ASI Chain of Custody (CoC) Standard

Version 2 Draft 1.0 for Consultation
March 2021
Aluminium Stewardship Initiative (ASI)

ASI is a not-for-profit standards setting and certification organisation for the aluminium value chain.

Our vision is to maximise the contribution of aluminium to a sustainable society.

Our mission is to recognise and collaboratively foster responsible production, sourcing and stewardship of aluminium.

Our values include:
- Being inclusive in our work and decision making processes by promoting and enabling the participation of representatives in all relevant stakeholder groups.
- Encouraging uptake throughout the bauxite, alumina and aluminium value chain, from mine to downstream users.
- Advancing material stewardship as a shared responsibility in the lifecycle of aluminium from extraction, production, use and recycling.

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Disclaimer
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Organisations that make ASI-related claims are each responsible for their own Compliance with Applicable Law, including laws and regulations related to labelling, advertisement, and consumer protection, and competition or antitrust laws, at all times. ASI does not accept liability for any violations of Applicable Law or any infringement of third-party rights (each a Breach) by other organisations, even where such Breach arises in relation to, or in reliance upon, any ASI Standard, document or other material, recommendation or directive issued by or on behalf of ASI. ASI gives no undertaking, representation or warranty that Compliance with an ASI Standard, document or other material, recommendation or directive issued by or on behalf of ASI will result in Compliance with any Applicable Law or will avoid any Breach from occurring.

The official language of ASI is English. ASI aims to make translations available in a range of languages and these will be posted on the ASI website. In the case of inconsistency between versions, reference shall default to the official language version.
ASI Chain of Custody Standard

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Introduction

A. Background

The Aluminium Stewardship Initiative (ASI) is a non-profit, multi-stakeholder organisation which exists to administer an independent third-party Certification program for the Aluminium value chain. The ASI Certification program is centred on providing assurance against two voluntary Standards: the ASI Performance Standard and the ASI Chain of Custody Standard.

The ASI Performance Standard defines environmental, social and governance Principles and Criteria, with the aim to address sustainability issues in the Aluminium value chain. ASI Members in the Production and Transformation and Industrial Users membership classes are required to have at least one Facility certified against the ASI Performance Standard within two years of joining ASI. For more information, please visit aluminium-stewardship.org.

The ASI Chain of Custody (CoC) Standard (this Standard) complements the ASI Performance Standard, and is voluntary for ASI Members, though encouraged. The CoC Standard sets out requirements for the creation of a Chain of Custody for CoC Material, including ASI Aluminium, which is produced and processed through the value chain into diverse downstream sectors.

The Standard specifies two starting points for ASI Aluminium: Primary (mined) and Recycled (secondary), connecting these into the Aluminium supply chain through a Mass Balance System, which requires an unbroken chain of CoC Certified Entities to supply it. It also provides for the option for Casthouses to allocate their excess ASI Aluminium to virtual ASI Credits, where long or complex supply chains prevent direct supply of physical ASI Aluminium through a series of CoC Certified Entities to downstream companies.

B. Purpose

Over time, ASI’s overall objective is to increase the supply of, and demand for, ASI Aluminium through the global value chain so as to provide independent assurance of responsible production, sourcing and stewardship of Aluminium.

The CoC Standard aims to support responsible supply chains by:

- Providing a common Standard for ASI Members in the Production and Transformation and Industrial Users membership classes, who wish to implement Mass Balance and/or Market Credits Chain of Custody systems in the Aluminium value chain
- Establishing requirements that can be independently audited to provide Objective Evidence for the granting of ASI CoC Certification
- Serving as a broader reference for the establishment and improvement of responsible production, sourcing and stewardship initiatives in metals supply chains.
The implementation of ASI’s CoC Standard enables a link between verified practices at successive steps of the supply chain under the ASI Performance Standard, to the Products produced by ASI Certified Entities.

C. Scope

The ASI CoC Standard defines requirements for Entities and Facilities implementing Chain of Custody Management Systems, including systems for sourcing, accounting and transfer of CoC Material and Eligible Scrap.

CoC Material is a collective term for ASI Bauxite, ASI Alumina, ASI Liquid Metal, ASI Cold Metal and ASI Aluminium produced by, and shipped/transferred to, ASI Certified Entities in accordance with the CoC Standard.

At various points in the CoC Standard, the term ‘CoC Material’ may be used to mean any of these, or one of the specific terms above may be used instead. ASI Liquid Metal and ASI Cold Metal are specific forms of ASI Aluminium. Eligible Scrap is another kind of input but is not CoC Material until it is designated ASI Aluminium by the Re-Melter/Refiner, so is referred to separately.

Other metals contained in alloys, platings, coatings, laminates or product components, and other materials such as plastics, glass, paints and agricultural products, that may be found in combination with CoC Material or Eligible Scrap at one or more stages of the value chain, are outside the scope of the ASI CoC Standard and are treated as neutral materials.

D. Status and Effective Date

This is a consultation draft of the Chain of Custody Standard. The text below is relevant to the final draft. This consultation draft is not for implementation.

This is Version 2.0 of the ASI Chain of Custody Standard which was approved by the ASI Standards Committee and adopted as an ASI Standard by the ASI Board on Enter Date Adopted. Members are required to demonstrate Conformance to Version 2.0 of the Chain of Custody Standard in all Audits.
conducted from Enter Date Adopted plus one year onwards. Audits conducted between the launch of the new Standards and Enter Date Adopted plus one year may be against either version of the Standard.

E. Standards Development

Development of this Standard has been underpinned by formal and transparent multi-stakeholder processes. ASI is sincerely grateful for the time, expertise and valuable input of the many individuals and organisations who contributed to this Standard.

Version 1.0 of this Standard was overseen initially by the ASI Standards Setting Group (SSG) under the co-ordination of IUCN, and then by the ASI Standards Committee, and supported by 4 public comment periods between 2014 and 2017 and a pilot test in 2017.

Revision 2.0 of this Standard has been conducted in a formal, collaborative, multi-stakeholder process governed under the ASI Standards Setting Procedure v3.2. Revisions were based on feedback and experience implementing the Standard since it was launched in December 2017.

ASI is a code-compliant ISEAL member and conducts standards development in conformance with the ISEAL Standard-Setting Code of Good Practice for Setting Social and Environmental Standards v 6.0 (2014). More information on ASI’s Standards Development processes can be found at: http://aluminium-stewardship.org/standard-setting-process/activities-and-plans/.

F. Application

ASI Members all share a commitment to the responsible production, sourcing and stewardship of Aluminium, but have varied interests, considerations and priorities about the Chain of Custody of the Aluminium they buy and sell. The ASI Chain-of-Custody (CoC) Standard is therefore voluntary for ASI Members, though it is recommended as a way to add value to Certification against the ASI Performance Standard. (ASI Members in the Production and Transformation and Industrial Users membership classes are required to achieve ASI Performance Standard Certification against applicable requirements, for at least part of their operations within two years of joining ASI.)

However, CoC Certification is mandatory for Businesses that make any claims relating to production or sourcing of CoC Material, ASI Aluminium or ASI Credits, as defined under the ASI CoC Standard. Without CoC Certification, such claims cannot be made.

The ASI Chain of Custody Standard applies to Entities engaged in different supply chain activities as follows:

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<th>Supply chain activity</th>
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Criteria shaded **green** are applicable to those supply chain activities, where they are within the Certification Scope of the Entity. Criteria shaded **orange** may be applicable to those supply chain activities – further information can be found in the Criteria wording and the CoC Standard Guidance.

Use of the Standard is open to all interested users however CoC Certification can only be granted to ASI Members or Entities under the Control of ASI Members, on the basis of verification of Conformance by ASI Accredited Auditors.

ASI encourages the recognition of ASI Chain of Custody Certification by relevant sector-specific schemes.

**G. Certification**

The **ASI CoC Standard** is designed for use by ASI Accredited Auditors to verify an Entity’s Conformance for the purposes of granting ASI CoC Certification. Note that Certification against the **ASI Performance Standard** is also a parallel requirement, and this is specified in the relevant Criteria of the CoC Standard.

The Entity’s CoC Certification Scope is defined by the Entity seeking Certification and includes all Facilities (and where applicable, Outsourcing Contractors) that the Entity intends to use for the processing, accounting, shipping and/or receiving of CoC Material. For purchasers of ASI Credits, the CoC Certification Scope must include those parts of the business responsible for receiving and accounting for ASI Credits and for making any associated claims or representations.

The steps for ASI CoC Certification are laid out in the ASI Assurance Manual and are summarised as follows:

- The Entity prepares for and requests a Certification Audit from an ASI Accredited Auditor. This may be separate to, or alongside, an Audit for the ASI Performance Standard.
- During the Certification Audit, the Auditor verifies the Entity has systems in place that conform to the CoC Standard to source and/or supply CoC Material. Minor Non-Conformances will be noted and the Entity will be directed to address them.
- Once the Entity achieves CoC Certification, it is authorised to begin issuing CoC Documents for CoC Material.
- Depending on the Entities Overall Maturity Rating, there may be a Surveillance Audit of the Certified Entity within six to eighteen months to verify that systems, including the issuing and receiving of CoC Documents etc, are working effectively. Any minor Non-Conformances found during the Certification Audit must be addressed prior to the Surveillance Audit.
• After the Certification Period of three years, a Certification Audit would be required to renew CoC Certification, followed again, depending on the Certified Entities Overall Maturity Rating, by a Surveillance Audit within six to eighteen months.

H. Supporting Documents

The following documents provide supporting information to assist with implementing the ASI CoC Standard:

• ASI CoC Standards Guidance
• ASI Claims Guide
• ASI Assurance Manual
• ASI Glossary.

The ASI Performance Standard contains requirements that are also applicable to Entities applying the CoC Standard. The Performance Standard covers governance, environmental and social issues in the Aluminium value chain, and should be read in conjunction with the CoC Standard.

I. Review

ASI undertakes to formally review this version of the Standard by [Enter date adopted plus five years], five years after first publication, or earlier as required. In particular, ASI commits to review the implementation and effectiveness of the ASI Market Credits System at the next review, given its intended role as a transitional mechanism. Proposals for revisions or clarifications can be submitted by interested parties at any time, and ASI will document these for consideration in the next review process. ASI will continue to work with stakeholders and Members to ensure that these Standards are relevant and achievable.

J. Measuring Impacts

The ASI Monitoring and Evaluation (M&E) program is designed to assess the impact of ASI Certification. Impacts are long-term changes in the sustainability areas that the Standard aims to address and are critical for Standards programs to be able to understand and demonstrate their impact. ASI’s M&E program will seek to measure short and medium-term change in order to understand how this can contribute to long-term impacts, and also identify how ASI’s Certification program can be improved.

In implementing this program, ASI complies with the ISEAL Code of Good Practice for Assessing the Impacts of Social and Environmental Standards v2.0 (2014). ASI is bound by its Anti-Trust Compliance Policy and Confidentiality Policy in dealing with commercially sensitive information. These policies are available on the ASI website at https://aluminium-stewardship.org/about-asi/legal-finance-policies/.
K. How to Read the Standard

Please note the following:

- The **ASI CoC Standard** contains twelve Principles organised into three parts
- *Italicised text provides background and intent for each Principle but is not normative*
- Auditable Criteria are numbered in each Principle (for example ‘1.1’)
- All capitalised common terms and acronyms (for example ‘Entity’) are defined in the **ASI Glossary**.

The three parts and eleven Principles are grouped as follows:

<table>
<thead>
<tr>
<th>General CoC Management</th>
<th>Confirming Eligible Input</th>
<th>CoC Accounting, Documentation and Claims</th>
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</thead>
<tbody>
<tr>
<td>5. Casthouses</td>
<td>10. Receiving CoC Documents</td>
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<tr>
<td>6. Post-Casthouse</td>
<td><strong>11. Market Credits System</strong></td>
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<td>7. Due Diligence</td>
<td>11. Claims and Communications</td>
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ASI Chain of Custody (CoC) Standard

A. General CoC Management (Principles 1-2)

1. Management System and Responsibilities

Principle 1 outlines the general elements of Management Systems an Entity needs to effectively implement the ASI CoC Standard. An Entity may consist of a single Facility or multiple Facilities but must be under the Control of an ASI Member to link to the ASI’s membership obligations and the ASI Complaints Mechanism. The Criteria in this Principle can usually be integrated into existing Management Systems relevant to managing sales, sourcing and inventory.

1.1 ASI’s Membership. The Entity seeking CoC Certification shall be an ASI Member in good standing in the Production and Transformation or Industrial Users membership classes, or under the Control of such an ASI Member, thereby committing to comply with ASI’s membership obligations and the ASI Complaints Mechanism.

1.2 CoC Management System. The Entity shall have a Management System that addresses all applicable requirements of the CoC Standard, in all Facilities under the Control of the Entity that have Custody of CoC Material.

1.3 CoC Management System monitoring. The Entity shall ensure that the Management System for Criterion 1.2 is periodically reviewed and updated in light of implementation experience and to address potential areas of Non-Conformance.

1.4 Management Representative. The Entity shall nominate at least one Management Representative as having overall responsibility and authority for the Entity’s Conformance with all applicable requirements of the CoC Standard.

1.5 Communications and Training. The Entity shall establish and implement communications and training measures that make relevant personnel aware of and competent in their responsibilities under the CoC Standard.

1.6 Records Management. The Entity shall maintain up to date records covering all applicable requirements of the CoC Standard and shall retain them for a minimum of five years.

1.7 Reporting to ASI Secretariat. The Entity shall report the following information to the ASI Secretariat on the designated template in elementAl within three months after the end of each calendar year, as applicable:

   a. All Entities: Input and Output Quantities of CoC Material/s by supply chain activity over the calendar year.
   b. All Entities: Input Percentage/s calculated for the calendar year.
   c. All Entities: the maximum Positive Balance in the calendar year carried over to the subsequent Material Accounting Period, if any.
   d. All Entities: Positive Balance carried over from the previous calendar year used in the calendar year, if any.
   e. All Entities: the maximum Internal Overdraw within the calendar year, if any, and the percentage of Input Quantity of CoC Material this represents.
2. Outsourcing Contractors

Outsourcing Contractors are encouraged to become CoC Certified in their own right. However, it is recognised there are often challenges in uptake of CoC Certification in long or flexible supply chains, or by smaller Businesses. Principle 2 provides Entities seeking CoC Certification with the ability to outsource processing, treatment or manufacturing of CoC Material that they own or control to non-CoC Certified Outsourcing Contractors, by including them in their own CoC Certification Scope.

2.1 Certification Scope. Any Outsourcing Contractor without CoC Certification that takes Custody of an Entity’s CoC Material for the purposes of further processing, treatment or manufacturing, shall be identified in the Entity’s CoC Certification Scope.

2.2 Control of CoC Material. Entities which wish to include Outsourcing Contractors within their CoC Certification Scope shall ensure the following:
   a. The Entity has legal ownership or Control of all CoC Material used by these Outsourcing Contractors.
   b. Any Outsourcing Contractor included in an Entity’s Certification Scope shall not outsource any processing, treatment or manufacturing of CoC Material to any other contractor.
   c. The Entity has assessed the risk of potential Non-Conformance with the CoC Standard resulting from the engagement of each Outsourcing Contractor, and determined, based on the risk assessment, that the risk is acceptable.

2.3 Information on Output Quantity of CoC Material. The Entity shall ensure that the Outsourcing Contractor provides information on Output Quantity of CoC Material to the Entity at the conclusion of the Entity’s Material Accounting Period (or more frequently as required by the Entity).

2.4 Consistency in Input and Output Quantity of CoC Material. The Entity shall have systems in place to verify that the Output Quantity of CoC Material is consistent with the Input Quantity of CoC Material provided to the Outsourcing Contractor and record it in its Material Accounting System.

2.5 Error (Outsourcing Contractor). If an error is discovered after CoC Material has been shipped, the Entity and the Outsourcing Contractor shall document the error and the agreed steps taken to correct it and implement actions to avoid a recurrence.
B. Confirming Eligible Inputs (Principles 3-7)

3. Primary Aluminium: Criteria for ASI Bauxite, ASI Alumina and ASI Liquid Metal

A Chain of Custody must have a starting point, and in the case of Aluminium this is either Primary (mined) or Recycled (secondary) materials. Principle 3 is focused on Primary Aluminium and requires that ASI Bauxite comes from Bauxite Mines and is further processed through Alumina Refiners and Aluminium Smelters, that are also certified against the ASI Performance Standard (or equivalent).

3.1 ASI Bauxite. An Entity engaged in Bauxite Mining shall have systems in place to ensure that ASI Bauxite is produced only from Bauxite mines that are:
   a. Within the Entity’s CoC Certification Scope and/or in which the Entity holds a legal interest and are within the CoC Certification Scope of another CoC Certified Entity.
   b. Certified against the ASI Performance Standard or certified against a Responsible Mining Standard that has been formally recognised by ASI as comparable to the ASI Performance Standard.
   b.c. Sourcing ASI Bauxite directly from another ASI CoC Certified Entity, or via a Trader or warehouse where the ASI CoC Certified Entity can supply or verify the associated CoC Document containing Supplementary Information sufficient to identify the corresponding shipment.

3.2 ASI Alumina. An Entity engaged in Alumina Refining shall have systems in place to ensure that ASI Alumina is produced only from Alumina Refiners that are:
   a. Within the Entity’s CoC Certification Scope, and/or in which the Entity holds a legal interest and are within the CoC Certification Scope of another CoC Certified Entity.
   b. Certified against the ASI Performance Standard.
   b.c. Sourcing ASI Alumina directly from another ASI CoC Certified Entity, or via a Trader or warehouse where the ASI CoC Certified Entity can supply or verify the associated CoC Document containing Supplementary Information sufficient to identify the corresponding shipment.

3.3 ASI Liquid Metal. An Entity engaged in Aluminium Smelting shall have systems in place to ensure that ASI Liquid Metal is produced only from Aluminium Smelters that are:
   a. Within the Entity’s CoC Certification Scope, and/or in which the Entity holds a legal interest and are within the CoC Certification Scope of another CoC Certified Entity.
   b. Certified against the ASI Performance Standard.
   c. Sourcing ASI Alumina directly from another ASI CoC Certified Entity, or via a Trader or warehouse where the ASI CoC Certified Entity can supply or verify the associated CoC Document containing Supplementary Information sufficient to identify the corresponding shipment.

4. Recycled Aluminium: Criteria for Eligible Scrap and ASI Liquid Metal

Recycled Aluminium is the second potential starting point for Chain of Custody for ASI Aluminium. The CoC Standard anticipates that the first Entity in the Chain of Custody of recycled CoC Material will be
4.1 **Recycled Aluminium.** An Entity engaged in Aluminium Re-Melting/Refining to produce Recycled Aluminium shall have systems in place to ensure that ASI Liquid Metal is produced only from Facilities that are:

a. Within the Entity’s CoC Certification Scope, and/or in which the Entity holds a legal interest and are within the CoC Certification Scope of another CoC Certified Entity.

b. Certified against the ASI Performance Standard.

c. Sourcing ASI Aluminium directly from another ASI CoC Certified Entity, or via a Trader or warehouse where the ASI CoC Certified Entity can supply or verify the associated CoC Document containing Supplementary Information sufficient to identify the corresponding shipment.

4.2 **Eligible Scrap.** An Entity engaged in Aluminium Re-Melting/Refining shall account for Eligible Scrap in their Material Accounting System as only:

a. Pre-Consumer Scrap that is designated as CoC Material supplied directly from a CoC Certified Entity.

b. And/or Aluminium recovered from Dross and treated Dross residues, either another Entity or internally generated in your own operations, that is subject to supplier Due Diligence as per Principle 7.

c. And/or Pre-Consumer Scrap that is subject to supplier Due Diligence as per Principle 7 and is assessed as being designated CoC Material that can be traced through Closed-Loop Recycling from a Facility in the Entity’s Certification Scope through to an uncertified Facility and back to a Facility within the Entity’s Certification Scope.

d. And/or Post-Consumer Scrap that is subject to supplier Due Diligence as per Principle 7 and is assessed by the Entity to be post-consumer in origin.

4.3 **Records Management for Direct Suppliers of Recyclable Scrap Material.** An Entity engaged in Aluminium Re-Melting/Refining to produce Recycled Aluminium shall have systems in place to record:

a. The identity, principals and place/s of operation of all direct suppliers of Recyclable Scrap Material.

b. All financial transactions with direct suppliers of Recyclable Scrap Material, ensuring that cash payments are within the lower of the relevant defined financial threshold under Applicable Law or US$10,000 (or equivalent), where the transaction is carried out in a single operation or in several operations that appear to be linked.
5. **Casthouses: Criteria for ASI Aluminium**

For both Primary and Recycled Aluminium, a Casthouse is a common ‘choke point’ between upstream and downstream supply chains. They are also the point at which Aluminium is formed into usable (or reusable) metal for subsequent material conversion and/or manufacturing. Principle 5 deals with the Certification requirements for Casthouses and both the Liquid Metal and Cold Metal inputs and outputs that are part of the casting process. It also specifies that Casthouses need to ensure their systems can provide traceability for stamped or printed ASI Aluminium products and ASI Credits.

5.1 **ASI Aluminium.** An Entity engaged in producing Casthouse Products from Primary Aluminium and/or Recycled Aluminium shall have systems in place to ensure that ASI Aluminium is produced only from Casthouses that are:

a. Within the Entity’s CoC Certification Scope, and/or in which the Entity holds a legal interest and are within the CoC Certification Scope of another CoC Certified Entity.

b. Certified against the ASI Performance Standard.

c. Sourcing ASI Aluminium directly from another ASI CoC Certified Entity, or via a Trader or warehouse where the ASI CoC Certified Entity can supply or verify the associated CoC Document containing Supplementary Information sufficient to identify the corresponding shipment.

5.2 **Unique Identification.** For traceability purposes, the Material Accounting System of an Entity engaged in producing Casthouse Products shall have systems in place to ensure that unique identification numbers, either physically stamped and/or printed on or with ASI Aluminium, can be linked to the Input Quantity of CoC Material for that Material Accounting Period.

6. **Post-Casthouse: Criteria for ASI Aluminium**

Casthouse Products are destined for a wide range of Semi-Fabrication pathways and subsequent Material Conversion, downstream manufacturing and use. Supply chains from the Casthouse onwards (‘Post-Casthouse’) are often highly diverse and/or fragmented. Principle 6 applies to Post-Casthouse Entities that source physical ASI aluminium direct from Casthouses or via another downstream Entity and use the CoC Standard to make claims about their own production of ASI Aluminium.

6.1 **Post-Casthouse ASI Aluminium.** A Post-Casthouse Entity that sources ASI Aluminium shall have systems in place to ensure that it is itself producing ASI Aluminium only from an Entity and/or Facility/ies:

a. Within the Entity’s CoC Certification Scope, and/or in which the Entity holds a legal interest and are within the CoC Certification Scope of another CoC Certified Entity.

b. Will be certified against the ASI Performance Standard within two years of joining ASI.

c. Sourcing ASI Aluminium directly from another ASI CoC Certified Entity, or via a Trader or warehouse where the ASI CoC Certified Entity can supply or verify the associated CoC Document containing Supplementary Information sufficient to identify the corresponding shipment.
7. **Due Diligence for Non-CoC Inputs and Recyclable Scrap Material**

*Principle 7 requires Entities to conduct Due Diligence of suppliers of Non-CoC Material and Recyclable Scrap Material for potential environmental, social or governance risks and take reasonable action to prevent or mitigate risks. This aligns with ASI’s mission to promote responsible sourcing. It does not preclude Entities sourcing from non-ASI suppliers.*

7.1 **Responsible Sourcing Policy.** The Entity shall adopt and communicate to suppliers of Non-CoC Material, Recyclable Scrap Material and CoC Material supplied through a Trader a responsible sourcing Policy covering Aluminium, which as a minimum takes account of the following Criteria in the ASI Performance Standard:

a. 1.2 (Anti-corruption).
b. 2.4 (Responsible Sourcing).
c. 9.1 (Human Rights Due Diligence).
d. 9.8 (Conflict-Affected and High-Risk Areas).

7.2 **Risk Assessment and Mitigation.** The Entity shall assess the risks of non-compliance with its responsible sourcing Policy by its suppliers of Non-CoC Material, Recyclable Scrap Material and CoC Material supplied through a Trader, document the findings, and undertake measurable risk mitigation where risks of adverse impacts are identified.

7.3 **Complaints Mechanism.** The Entity shall establish a Complaints Mechanism as per Criterion 3.4 in the ASI Performance Standard, that is appropriate to the nature, scale and impact of the Business and that allows interested parties to voice concerns about non-compliance with its responsible sourcing Policy in its Aluminium supply chain.
C. CoC Accounting, Documentation and Claims (Principles 8-12)


The Mass Balance System requires each successive Entity handling CoC Material to be CoC Certified to create an unbroken Chain of Custody. It allows for CoC Materials to be mixed with Non-CoC Material over a defined period, at any stage in the value chain. The Entity’s Material Accounting System is used to record and calculate the percentage-based input and output of CoC Materials. Note that the CoC Standard stipulates that the output of CoC Material cannot be allocated as ‘partially CoC’ – so if 20% of output is ‘CoC’, that 20% is 100% CoC (and not all output is “20% CoC”).

8.1 Material Accounting System. The Entity’s Management System shall include a Material Accounting System that records Input Quantity and Output Quantity of CoC Material and Non-CoC Material, by mass.

8.2 Recyclable Scrap Material Accounting. An Entity engaged in Aluminium Re-Melting/Refining to produce Recycled Aluminium shall also record the following breakdown of Recyclable Scrap Material in their Material Accounting System:
   a. Input Quantity of Post-Consumer Scrap.
   b. Input Quantity of Pre-Consumer Scrap (total).
   c. Input Quantity of Pre-Consumer Scrap that is Eligible Scrap, where it is supplied directly from a CoC Certified Entity (where applicable).

8.3 Material Accounting Period. The Entity’s Material Accounting System shall specify a Material Accounting Period, which shall not be longer than 12 months.

8.4 Input Percentage. The Entity shall calculate and record the Input Percentage for a given Material Accounting Period using the following formula:

\[
\text{Input Percentage} = \frac{\text{Input Quantity of CoC Material} + \text{Input Quantity of Eligible Scrap}}{\text{Input Quantity of CoC Material} + \text{Input Quantity of Recyclable Scrap Material} + 2 \times \text{Input Quantity of Non-CoC Material}} \times 100
\]

The units used in the numerator and the denominator must be the same. The Input Quantity of Eligible Scrap and Recyclable Scrap Material shall be based on an assessment of Aluminium content.

8.5 Aluminium Re-Melting/Refrining Input Percentage. An Entity engaged in Aluminium Re-Melting/Refrining shall calculate and record the Input Percentage for a given Material Accounting Period using the following formula:

\[
\text{Input Percentage} = \frac{\text{Input Quantity of Eligible Scrap}}{\text{Input Quantity of Recyclable Scrap Material}} \times 100
\]

The units used in the numerator and the denominator must be the same. The Input Quantity of Eligible Scrap and Recyclable Scrap Material shall be based on an assessment of Aluminium content.
Output Quantity of CoC Material. The Entity shall use the Input Percentage for the given Material Accounting Period to determine the Output Quantity of CoC Material, by mass.

Indivisibility of CoC Material. The Output Quantity of CoC Material, which may be a subset of total production, shall be designated as 100% CoC Material.

Output Quantity of Eligible Scrap. If the Entity produces Pre-Consumer Scrap from its processing and wishes to designate the relevant proportion as Eligible Scrap, the Entity shall use the Input Percentage for the given Material Accounting Period to determine the Output Quantity of Eligible Scrap.

Consistency Between Input Percentage and Total Output. The Entity’s Material Accounting System shall ensure that the total output of CoC Material and/or Eligible Scrap does not proportionally exceed the Input Percentage as applied to total input of CoC Material and/or Eligible Scrap over the Material Accounting Period.

Internal Overdraw. Where CoC Material is under contract for delivery to an Entity within a given Material Accounting Period, but is subject to a force majeure situation, the Entity’s Material Accounting System may carry over an Internal Overdraw to the subsequent Material Accounting Period.

a. The Internal Overdraw shall not exceed 20% of total Input Quantity of CoC Material for the Material Accounting Period.

b. The Internal Overdraw shall not exceed the amount of CoC Material affected by the force majeure situation.

c. The Internal Overdraw shall be made up within the subsequent Material Accounting Period.

Positive Balance. Where an Entity has a Positive Balance of output CoC Material at the end of a Material Accounting Period, this may be carried over to the subsequent Material Accounting Period.

a. The Entity’s Material Accounting System must clearly identify any carry over of a Positive Balance.

b. A Positive Balance generated in one Material Accounting Period and carried over to the subsequent Material Accounting Period shall expire at the end of that Period if not drawn down.

Issuing CoC Documents

The Mass Balance System is supported by accurate CoC information accompanying shipments of CoC Material. In the CoC Standard, the set of required CoC information is referred to as CoC Documents (a template is in Appendix 1). Entities often integrate CoC information into their usual shipment processes, such as sales invoices or shipping documentation. Additional data and information may also be included in CoC Documents at the Business’ discretion but must be accurate and verifiable.

CoC Document. The Entity shall ensure that a CoC Document accompanies each shipment or transfer of CoC Material dispatched to other CoC Certified Entities or Outsourcing Contractors.
9.2 **CoC Document Content.** The Entity shall ensure that CoC Documents include at least the following information:

a. Date of issue of the CoC Document.
b. Reference number for the CoC Document, which is linked to the Entity’s Material Accounting System for verification purposes.
c. The identity, address and CoC Certification number of the Entity issuing the CoC Document.
d. The identity and address of the customer receiving the CoC Material, and if it is another CoC Certified Entity, their CoC Certification number.
e. The responsible employee of the Entity who can verify information in the CoC Document.
f. A statement confirming that “The information provided in the CoC Document is in Conformance with the ASI CoC Standard.”
g. Type of CoC Material in the shipment.
h. Mass of CoC Material in the shipment.
i. Mass of total Material in the shipment.

9.3 **Sustainability Data (optional).** The Entity may also include the applicable Sustainability Data in the CoC Document for that CoC Material:

a. Entities engaged in Aluminium Smelting, and/or Aluminium Re-Melting/Refining, and/or operating a Casthouse: the average intensity of GHG emissions (scope 1 and scope 2) in tonnes CO₂–eq per metric tonne ASI Aluminium, from the production of ASI Aluminium, which includes emissions from the Casthouse, produced in the Material Accounting Period.
b. Post-Casthouse Entities: where available, the average intensity of GHG emissions (scope 1 and 2) in tonnes CO₂–eq per metric tonne ASI Aluminium, based on the information provided in 9.3a in received CoC Document/s.

1. The average (preferably cradle-to-gate) carbon footprint of the CoC Material in tonnes CO₂ –eq per metric tonne ASI Aluminium, including methodology.
2. Information to support the origin of aluminium as per ASI Performance Standard Criterion 9.8.

Where engaged in Post-Casthouse activities:

1. ASI Certification Status for the ASI Performance Standard for the Entity and/or Facility issuing the CoC Document.
2. Recycled content, including methodology regarding Pre-Consumer Scrap and Post-Consumer Scrap, of the CoC Material.

9.4 **Supplementary Information.** If the CoC Document includes Supplementary Information about the Entity or CoC Material, the Entity shall ensure that the Supplementary Information can be supported by Objective Evidence.

9.5 **Verification of Information.** The Entity shall have systems in place to enable it to respond to reasonable requests for verification of information in CoC Documents issued by the Entity.
9.6 **Error (Shipping).** If an error is discovered after CoC Material has been shipped, the Entity and the receiving party shall document the error and the agreed steps taken to correct it and implement actions to avoid a recurrence.

10. **Receiving CoC Documents**

Entities that receive CoC Material will also receive the accompanying CoC Document (Principle 9) issued by their suppliers. Checking and recording this information supports the accuracy and reliability of the Mass Balance System.

10.1 **Verification of CoC Documents.** The Entity shall verify that all required information in received CoC Documents, as set out in Criteria 9.2 and 9.3, has been included.

10.2 **Verification of Consistency Between CoC Documents and CoC Material.** The Entity shall verify the consistency of received CoC Documents with the accompanying CoC Material or Eligible Scrap before recording information in their Material Accounting System.

10.3 **Verification of Supplier’s ASI CoC Certification.** The Entity shall check the ASI website on a regular basis to verify the validity and scope of the supplier’s ASI CoC Certification for any changes that might affect the status of the supplied CoC Material or Eligible Scrap.

10.4 **Error (Reception).** If an error is discovered after CoC Material or Eligible Scrap has been received, the Entity and the supplying party shall document the error and the agreed steps taken to correct it and implement actions to avoid a recurrence.

11. **Market Credit System: ASI Credits**

Some types of Post-Casthouse businesses may find it challenging, at least initially, to build an unbroken chain of CoC Certified Entities up to and including their direct suppliers, thus limiting their access to the Mass Balance System. The Market Credits System allows ASI Aluminium from a CoC Certified Casthouse, which is not directly transferred to another CoC Certified Entity or Facility as CoC Material, to be allocated to a CoC Certified Post-Casthouse Entity as ‘ASI Credits’. ASI Credits are decoupled from the physical material and thus cannot be allocated back to products or otherwise claimed as ‘ASI Aluminium’. Appendix 2 contains a template for ASI Credit Certificates.

11.1 **Casthouses ASI Credits Systems.** An Entity engaged in producing Casthouse Products can allocate excess ASI Aluminium to ASI Credits, where they have systems in place to ensure that:

a. The amount of ASI Aluminium allocated to ASI Credits is accounted for in the Entity’s Material Accounting System.

b. The Entity’s Material Accounting System can link unique identification numbers for the Casthouse Products from which ASI Aluminium has been allocated to ASI Credits.

c. ASI Credits allocated from ASI Aluminium are not Double Counted.

d. ASI Credits are allocated and issued within a Material Accounting Period. A Positive Balance of ASI Credits shall not be carried over to a subsequent Material Accounting Period.
11.2 **ASI Credits Certificates.** Transactions of ASI Credits shall be recorded in ASI Credits Certificates shared electronically between the supplying and purchasing Entities. The Entity that issues ASI Credit Certificates shall include the following information:

a. Date of issue of the ASI Credit Certificate.
b. Reference number for the ASI Credit Certificate, which is linked to the Entity’s Material Accounting System for verification purposes.
c. The identity, address, contact email address and CoC Certification number of the Entity issuing the ASI Credit Certificate.
d. The identity, address, contact email address and CoC Certification number of the Entity receiving the ASI Credit Certificate.
e. A statement confirming that “The information provided in the ASI Credits Certificate is in Conformance with the ASI CoC Standard.”
f. A statement that “ASI Credits may not be re-traded. ASI Credits may not be allocated to physical products or otherwise claimed as ASI Aluminium.”
g. Quantity of ASI Credits.

11.3 **Post-Casthouse ASI Credits Systems.** A Post-Casthouse Entity purchasing ASI Credits shall have systems in place to ensure that:

a. ASI Credits are purchased by an Entity or Facility within the purchasing Entity’s CoC Certification Scope.
b. ASI Credits purchased by the Entity are accurately accounted for in the purchasing Entity’s Material Accounting System and verifiable records kept of all ASI Credit Certificates.
c. ASI Credits purchased within a Material Accounting Period expire at the end of that Period. A Positive Balance of purchased ASI Credits shall not be carried over to a subsequent Material Accounting Period.
d. ASI Credits are not re-traded.
e. ASI Credits are not allocated to physical products or otherwise claimed as ASI Aluminium.
f. The validity and scope of the supplier’s ASI CoC Certification is regularly verified on the ASI website for any changes that might affect its ability to issue ASI Credits.
g. ASI Credits are purchased by an Entity for a maximum period of five years from their first purchase.

12.11 **Claims and Communications.**

CoC Certified Entities are encouraged to communicate with their customers and consumers about their support for responsible supply chains. All marketing and communications claims, beyond what is contained in CoC Documents or ASI Credits Certificates, are to be consistent with the assurance provided by the relevant ASI Standards and with the **ASI Claims Guide.**

11.1 **Claims.** Where the Entity makes claims and/or representations about CoC Material outside of CoC Documents, or about ASI Credits outside of ASI Credits Certificates, the Entity shall have systems in place to ensure that:
a. These are made in a manner and form consistent with the ASI Claims Guide.
b. There is verifiable evidence to support the claims and/or representations made.
c. Appropriate training is provided for relevant employees to properly understand and communicate the claims and/or representations.
Glossary

The Glossary has been moved to the ASI Glossary global document.