

ASI Registered Specialist Procedure

Version 1 – 6 September 2017

1. PURPOSE

This procedure describes the process and requirements for processing applications from a Technical Expert that wishes to become an ASI Registered Specialist.

2. SCOPE AND APPLICATION

This procedure applies to Technical Experts that wish to be formally registered as ASI Registered Specialists for their specific knowledge or expertise that can support implementation and/or assessment of ASI Standards.

Registered Specialists may be commissioned by a:

- Member (or an Entity) to support the development and/or implementation of the Entity’s systems and processes required by the ASI Standards; or
- An Audit Team to advise the Lead Auditor and Individual Auditors regarding the planning, execution and/or follow-up activities for an ASI Certification Audit.

Note:

- A Registered Specialist currently offering Consultancy or that has offered Consultancy in the last two years to a Member (or an Entity) as it relates to the Members self assessment or in the development of a Member’s (or an Entity’s) systems to conform to requirements in the ASI Standard, cannot be part of that Member’s Audit team, as this represents a conflict of interest.
- The use of a Registered Specialist is not an ASI requirement, nor is their use in any way a guarantee of a successful ASI Certification Audit outcome.
- A Registered Specialist cannot be employed by a Member or an ASI Accredited Auditor (whether permanent full time, part time or casual as an employee or a contractor but excluding consultancy engagement terms).

3. DEFINITIONS

Term	Definition
ASI Standards	ASI Performance Standard and ASI Chain of Custody Standard.
Audit Team	One or more Individual Auditors conducting an ASI Certification Audit, supported if needed by Technical Experts.
Consultancy	Participation in designing, implementing, operating and/or maintaining management systems, products or services as they relate to the Members Certification Scope.
Member	An entity or group of entities that is a current member of one of ASI’s six membership classes: <ul style="list-style-type: none"> • Production and Transformation (eligible for ASI Certification) • Industrial Users (eligible for ASI Certification) • Civil Society • Downstream Supporters • Associations • General Supporters

Term	Definition
Registered Specialist	<p>A person registered by ASI as being a Technical Expert that can support the implementation or assessment of ASI Standards. Registered Specialists may be used by Members and Auditors.</p> <p>Note: a Registered Specialist currently offering Consultancy or having offered Consultancy in the last two years to a Member as it relates to the Members self assessment or in the development of a Member’s systems to conform to requirements in the ASI Standard, cannot be part of that Member’s Audit team, as this represents a conflict of interest.</p>
Technical Expert	A person who can provides specific knowledge or expertise relevant to ASI Standards.

4. REFERENCES

- ASI Registered Specialist Form
- ASI Performance Standard
- ASI Chain of Custody Standard
- ASI Complaints Mechanism

5. PROCEDURE

There are four main stages applied to the ASI Registered Specialist processes illustrated in Figure 1:



Figure 1 ASI Registered Specialist

5.1. Application

1. A Technical Expert that wishes to apply to be registered as an ASI Registered Specialist must complete the ASI Registered Specialist Form (the ‘Form’) available from the ASI Website.
2. All relevant fields in the Form must be completed and supported with the minimum required documentary evidence as per Table 1. *Documentation including supporting evidence should be provided electronically wherever possible.*

Table 1 ASI Registered Specialist Application Form Overview

Part	General Description of Requirements	Minimum Evidence
1 General information	Technical Expert's: <ul style="list-style-type: none"> • Name • Location • Contact details. 	Official or formal documentation with: <ul style="list-style-type: none"> • Name • Location • Contact details.
2 Specific knowledge or expertise	Nature of specific knowledge and/or area of expertise. This may include experience in: <ul style="list-style-type: none"> • Management systems for governance, environmental and/or social aspects • Chain of custody management systems • Specific expertise in risk areas such as: <ul style="list-style-type: none"> ○ Anti-bribery and corruption ○ Working in Conflict Affected Areas and High Risk Areas ○ Biodiversity management ○ Mine rehabilitation ○ Bauxite residue management ○ Indigenous Peoples Rights including Free Prior and Informed Consent ○ Aluminium Smelting and Casthouse hazardous waste management (e.g. spent pot lining, dross, etc.) ○ Greenhouse gas emissions (e.g. inventories, accounting, reporting, etc.) ○ Human rights due diligence ○ Labour rights ○ Material stewardship and Recycling (e.g. life cycle analysis and sustainability in product design, manufacture and recycling) • Knowledge of relevant laws and regulations and their governing agencies • Other relevant information to support the application including language fluency. 	<ul style="list-style-type: none"> • Official or formal resume/CV noting: <ul style="list-style-type: none"> ○ Qualifications, competency and training evidence (e.g. training certificates, qualification statements, licences, etc.) ○ Examples of nominated specific knowledge and/or area of expertise. • References and/or names and contact details of referees to support the nominated specific knowledge and/or area of expertise
3 Declaration	Signed declaration of eligibility, independence and qualifications for ASI Registered Specialist.	<ul style="list-style-type: none"> • Signature from applicant

- The Form can be used for initial applications to become a Registered Specialist or to update the specific knowledge or expertise of an existing Registered Specialist.
- Completed and signed Forms must be submitted to:
 - Electronically (preferred) via email to info@aluminium-stewardship.org
 Or

- By mail: Aluminium Stewardship Initiative, PO Box 4061, Balwyn East, Australia 3103
5. ASI will acknowledge receipt of the Form.
 6. Unless otherwise noted on the Form, information submitted by the applicant in respect of becoming an ASI Registered Specialist will be kept confidential in accordance with the ASI Privacy Policy and will be used solely for the purposes of assessing the applicant's application to become an ASI Registered Specialist.
 - *Note that once the application is approved, the information noted in step 10, below, will be published on the ASI website.*

5.2. Assessment and Review

7. ASI will review the application including supporting documentation for completeness. Where gaps are identified or clarification required, these will be communicated for follow-up by the applicant before the assessment can continue. This step will typically be conducted within 14 days of receiving the application.
8. Once all required information has been received, the application and supporting information will be assessed and reviewed. This process would normally take place over a 2-4 week period, allowing for contacts with referees where required.

5.3. Decision and Publication

9. Upon completion of the assessment and review of the application, the ASI Secretariat will make a decision regarding the applicant's request to become a Registered Specialist, and notify the applicant of its decision.
10. If the applicant is successful, the following information relating to the Registered Specialist will be posted on the ASI website:
 - Name
 - Title (optional)
 - Location
 - Contact details - telephone number, email and/or Skype
 - Summary of specific knowledge or expertise (no more than 200 words) in English as written by the applicant. Note that the ASI Secretariat reserves the right to edit the summary for clarity and conciseness.
11. The ASI Registered Specialist status will continue subject to:
 - applicant's withdrawal (ASI to be formally notified in writing)
 - review and approval of changes (see section 5.4)
 - outcomes of an ASI Complaints Mechanism process
 - other confirmed evidence that shows that applicant actions have materially affected the integrity of ASI, its Members, Accredited Auditors or the ASI certification program in general.
12. Applicants and ASI Registered Specialists have access to the ASI Complaints Mechanism and associated appeal processes.

5.4. Periodic Changes

13. The ASI Registered Specialist must inform the ASI Secretariat of any material changes that may affect their registration status, including changes in employment, contact information, or

availability. This information should be submitted via the ASI Registered Specialist Form, or by email to the ASI Secretariat.

14. Changes will be reviewed in accordance with the steps outlined in section 5.2 Assessment and Review and 5.3 Decision and publication of this procedure, and the ASI website information (as indicated in section 10) updated accordingly.

6. RECORDS

Records of applications and supporting information will be securely maintained by the ASI Secretariat for 5 years after the expiration of the Registered Specialist status.

7. DOCUMENT CONTROL

Document Name	ASI Registered Specialist Procedure
Document ID	ASI-PRO-3
Revision	Version 1
Publication Date	6 September
Approved By	ASI CEO
Next Review Date	3 years or earlier as required

Please refer to the ASI Website for the latest version of this procedure.