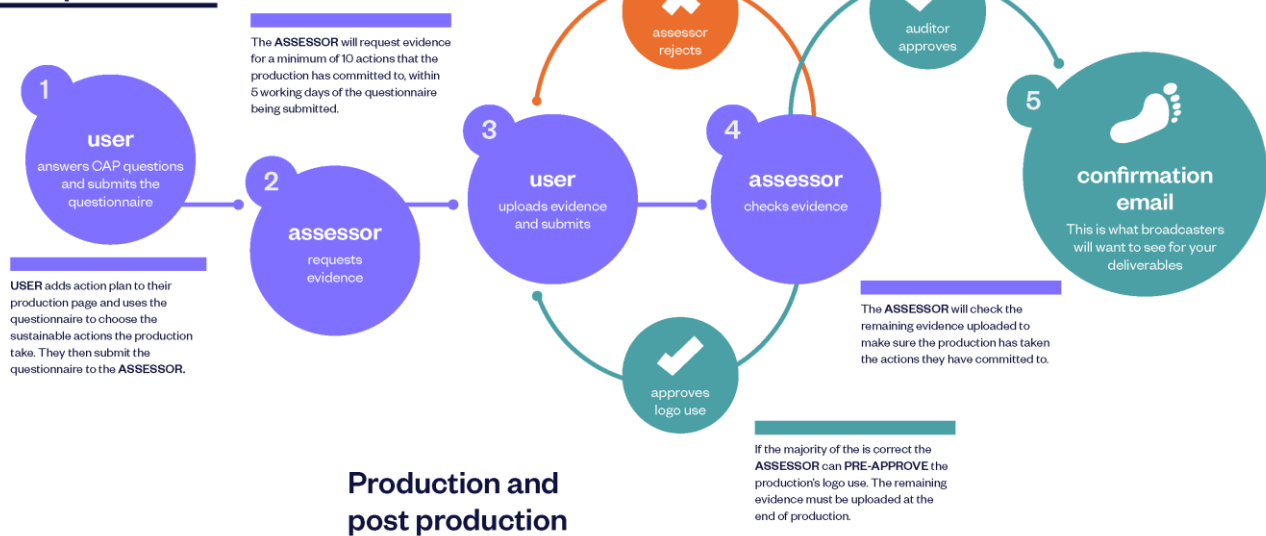




5

The carbon action plan workflow (CAP)

Pre production



HINTS & TIPS

- In **pre-production** you **must** complete and submit the CAP Questions in order to gain certification.
 - Several of our mandatory questions refer to things that need to happen during pre-production.*
 - A big part of sustainability is about communicating the efforts being implemented, from the very early stages of pre-production so that the entire cast & crew can contribute their efforts to the goal.*
 - The albert team has to ensure that the correct process is being followed and that we are robust and fair in our assessment.*
- In order to gain certification, you must complete both the Carbon Action Plan and Carbon Footprint.

CARBON ACTION PLAN STATUS

Status	Meaning	Timeline
NOT STARTED	Your carbon action plan has been added	This will be in pre-production before the carbon action plan has been started.
IN PROGRESS	Fill in the initial CAP questionnaire and submit it	This must be filled out and submitted in pre-production. If you submit your questionnaire to us after your post-production end date (indicated on your production details page) we will not be able to progress your certification.

ASSESSING ACTIONS	You have submitted the questionnaire	Your questionnaire will now sit with the albert team for the first assessment. We will assess your answers and select 10-15 questions that we want evidence for. This can take up to 5 working days.
Sent Back IN PROGRESS	Your CAP has been sent back to you	The albert team have noticed an error in your CAP, so we have sent it back so the error can be corrected before we select the evidence we need to see.. The reason will always be listed in the notifications bar. The production status will revert to 'In Progress'.
EVIDENCE REQUIRED	Your evidence questions have been selected	The albert team have selected your evidence questions and you are now able to start uploading your evidence to your carbon action plan.
ASSESSING EVIDENCE	You have uploaded your evidence	Feel free to upload and submit your evidence at your own pace, bear in mind that it can take up to ten working days for your evidence to be assessed. You will need to submit your carbon action plan at least ten working days before you require the albert logo for your end board. We have a pre-approval process, which means if you need the logo early, you only need to upload 60% of the evidence required.
AMENDMENTS REQUIRED	You have submitted your evidence but it has been sent back to you	The albert team have noticed an error in the evidence you have uploaded so we have sent it back, in order for you to make amendments. The changes you need to make will always be listed in the notifications bar.
COMPLETION REQUIRED	Your carbon action plan has been pre-approved	Your evidence has been assessed and you have been granted pre-approval. You will now be able to download the logo. Any outstanding pieces of evidence, or changes to existing uploads will be listed in the notifications bar. You will be required to upload outstanding evidence before the end of post production. Your CAP will not be certified until you have finished uploading these pieces of evidence.
COMPLETE	Your CAP has been certified	You have resubmitted your CAP with the outstanding pieces of evidence. It has now been approved by our team and is fully certified. You will be able to generate your CAP report.
REJECTED	Your CAP has been rejected	This will only occur if you have failed to gain certification. Reasons for this can include using mainland domestic flights, not submitting the initial questionnaire in pre-production, failing to answer the mandatory questions or not providing sufficient evidence.