1 supplier	Direct suppliers to the company.		
Trader	A company that takes legal and/or physical ownership of the material but does		
	not undertake any product transformation (any process that would change the		
	dimension/shape/form or chemical composition).		



100 Part A. General Company Level Requirements⁴

101 Where possible, companies are encouraged to embed the requirements below into existing 102 management systems as this will improve implementation, improve efficiency and simplify the 103 assurance process. Facilities may have existing CoC Management Systems in place, or Management 104 Systems covering ISO 9001, ISO 14001 or OHSAS 18001 which may provide the basis for the 105 requirements set out in this section.

106 The complexity and scale (e.g. number of sites) of implementation of the ASI CoC standard should be 107 taken into account when implementing the General Company Level Requirements

108 **A.1. Scope**

109 **A.1.1 Policy**

110 A.1.1.1 The company shall put in place a CoC policy applicable to all of their facilities that are part of 111 their ASI aluminium supply chain (though can be integrated into a CoC policy which covers a wider range

112 of materials) which identifies the relationship of the CoC with the corporate strategy.

113 A.1.2 Management System

114 A.1.2.1 The company shall ensure that appropriate management arrangements are put in place to 115 support the policy.

116 A.2. Operational Arrangements

117 A.2.1 Responsibility and accountability

118 A.2.1.1 The company shall have an appointed management representative who shall have responsibility

- ensuring that a CoC Management System is implemented and is in compliance with the requirements of this standard.
- 121 A.2.1.2 The company shall also ensure that the CoC Management System is subject to internal assurance
- in line with company processes, which will provide reassurance to Executive Management and the Board
- 123 on the robustness of the CoC Management System.

124 A.2.2 Resources

- A.2.2.1 The company shall ensure appropriate resources are made available to establish, implement,maintain, review and improve the CoC Management System.
- 127 Such resources should include:
- 128 Financial resources;
- 129 Competent employees or contractors to implement and operate the CoC Management130 System;
- Training resources to ensure appropriate employees or contractors remain able to
 implement and operate the CoC Management System;

⁴ Derived from World Gold Council Draft Standard for Chain of Custody – for consultation, 16 June 2011.



- Communication resources to ensure all relevant employees, suppliers and customers are
 aware of the requirements of the CoC Management System; and,
- Assurance resources to ensure that appropriate assessments of the robustness of management controls within the CoC Management System can be undertaken and the results reported to the Board.
- 138

139 A.3 Implementation

140 A.3.1 Procedures

141 A.3.1.1 The company shall establish, implement and maintain such procedures as are needed to 142 implement the requirements of this ASI CoC Standard. The procedures should reflect the complexity and 143 scale of the facilities to which they will apply.

144 A.3.2 Record keeping

145 A.3.2.1 The company shall ensure records are maintained and up-to-date covering all relevant 146 requirements of this ASI CoC Standard.

- 147 A.3.2.2 The company shall ensure that documents critical to the CoC Management System are identified
- and retained for at least five years or for the period stipulated in a company's policy where it is longer than five years.

150 A.3.3 Communications

- 151 A.3.3.1 The company shall confirm that appropriate communications are put in place to ensure:
- 152 Employees and contractors are aware of their responsibilities;
- 153 Policies and procedures are available at the point of use;
- 154 The use of previous versions of policies and procedures is prevented; and,
- 155 Employees are encouraged to identify improvements to the CoC Management System.

156 A.3.4 Continuous improvement

- A.3.4.1 The company shall ensure that the CoC Management System and its supporting procedures arerevised in light of:
- 159 The company's experience gained during their implementation;
- 160 The findings of any relevant internal review;
- 161 The recommendations of any relevant internal or independent assurance; and,
- 162 The introduction of new or revised requirements.

163 **A.4 Review and Assurance**

164 A.4.1 Policy review

165 A.4.1.1 The company shall ensure the policy is reviewed on at least a three year basis. Where the review

166 identifies improvements or potential areas of non-conformance, the company shall put in place a plan to

167 address the issues identified.



168 A.4.2 CoC Management System review

- 169 A.4.2.1 The company shall ensure the CoC Management System is subjected to a review on a three year
- 170 basis. Where the review identifies improvements or potential areas of non-conformance, the company
- 171 shall put in place a plan to address the issues identified.

172 A.4.3 Assurance

- 173 A.4.3.1 The company shall ensure that the Board of the Company is provided with a review of the
- 174 management controls contained within the CoC Management System on at least a three year basis.
- 175 Companies are encouraged to integrate the provision of assurance with existing assurance processes
- such as those required under company listing requirements, financial reporting requirements, ISO 9001,
- 177 ISO 14001, or OHSAS 18001.

178 A.4.4 Complaints

- 179 A.4.4.1 All complaints shall be made and handled in compliance with the ASI complaints procedure (to
- 180 *be developed)*



183 Part B: Facility Level Requirements

- 184 B.1 Mass balance chain of custody system
- 185 B.1.1 Identification of inputs and outputs
- B.1.1.1 The receiving facility shall check that the supplier documentation is correct before the material isrecorded into the system.
- 188 B.1.1.2 For each delivery of material entering the facility, the facility shall obtain from the supplier the
- 189 information that is necessary to identify and verify the origin of the material.
- 190
- 191 The documentation, e.g. invoice or delivery note, associated with each delivery of material shall include
- 192 at least the following information:
- 193 (a) The facility's identification as the customer of the delivery;
- 194 (b) Supplier's identification (name and address);
- 195 (c) Product /material identification (e.g. aluminium ingots);
- 196 (d) Total quantity of delivery for material or product covered by the documentation;
- (e) ASI credit associated with the delivery (quantity of ASI compliant and/or EfM Al in material orproduct);
- 199 (f) Date of delivery / delivery period / accounting period;
- (g) If applicable, the CoC certificate number or 'identifier' of the supplier's CoC or other document
 confirming the supplier's compliant status.
- 202
- B.1.1.3 For each delivery of material leaving the facility, the facility shall operate a system that allows
 any product sold as ASI Compliant material to be linked to the specific sales invoice issued by the facility.
- All sales invoices or delivery documentation issued for ASI Compliant or EfM material shall include at least the following information:
- 208 (a) Supplier's identification (name and address);
- 209 (b) Product(s)/material identification (e.g. aluminium ingots);
- 210 (c) Total quantity of delivery for material or product covered by the documentation;
- (d) ASI credit associated with the delivery (quantity of ASI compliant and/or EfM AI in material or product);
- 213 (e) Date of delivery / delivery period / accounting period;
- (f) The identifier number of the supplier's CoC certificate or other document confirming the
 supplier's compliant status;
- (g) Reference to related shipping documentation and certificate of analysis, sufficient to link theinvoice to the goods received by the customer.



219 **B.1.2 Material accounting system**

- 220 B.1.2.1 The facility shall create and manage a credit account in a single measurement unit. The material
- accounting system shall include the quantity of the following ASI Compliant material and EfM material on a monthly basis:
- Ordered and received from suppliers;
- Used in processing or stored; and,
- Sold.

226 **B.1.3 Fixed inventory period**

B.1.3.1 The facility shall implement a system that ensures that the output of the ASI Compliant and EfM
material supplied to customers from the facility does not exceed the input of ASI Compliant material and
EfM material received at the facility.

- 230
- The facility shall:
- Ensure that the quantity of ASI Compliant material inputs and outputs are balanced within a fixed inventory period which does not exceed one year (12 months);
- Be able to demonstrate the applicable conversion rates and material loss percentage
 calculations used and how they were determined
- Be allowed to overdraw data when there is evidence that ASI Compliant purchases are under contract for delivery within the inventory period, to cover the ASI Compliant output quantity supplied;
- Ensure that the material accounting system is not overdrawn at the time of the inventory/reconciliation; and,
- File a notification in the case of a major exception (e.g. main supplier unexpectedly shuts down companies), in which case the fixed inventory period may be extended.

243 **B.1.4 Validity of sustainability data (ASI credits)**

- 244 B.1.4.1 The sustainability data shall remain valid for 24 months after input into the material accounting
- system, after which point the ASI credits will be lost.

246 B.1.5 Outsourcing/Subcontracting

- 247 B.1.5.1 If a facility outsources activities to independent third parties (e.g. subcontractors for storage,
- transport or other outsourced activities), the facility shall require that the third parties provide sufficient
- and reasonable assurance, which may include access to their operations and systems, that they meet
- the requirements of the ASI CoC standard.
- 251 B.1.5.2 The company shall record the names and details of all sub-contractors, involved in processing,
- handling, transporting or storing of the ASI or EfM material/product.
- 253

254



257 B.2 ASI Due Diligence System for avoidance of material⁵ from non-eligible

258 sources⁶

259 B.2.1 Scope of ASI Due Diligence System

- 260 B.2.1.1 The ASI Due Diligence System shall be applied by all companies for all input material that is not:
- 261 (a) ASI compliant; or,
- 262 (b) ASI Chain of Custody certified; or,
- 263 (c) Post-consumer material (from legal sources).

264 B.2.2 Management System

B.2.2.1 The ASI compliant company's ASI Due Diligence System to assess Tier 1 non-ASI companies and
 their supply chains shall be supported by the company's Management System.

267 B.2.3 System implementation

- 268 B.2.3.1 The company shall implement the ASI Due Diligence System in three steps relating to:
- 269 (a) Supplier's self-declarations of compliance against the ASI MSP (or demonstration of equivalent270 evidence);
- 271 (b) Risk assessment; and,
- 272 (c) Management of high risk supplies.

B.2.3.2 The company shall assess each Tier 1 non-ASI company before approval of supply and review the

- assessment on a three year basis.
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⁵ In scope of the ASI CoC Standard

⁶ Adapted from PEFC ST 2002: 2013.





ASI Due Diligence System diagram

292



- a) Continuous improvementplan for traceabilityb) On-site inspections
- c) Corrective/preventive actions



If not received within 6 months then cannot be accepted into the ASI supply chain

- 1. ASI company does risk assessment of Tier 1 supplier
- 2. All suppliers must complete a selfdeclaration or provide equivalent evidence, this includes:
 - a) Meets ASI MSP
 - b) Provision of geographical origin of supplies
 - c) Commitment to allow the ASI company to carry out a second or third party inspection if a 'high risk' origin is identified
- Risk assessment of material received by Tier 1 suppliers based on information provided in self-declaration





296 **B.2.3 Self-declaration of suppliers**

- B.2.3.1 The company shall require from all Tier 1 suppliers of material covered by the scope of the ASI
 Due Diligence System, a signed self-declaration or equivalent evidence that the supplied material meets
 the ASI Minimum Sourcing Provision (NOTE: the implementation of this criterion will be affected by the
 decision in relation to B.2.3.1)
- 301

302For the pilot testing phase, the ASI companies will explore the following 3 options for sub-criterion303B.2.3.1:

304 ASI Minimum Sourcing Provision (ASI MSP)

305 **Option 1:**

- The material supplier shall be committed to comply with applicable local, national, international and
 ratified laws and regulations.
- 308 2. The material supplier is not complicit in human rights abuses.
- 309 3. The material supplier shall not engage in or support the use of forced or compulsory labour⁷.
- 310 4. The material supplier shall not use or support the use of child labour⁸.
- 5. The material supplier shall effectively prohibit <u>corruption</u> in all its forms, including extortion and bribery⁹.
- The material supplier shall record all financial transactions for the purchase of all metals and
 materials and no significant¹⁰ cash transactions are undertaken.
- The material supplier has identified its direct environmental impacts and is implementing measuresto prevent, reduce, mitigate and manage these impacts.

317 **Option 2:**

- The material supplier shall be committed to comply with applicable local, national, international and
 ratified laws and regulations.
- The material supplier shall record all financial transactions for the purchase of all metals and materials and no significant¹¹ cash transactions are undertaken.

322

323 **Option 3:**

No Minimum Sourcing Provision and specific indicators to be included in Criterion 2.4 of the ASI Performance Standard:

326 *Criterion 2.4: Responsible sourcing.* The Company shall implement a sourcing policy covering

327 *environmental, social and governance aspects.*

⁷ as defined in ILO Conventions C 29 and C105

⁸ as defined in ILO Conventions C138 and C182

⁹ consistent with the guidance provided by the UN Global Compact or the OECD Guidelines for Multinational Enterprises

¹⁰ Greater than \$200

¹¹ Greater than \$200



- B.2.3.2 The company shall require that the Tier 1 supplier provide information on the geographical origin
- 329 (country/region) of the supplied material which is necessary information for the company's risk330 assessment;
- B.2.3.3 The company shall require that the Tier 1 supplier provide a written commitment that if the supplier's materials are considered to be from "high" risk origins, the supplier will allow the company to carry out a second party or a third party inspection of the supplier's company.
- B.2.3.4 Where the company has signed contracts¹² with its suppliers, the requirements of this standard shall be covered by the contract documentation.
- 336

¹² For new contracts after January 1st 2015



337 B.2.4 Risk Assessment

- B.2.4.1 The risk assessment shall be carried out against the criteria set out in the table ASI MinimumSourcing Provision based on an evaluation of:
- 340 (a) the likelihood that activities defined as non-eligible sources occur in the country / region of the
- 341 supply (hereinafter referred to as the likelihood at country / region level); and,
- 342 (b) the likelihood that the supply chain has not been able to identify a potential non-eligible source343 of supply (hereinafter referred to as the likelihood at the supply chain level).
- B.2.4.2 The risk assessment shall result in the classification of supplies into the "low" or "high" risk category.
- 346
- 347 B.2.4.3 The company shall determine the risk, based on the combination of the likelihood at country /
- region level and the likelihood at the supply chain level in order to classify all supplies as "high" risk
- 349 where both the likelihood at the country / region level **and/or** the likelihood at the supply chain are
- assessed as "high" (See Figure 5.3.3).



351 352

Figure B.2.4.3: Determination of "high" risk supplies

353

354 **B.2.5 Management of high risk supplies**

B.2.5.1 The company shall work with their Tier 1 suppliers to establish a verification programme for supplies classified as "high" risk. The verification programme shall include:

- 357 (a) Continuous improvement plan for traceability of supply;
- 358 (b) On-site inspection; and,
- 359 (c) Corrective and preventive measures.

360

- B.2.5.2 The company's verification programme shall include development of a continuous improvement
- 362 plan for traceability in conjunction with the Tier 1 supplier.



B.2.5.3 The company's verification programme shall include on-site inspections of suppliers delivering "high risk" supplies. The on-site inspections can be carried out by the company itself (second party inspection) or by a third party on behalf of the company. The company may substitute the on-site inspection with a documentation review where the documentation provides sufficient confidence in the material origin in eligible sources.

369

370 B.2.5.4 The company shall define written procedures for implementing corrective measures for non-371 compliance for suppliers identified by the company's verification programme.

372

B.2.5.5 The range of corrective measures shall be based on the scale and seriousness of the noncompliance and may include the following:

- 375 (a) Communication of the non-compliance with a request for improvements;
- (b) Requiring suppliers to define and implement corrective measures relating to compliance with
 legal requirements or efficiency of the information flow in the supply chain; and,
- (c) Not being able to accept the material/product into the ASI supply chain until the Tier 1 supplier
 can demonstrate their commitment to implementation of risk mitigation measures¹³.
- 380

¹³ If the company wishes to maintain ASI CoC certification at a specific facility then it will need to ensure that all inputs are ASI compliant or EfM



382 B.3 Multi-facility requirements

- 383 The multi-facility requirements allows for the mass balance system to be implemented across multiple
- 384 sites under the control of the same company, where there is a central internal control system (ICS) to
- ensure that there is appropriate regulation of the global mass balance (output of credits across the
- 386 multi-facility does not exceed input of credits) (see Annex 3). A multi-facility mass balance allows a
- 387 company to allocate ASI credits where required, supporting flexibility and logistical efficiency.
- 388 The scope of the multi-facility may include JVs as per the description in the Scope of the document.

389 B.3.1 Scope of the multi-site CoC

- B.3.1.1 The company shall define the number and identity of facilities and the types of operations
- 391 covered by the scope of their multi-facility chain of custody system.

392 B.3.2 Responsibilities

- B.3.2.1 The facilities shall demonstrate that they are part of the same Central Office (through signed
- 394 consent forms for example)
- B.3.2.1 The Central Office shall have a centrally administered and documented Internal Control System
- 396 (ICS) for the management and implementation of the ASI CoC standard
- B.3.2.2 The Central Office shall appoint a management representative with overall responsibility forensuring that all facilities comply with the ASI CoC standard requirements
- B.3.2.3 The Central Office shall have a procedure for raising corrective actions when it is found that afacility is not in compliance with the ASI CoC standard.
- 401 B.3.2.4 The Central Office shall have the authority to remove participating sites from the scope of the
- 402 multi-site system if the requirements of participation, or any corrective actions are not complied with by403 the participating site(s).

404 B.3.3 Training

B.3.3.1 As part of the ICS, the Central Office shall establish and implement training for participating sitesto cover all applicable requirements of the standard.

407 **B.3.4 Records**

- 408 B.3.4.1 The Central Office shall maintain centralized accurate, complete, up-to-date and accessible
- 409 records for all participating sites and shall be responsible for maintaining reports covering all aspects of
- 410 the standard.
- 411 B.3.4.2 The ICS shall keep all documents and records for a minimum period of 5 years.

412 B.3.5 Internal audits

- 413 B.3.5.1 The Central Office shall conduct at least annual internal audits of each participating site to
- 414 ensure compliance with the multi-site chain of custody requirements.



- 415 B.3.5.2 Non-conformances found as part of the internal audit shall be issued corrective action requests
- 416 B.3.5.3 The outcomes of the internal audit programme shall be subject to review by top management on 417 an annual basis.
- 418

419 Part C: Other systems

420 C.1 Transfer system requirements

421 C.1.1 Applicability

- 422 C.1.1.1 The requirements of the transfer system shall apply to actor who physically handle ASI compliant
- 423 or EfM material but do not undertake any product transformation for example, traders or companies
- 424 that are involved in trading activities as part of their wider portfolio (may be involved in production as
- 425 well for example). This may also include scrap dealers who do not undertake any product
- 426 transformation such as shredding, mixing or cutting.



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434 **C.1.2 Identification of inputs and outputs**

- 435 C.1.2.1 For each delivery of ASI material or EfM material entering the facility, the facility shall obtain
- 436 from the supplier the information that is necessary to identify and verify the category of origin of the
- 437 procured material.
- 438 The documentation, e.g. invoice or delivery note, associated with each delivery of material shall include
- 439 at least the following information:
- 440 (a) The facility's identification as the customer of the delivery;
- 441 (b) Supplier's identification (name and address);
- 442 (c) Product /material identification (e.g. aluminium ingots);
- (d) Total quantity of delivery for material or product covered by the documentation;
- (e) ASI credit associated with the delivery (quantity of ASI compliant and/or EfM AI in material orproduct);
- 446 (f) Date of delivery / delivery period / accounting period;
- (g) If applicable, the CoC certificate number or 'identifier' of the supplier's CoC or other document
- 448 confirming the supplier's compliant status.
- 449
- 450 C.1.2.2 The facility shall ensure that the ASI material and EfM material leaving the facility is accompanied
- 451 by the same documentation that it had when it entered the facility
- 452 C.1.2.3 All sales invoices or delivery documentation issued for ASI Compliant and/or EfM material shall
- 453 include at least the following information:
- 454 (a) Supplier's identification (name and address);
- 455 (b) Product(s)/material identification (e.g. aluminium ingots);
- 456 (c) Total quantity of delivery for material or product covered by the documentation;
- (d) ASI credit associated with the delivery (quantity of ASI compliant and/or EfM AI in material or product);
- 459 (e) Date of delivery / delivery period / accounting period;
- 460 (f) The identifier number of the supplier's CoC certificate or other document confirming the461 supplier's compliant status;
- (g) Reference to related shipping documentation and certificate of analysis, sufficient to link theinvoice to the goods received by the customer.
- 464

465 C.1.3 Handling of ASI material

- 466 C.1.3.1 The facility shall assure and verify through clear procedures and record keeping that the ASI
- 467 material or EfM material is kept segregated from non-ASI material.

468 C.1.4 Record keeping

- 469 C.1.4.1 The facility shall ensure records are maintained and up-to-date covering all relevant
- 470 requirements of this ASI Standard.



- 471 C.1.4.2 The company shall ensure that documents critical (e.g. invoices, shipping documents etc.) to the
- 472 ASI CoC Standard requirements are identified and retained for at least five years or for the period
- 473 stipulated in a company's policy where it is longer than five years.

474 **C.1.5 Provision of information to buyer**

- 475 C.1.5.1 The facility shall provide sufficient information on the origin/supplier of the non-ASI or EfM
- 476 material to allow for the buyer to implement the Due Diligence System and to conduct the risk
- 477 assessment.



480 C.2 Scrap dealers/yards that perform some level of product transformation

481 Comment

482
 Currently this section is written with the assumption that pre-consumer scrap received by the scrap
 483
 dealer/yard needs to meet the ASI MSP in order to be considered as EfM (Option 1). However, there
 are two more options (option2 and 3) (see table below) and further discussion is still required.

484				
485	Option	1. Pre-consumer scrap shall be considered as EfM if it meets the ASI MSP ¹ .	2. Pre-consumer scrap shall be considered as EfM if it is legally sourced ¹ .	3. Pre-consumer scrap should sourced according to the
486		Pre-consumer scrap that does not	Pre-consumer scrap that	requirements indicated
487		considered non-eligible and will have to be kept segregated from	legally sourced will be considered non-eligible and	ASI Performance Standard.
488		the ASI or EfM material.	will have to be kept segregated from the ASI or	
489			EfM material.	
490	Arguments	 Why should requirements be lighter for pre-consumer scrap than for 	 Having pre-consumer being considered as EfM if legally sourced is 	 This option would kick in iof this option is selected
491		bauxite/alumina/primary alumina?	consistent with legally sourced post-consumer	for the sourcing of materials (see
492		 Potential impact on ASI credibility 	being considered ASI compliant	section B.2)
493		 Important to acknowledge issues in the scrap industry 	 MSP will not work for many scrap dealers and 	
494		and address during the development/ transitional	if this fosters non - recycling, this would be	
495		phase - Ambition to foster	counter-productive.	
496		change/improvementsInconsistency - accepting "pre		
497		consumer scrap" for EfM would mean we would could		
498		exclude ingots from being ASI-compliant but abut yet		
499		accept the scrap from these materials		
500	Considerations	- If the simplified approach was t	aken in the first instance then it	would be more difficult
501		to implement the stricter requi	rements	
502		- Intention of the standard is to i	mprove practices across the indu	ustry and could be
503		within further investigation of t	the NGOs etc. If the simplified so he challenges.	Diution was chosen



504 **C.2.2 Identification of scrap inputs and outputs**

- 505 C.2.2.1 For each delivery of **post-consumer scrap** entering the facility, the facility shall obtain the
- 506 following information from the supplier.
- 507 The documentation, e.g. invoice/delivery note, associated with each delivery of material shall include at 508 least the following information:
- 509 (a) The facility's identification as the customer of the delivery;
- 510 (b) Supplier's identification (name and address¹⁴);
- 511 (c) Quantity of delivery covered by the documentation;
- 512 (d) Date of delivery;

- 514 C.2.2.2 For each delivery of **post-consumer scrap** entering the facility, the facility shall be able to 515 demonstrate that the scrap is legally sourced.
- 516 C.2.2.3 For each delivery of **pre-consumer scrap** entering the facility, the facility shall obtain the
- 517 following information from the supplier.
- 518 The documentation, e.g. invoice/delivery note, associated with each delivery of material shall include at
- 519 least the following information:
- 520 (a) The facility's identification as the customer of the delivery;
- 521 (b) Supplier's identification (name and address¹⁵);
- 522 (d) Quantity of delivery covered by the documentation;
- 523 (e) Date of delivery;
- 524 525 If received from an ASI supply
- If received from an ASI supply chain(f) ASI credit associated with the delivery (quantity of ASI compliant and/or EfM AI in material or
- 527 product);
- (g) The CoC certificate number or 'identifier' of the supplier's CoC or other document confirming the
 supplier's compliant status.
- 530 C.2.2.4 For each delivery of **pre-consumer scrap** entering the facility, the facility shall follow the ASI Due
- 531 Diligence System for avoidance of material from non-eligible sources in order for the material to be
- 532 considered EfM.
- 533 C.2.2.5 All sales invoices (or equivalent) issued for ASI Compliant or EfM material shall include the
- 534 following information:
- 535 (a) The facility's identification as the customer of the delivery;
- 536 (b) Supplier's identification (name and address);
- 537 (c) Product(s) identification (e.g. aluminium ingots ;
- 538 (d) Quantity of delivery for each product covered by the documentation;

¹⁴ name and address in the form of photo ID and suitable address document from a legally prescribed list

¹⁵ name and address in the form of photo ID and suitable address document from a legally prescribed list



- 539 (e) Date of delivery / delivery period / accounting period;
- (f) The formal claim on the material origin (including the volume of compliant material) specificallyfor each compliant product covered by the document;
- 542 (g) The identifier number of the supplier's CoC certificate or other document confirming the 543 supplier's compliant status; and,
- (h) Reference to related shipping documentation and certificate of analysis, sufficient to link theinvoice to the goods received by the customer.

546 C.2.3 Handling of ASI material

- 547 C.2.3.1 The facility shall assure and verify through clear procedures and record keeping that scrap from
- 548 eligible sources is kept segregated from non-eligible sources.

549 C.2.4 Record keeping

- 550 C.2.4.1 The company shall ensure records are maintained and up-to-date covering all relevant
- 551 requirements of the ASI CoC Standard.
- 552 C.2.4.2 For each delivery of post-consumer scrap entering the facility, the facility shall record all financial
- transactions for the purchase of all metals and materials and no significant¹⁶ cash transactions shall be
- 554 undertaken.
- 555 C.2.4.3 The company shall ensure that documents critical (e.g. invoices, shipping documents etc.) to the
- ASI CoC Standard requirements are identified and retained for at least five years or for the period stipulated in a company's policy where it is longer than five years.

558 C.2.5 Material accounting system

- 559 C.2.5.1 The facility shall create and manage a credit account in a single measurement unit. The material
 accounting system shall include the quantity of the following ASI Compliant material and EfM material
 on a monthly basis:
- Ordered and received from suppliers;
- 563 Sold.

564 C.2.6 Fixed inventory period

- 565 C.2.6.1 The facility shall implement a system that ensures that the output of the ASI Compliant and EfM
 566 material supplied to customers from the facility does not exceed the input of ASI Compliant material and
 567 EfM material received at the facility.
- 568
- 569 The facility shall:
- Ensure that the quantity of ASI Compliant material inputs and outputs are balanced within a fixed inventory period which does not exceed one year (12 months);
- Be able to demonstrate the applicable conversion rates and material loss percentage
 calculations used and how they were determined

¹⁶ Greater than \$200



- Be allowed to overdraw data when there is evidence that ASI Compliant purchases are under contract for delivery within the inventory period, to cover the ASI Compliant output quantity supplied;
- Ensure that the material accounting system is not overdrawn at the time of the inventory/reconciliation; and,
- File a notification in the case of a major exception (e.g. main supplier unexpectedly shuts down companies), in which case the fixed inventory period may be extended.

581 C.2.7 Validity of sustainability data (ASI credits)

- 582 C.2.7.1 The sustainability data shall remain valid for 24 months after input into the material accounting 583 system, after which point the ASI credits will be lost.
- 584

585



588 C.3 Manufacturers of complex¹⁷ end-products

589 C.3.1 Applicability

587

- 590 The requirements of this section shall apply to manufacturers of complex end-products, including cars 591 and electronic items such as phones or electric motors for example.
- 592 These complex products are made up of a large number of components which vary in dimensions,
- 593 weight, number and whether further processing is required, e.g. nuts, bolts, door panels. It may be
- impossible to ensure that all the aluminium in the smaller components has come from eligible sources.
- 595 The table below indicates the requirements for each type of component.

Type of component	Requirements
In-house production, e.g. phone cases, door panels. Components which require further processing/transformation, e.g. cutting or stamping.	Follow ASI CoC standard Part B.
Components that do not require any further processing, e.g. car radiator, nuts, bolts	Ensure that Tier 1 supplier meets the ASI Minimum Sourcing Provision – self-declaration (or equivalent evidence) but no risk assessment is required

596

¹⁷ Some elements of the end-product need further processing in-house and some components are received that do not need further processing



598 Annex 1. Aluminum Supply Chain

599 Annex 1a. Aluminium Supply Chain

600 Below is a basic illustration of the flow of aluminium through the supply chain



601



603 Annex 1b. ASI Aluminium Supply Chain

- Below is a basic illustration of the flow of ASI compliant and EfM material through an ASI aluminium
- 605 supply chain, where each stage has met the requirements in the relevant sections of the ASI CoC
- standard. The mass balance flow of volumes of AI shall accurately record the conversion rates and
- 607 material loss percentages.



608

* Volume of credits allocated to pre-consumer scrap must be proportional to the pre-consumer scrap produced.

e.g. If 20%/ X tonnes of the material used in the facility over the course of the inventory (12months) leaves the facility as pre-consumer scrap, then 20%/ X tonnes of the ASI credits have to leave the facility with the pre-consumer scrap. Depending upon where the pre-consumer scrap goes and how it is handled will determine whether the credits can be retained in the system.



610

611 Annex 2. Chain of Custody Mechanisms

612 Annex 2a. Mass Balance





614 ASI compliant material mixed with EfM material. Non-eligible material is **not** allowed

- The claims about the 'volumes out' must match the volume of ASI compliant product purchased
 - This can be calculated continuously or over a set period of time
- 617 o The inventory period has been set at 12 months to allow flexibility
- 618 o Balancing of volumes in/out takes into account conversion rates and material loss percentages
- 619 o No input of non-eligible material
 - This is in effect an <u>administrative system</u> no physical traceability of the actual ASI compliant material

620 621



- 622 Annex 2b. Transfer System for actors who physically handle material but do not perform any product
- 623 transformation



- 624
- Applicable to actors (e.g. the London Metal Exchange) that take legal and physical ownership of ASI Compliant or EfM material but do not perform any product transformation (any process that would change the dimension/shape/form or chemical composition) the output material is the same as the input material
- ASI Compliant, EfM and Other material cannot mixed
- Compliance documentation shall remain attached to the material lot
- 630



631 Annex 3. Range of potential scenarios at the scrapyard

- 632 a) Only post-consumer scrap that is legally sourced
- b) Mix of post-consumer is legally sourced and unknown sources.
- 634 c) Mix of pre-consumer scrap sources. Pre-consumer from ASI Source carrying X volume credits of ASI
 635 Compliant and X volume EFM, pre-consumer scrap which is from an ASI source that is only CoC certified or
 636 a non-ASI source that meets the ASI MSP and pre-consumer non-ASI source which meets the ASI MSP.
- 637 d) Mix of sources. Legally sourced post-consumer and unknown sources (non-eligible), pre-consumer
 638 meeting ASI MSP or with credits and non-eligible sources
- 639



- 640
- 641 642 643

a. Only post-consumer scrap that is legally sourced

644 Post-consumer scrap that is legally sources is considered to be ASI compliant. Scrapyards would need to 645 implement the ASI CoC standard and be able to demonstrate that all material sourced meets the ASI MSP.



It would be necessary to demonstrate that legally sourced post-consumer scrap is segregated from post-

consumer scrap which does not meet the provision and therefore can only be considered non-eligible

646

647

b. Mix of post-consumer scrap from legal sources and unknown sources.

- 648 649
- 650





c. Mix of pre-consumer scrap from ASI Source carrying X volume credits of ASI Compliant and X volume EFM (A) and pre-consumer scrap which is from an ASI source that is only CoC certified (B) or a non-ASI source that meets the ASI MSP and therefore can be considered EfM (B).

It would be necessary to demonstrate that a material accounting system is in place to ensure that the volume of ASI credits entering the system are equal to the volumes leaving the system. It would also be necessary to ensure that the non-ASI source material meets the ASI MSP.



660

d. Mix of sources. Legally sourced post-consumer and unknown sources (non-eligible), pre-consumer meeting ASI MSP or with credits and non-eligible pre-consumer sources.

i) Segregated within the scrapyard

The scrapyard can demonstrate that non-eligible material is segregated from other material





669 ii) No segregation

The scrapyard does not segregate non-eligible sources from other material





674 Annex 4. Example of MB in the supply chain







For More Information Contact

Giulia Carbone Deputy Director Global Business and Biodiversity Programme International Union for Conservation of Nature rue Mauverney 28 1196 Gland - Switzerland

Tel + 41 22 999 0227 Mobile + 41 79 956 7905 Email giulia.carbone@iucn.org Skype IUCN_giulia.carbone Web <u>www.iucn.org/business</u> and <u>www.aluminium-stewardship.org</u>