

Certification Cheat Sheet

Getting Started

- If you are setting up a new production company, please use the [Account Request Form](#) to register your interest.
- An administrator for your production company can then create new accounts for users and reviewers. There are three types of user profiles (you can have multiple user types for each)
 - o User: This is the person who will be adding information and data into the calculator. They are normally a production coordinator but anyone from the production team can fill this role.
 - o Reviewer: The reviewer should be a senior person on the production (such as a HoP) who will be accountable for implementing sustainability on the production.
 - o Administrator: This is the person(s) who has overall responsibility for a production company's albert account. This should be an in house person as it will be their responsibility to create new users and productions, as well as assign users and reviewers to productions.
- Admins should create a new production as early in the pre-production process as possible. While not all fields are mandatory, please include as much information as possible to help us get a better understanding of your production
- Make sure to involve all your departments (sound, lighting, locations etc.) in albert from the beginning – this will help when collecting your action plan evidence and footprint data.

Footprint

- Your draft footprint **must be started in pre-production**. This gives you an indication of your expected footprint and can be based on expected activities/budgets.
- Please continue to add to your draft footprint through production and post-production. Your final footprint must not be submitted until near to the end of post production in order to ensure all emissions from start to finish are captured. If you are leaving the production before the end of post-production, please ensure you handover to your post-production coordinator or in-house production team.
- Ensure you include everything that the production pays for – from per diems to crew mileage to production office gas. If you do not have exact figures, some sections will have the option to use average industry outputs as a benchmark. Wherever possible, do not use spend in your final footprint as this is only an estimate and will not give as accurate carbon emissions.
- Materials and disposals should work in tandem and include anything purchased or disposed of.
- Please note that different energy types should be added as separate entries – for example water, gas and electricity for each office should be three separate entries under non-filming spaces.
- Please allow 10 days for your footprint to be audited once you have submitted.

Carbon Action Plan

- The CAP must be started in pre-production. As it is a plan for your sustainable measures on the production, this is key and the most common reasons we need to reject production.
- We are unable to certify productions that have not submitted any evidence by the end of post-production.
- There are a number of mandatory questions in the CAP that must be fulfilled in order to qualify for certification. You can see a list of all our questions [here](#).
- Once submitted, the albert team will choose 10-15 pieces of evidence to support your action plan which must be submitted for assessment. By submitting your CAP as

early as possible, you will have your evidence list ahead of time and won't need to collect evidence for everything.

- Productions with mainland, domestic travel are not able to qualify for certification except in exceptional circumstances where other forms of transport were not possible. Please contact albert@bafta.org if you anticipate using any mainland, domestic flights on your production.
- Sufficient and correct CAP evidence should be submitted at least 10 days before the logo is needed, and at the latest by the end of post-production. We understand that on some occasions evidence cannot be uploaded until later in the process (e.g. offset receipts or clips) so we can preapprove use of the logo as long as at least 60% of evidence is uploaded and approved.
- We understand the plans can change. If you are no longer able to provide evidence for a certain question the CAP, we can change this on your action plan (provided it is not a mandatory question) and request a different piece of evidence.
- Expedited assessments will not be possible so please allow at least 10 working days for your evidence to be fully assessed (more time will be required if sufficient or evidence is not uploaded in the first instance).

Certification

- Certification is achieved when both the Carbon Action Plan and the Footprint have been fully assessed and approved (UK only)
- We understand that some evidence cannot be uploaded until the end of post production (including offset receipts made through the footprints) so we can preapprove use of the logo as long as at least 60% of evidence is uploaded and approved. When the logo is preapproved, you must still complete your action plan and footprint before certification is awarded.
- Use of the logo should not be used until certification is granted or logo use if preapproved by the albert team. If a production uses the logo without approval from the albert team, we may be required to ask you and your broadcaster to open up the edit and remove the logo from the end board after TX at your own expense.
- albert no longer provides certificates for productions. The logo can be downloaded directly from the CAP section of the toolkit as soon as your CAP has been approved/preapproved. For proof of certification for Broadcasters, you can use the automatically generate email you received once certification is fully approved. If the logo is used, but certification is not completed, we reserve the right to ask that you remove the logo from your end board.

Resources

[Quick Start Guide](#)

[Toolkit Page and Templates](#)

[FAQs](#)

[Toolkit Walkthrough and Free Training](#)

[Toolkit Walkthrough Video](#)

How To Videos:

- [How to log in](#)
- [Starting a production](#)
- [Completing a footprint](#)
- [How to complete a Carbon Action Plan](#)

If you can't find the answers you are looking for in the resources above, please contact albert@bafta.org