

CAP Evidence Guide

Mandatory & Scoring	In order to be awarded certification it will be mandatory to produce evidence of your actions for this question if requested.
Scoring	This particular question helps our assessors gain insight into the holistic approach to sustainability your production has taken, therefore may require evidence to be produced.
No Scoring	There is no score for this question but it may generate further questions depending on how you answer it.
Filtered Question	You will be required to answer this if you have answered 'yes' to the previous question. Please note that some of these may also require mandatory evidence.

Please Note: We do not accept photos as evidence please instead provide documentation that clearly is clearly identifiable as being from the specific production you are working on. Documents such as invoices / no sensitive information should be uploaded, or it should be redacted before being uploaded

Communication & Engagement

Question	Info	Accepted Evidence	Scored?
Is there a senior person accountable for implementing agreed sustainable goals. (i.e. HOP, PE, Producer)?	It's important that sustainable action comes from the top down. Please speak to senior people on your production to ensure there is buy in from the top level and make sure they're leading the sustainability conversation.	Evidence of the senior person accountable for sustainability, communicating sustainability goals or strategy to the rest of the teams. EXAMPLE: emails, signed green memo.	Mandatory & Scoring
Will the results of an BAFTA Albert draft carbon footprint be used to inform the production's environmental goals?	During pre-production we ask you to create a draft footprint to enable you to identify the highest carbon impact areas. By predicting the carbon footprint you can be strategic with where your efforts are focused to achieve the best results.	Show how you have integrated the draft footprint in the communication of sustainable goals to the rest of the crew and used it to inform your environmental goals. EXAMPLE: Green Memo	Mandatory & Scoring

<p>Have any of the production staff or crew attended BAFTA Albert training or will they do so by the end of production?</p>	<p>BAFTA Albert runs regular training sessions that can be booked here. If you attended your BAFTA Albert training more than 2 years ago, please complete training again.</p>	<p>We accept the following training:</p> <p>ScreenSkills Introduction to Sustainability in the Screen Industries Please upload Screen Skills certificate of completion.</p> <p>-----</p> <p>BAFTA Albert Sustainability Workshop: Television Production (Previously Sustainable Production) BAFTA Albert Sustainability Workshop: News BAFTA Albert Sustainability Workshop: Sports Production BAFTA Albert Sustainability Workshop: Locations Department BAFTA Albert Sustainability Workshop: Art Department BAFTA Albert Sustainability Workshop: Costume, Hair and Make-up Departments BAFTA Albert Sustainability Workshop: Short Film Production (BFI Sustainable Screen)* BAFTA Albert Sustainability Workshop: Feature Film and HETV Production (BFI Sustainable Screen) BAFTA Albert Sustainability Workshop: Documentary Film Production (BFI Sustainable Screen) BAFTA Albert Sustainability Workshop: Stop Motion Animation Production (BFI Sustainable Screen)</p> <p>Please upload an in date completion badge or certificate for the workshop you attended. These can be found on the completion email you received from alberttraining@bafta.org.</p> <p>-----</p> <p>BAFTA Albert Graduate Certificate Please upload certificate of completion. We will accept this within 3 years of the issue date. See course</p>	<p>Mandatory (UK Only) & Scoring</p>
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		<p>tutor if certificate is misplaced.</p> <p>-----</p> <p>BAFTA Albert Sustainability Champion Course (accredited by the Carbon Literacy Project)</p> <p>-----</p> <p>BBC Academy Sustainability in Operations</p> <p>Please upload the BBC Academy training certification (see this BBC Sustainability website on Gateway for instructions'.</p>	
Will everyone on the production (i.e. HOD's, crew) be sent a 'green memo' prior to filming, to make them aware of the production's environmental goals? (Minimum once annually for continuing programmes)	To complete a Carbon Action Plan we need to see that you've communicated your environmental goals to everyone on the production. You need to send out a green memo, which should be signed by a senior member of production.	Green memo screenshots of it being sent out during pre-production and distribution list.	Mandatory & Scoring
Will on-screen talent be informed of the production's environmental goals prior to filming? (e.g., By sending a green memo)	Remember to include on-screen talent in your sustainability conversations. For cast who are particularly engaged, feel free to direct them to our green rider.	green memo screenshots of it being sent out during pre-production to on-screen talent or their agents.	Mandatory & Scoring
Are the production's environmental goals routinely discussed at production meetings?	Make sure to keep sustainability on the agenda throughout the production. Regularly update the team on sustainability goals, stock takes of how sustainability initiatives any improvements that can be made.	Screenshots detailed agendas / minutes.	Mandatory & Scoring
Is the production asking all suppliers to contribute to the production's carbon reduction?	Choosing sustainable suppliers is a great way of reducing the emissions your production doesn't have direct control over. Make sure you're asking all of your suppliers about their environmental credentials.	correspondence/requests to suppliers related to environmentally sustainable practices. Suppliers environmental policies	Mandatory & Scoring

	If you need some inspiration, take a look at our suppliers list which highlights suppliers who are doing better than the industry standard in their sustainability practises.		Mandatory& Scoring
Will a BAFTA Albert final carbon footprint be completed at the end of the production period?	In order for us to audit the footprint please finalise all entries and submit no more than 1 month before the end of production.	No need to upload evidence. We can see from when it has been submitted.	
Will the production request and give feedback on sustainable production initiatives to cast, crew, suppliers and the production company? (For example, distributing a final green memo)	It's a wrap, how did you do? Make sure you let everyone on the production know what you have achieved and ask for feedback for next time.	Final green memo Feedback request to all production stakeholders on sustainable activities implemented during the production. Feedback or suggestions on the challenges the production has faced in terms of sustainability and suggestions for improvement on future productions.	Mandatory& Scoring
Will the production create audience or industry-facing communications about the production's approach to sustainability?	Use the opportunity to shout about what sustainable actions your productions have achieved. This could be anything from a social media post to a press release.	links to social media blog posts press releases They need to be about how the production has been more sustainable behind the scenes.	Scoring
Will the production take note of any costs incurred or savings made as a result of implementing environmentally positive actions?	On average, a production that completes a carbon action plan will also save money. Keep track of your actions and whether they cost or save you money to help us find the most cost effective ways for productions to operate sustainably.	detailed spreadsheet showing any sustainable actions that have saved or cost the production money. Compare with previous series or non-sustainable costings. Please use our Cost Saving Template BAFTA Albert toolkit resources.	Scoring

Editorial Content (Planet Placement)

Question	Info	Evidence Accepted	Scored?
<p>Has someone senior in the editorial/creative team been to editorial training on sustainability?</p>	<p>Writers, Producers, Directors; the content we put on screen, across all genres, has the opportunity to put us on a sustainable pathway for the future. The session should be industry specific training on sustainability that is aimed at creatives.</p>	<p>We accept the following training:</p> <ul style="list-style-type: none"> • BAFTA Albert Climate Onscreen Workshop: Unscripted Television • BAFTA Albert Climate Onscreen Workshop: Scripted Television • BAFTA Albert Climate Onscreen Workshop: Sports • BAFTA Albert Workshop: News <i>News can be accepted for both production training evidence and editorial training evidence for news productions (it should not be used as editorial evidence for non-news productions).</i> • BAFTA Albert Workshop: Film & HETV (BFI Sustainable Screen) <p><i>Please upload an in date completion badge or certificate for the workshop you attended. These can be found on the completion email you received from BAFTA Alberttraining@bafta.org.</i></p> <p style="text-align: center;">-----</p> <ul style="list-style-type: none"> • BAFTA Albert Editorial Training <i>If you completed this training before 18th September 2024, please upload the email confirming attendance that the crew member received after the training. <u>Please note</u>: we do not accept the booking email as evidence as it does not confirm attendance.</i> <p style="text-align: center;">-----</p> <ul style="list-style-type: none"> • BBC Academy Sustainability in 	<p>Mandatory (UK Only) & Scoring</p>

		<p>Editorial</p> <ul style="list-style-type: none"> • BBC Academy Sustainability in Editorial for Sports • BBC Academy Reporting Climate Change <p><i>Please upload the BBC Academy training certification (see this BBC Sustainability website on Gateway for instructions).</i></p>	
<p>Does climate, sustainability or the environment feature in the dialogue or commentary of the programme?</p>	<p><i>Check out the Climate On Screen section of our website.</i></p>	<ul style="list-style-type: none"> • clips/script excerpts of the relevant parts of dialogue. 	<p>Scoring</p>
<p>Is the sustainability dialogue/commentary:</p> <ul style="list-style-type: none"> • The main editorial focus or theme of the production • Not the main editorial focus but part of a sub-plot, secondary storyline • Mentioned in passing 	<p>Different types of productions have different opportunities for incorporating sustainability. Big or small, it goes a long way to normalising sustainable living.</p>	<ul style="list-style-type: none"> • synopsis or treatment about the production’s editorial content. 	<p>Non Scoring Filtered Question</p>
<p>Which categories does the sustainable dialogue relate to:</p> <ul style="list-style-type: none"> ✓ Transport ✓ Buildings ✓ Industry ✓ Food / Agriculture / Land use ✓ Electricity / Energy systems ✓ Finance / Investment / Economy / Jobs ✓ Policy / Civic participation ✓ Tech ✓ Nature / Biodiversity ✓ Extreme weather / Adaptation ✓ Waste management ✓ Consumer behaviour and purchases 	<p>The transition to a Net Zero future will encompass all aspects of society. The following categories are based on the IPCC WG3 Sectoral Breakdown and Project Drawdown sectors.</p> <p><i>Check out the Climate On Screen section of our website.</i></p>	<ul style="list-style-type: none"> • clips/script excerpts of the relevant parts of dialogue. 	<p>Non Scoring Filtered Question</p>

<p>✓ Other [free text]</p>			
<p>If you have made verbal OR non-verbal reference/s, is the overall focus/tone of the sustainable content?</p> <ul style="list-style-type: none"> • Negative e.g. apocalyptic, highlighting problems • Positive e.g. inspiring, focusing on solutions • Neutral e.g. highlights issues but shows solutions 	<p><i>Check out the Climate On Screen section of our website.</i></p>	<ul style="list-style-type: none"> • Synopsis/treatment/clips/script excerpts of the relevant parts. 	<p>Non Scoring Filtered Question</p>
<p>Are there any props, background or actions that relate to environmentally sustainable lifestyles or a sustainable future displayed on screen?</p>	<p>From electric cars, to shopping in charity shops, to wind farms in the background; there are plenty of opportunities to reference sustainable living without even mentioning 'the C word'.</p> <p><i>Check out the Climate On Screen section of our website.</i></p>	<ul style="list-style-type: none"> • on-screen screenshots • script excerpts • Clips <p>These should show the props, background items or actions relating to sustainability.</p>	<p>Scoring</p>
<p>Which categories do the sustainable props, background or actions relate to:</p> <ul style="list-style-type: none"> • Transport • Buildings • Industry • Food / Agriculture / Land use • Electricity / Energy systems • Finance / Investment / Economy / Jobs • Policy / Civic participation • Tech • Nature / Biodiversity • Extreme weather / Adaptation • Waste management • Consumer behaviour and purchases • Other (Free Text) 	<p>The transition to a Net Zero future will encompass all aspects of society. The following categories have been determined using the IPCC WG3 Sectoral Breakdown and Project Drawdown sectors.</p> <p><i>Check out the Climate On Screen section of our website.</i></p>	<ul style="list-style-type: none"> • on-screen screenshots • script excerpts • Clips <p>These should show the props, background items or actions relating to sustainability.</p>	<p>Non Scoring Filtered Question</p>

<p>If your production is a series of 1-8 episodes, which episodes do the references appear in?</p> <ul style="list-style-type: none"> • 1 • 2 • 3 • 4 • 5 • 6 • 7 • 8 			<p>Non Scoring Filtered Question</p>
<p>If your production is a series of over 8 episodes do the references appear in?</p> <ul style="list-style-type: none"> • One episode • Up to a quarter of episodes • A quarter to half of episodes • Half to three-quarters of episodes • Over three-quarters of episodes 			<p>Non Scoring Filtered Question</p>
<p>How have you ensured that any substantial components of this production are not normalising unsustainable behaviour?</p> <p>Please send this question to a senior member of the editorial team to answer.</p>	<p>As a communications industry one of the biggest opportunities we have is to shape people's understanding of climate issues, solutions and positive actions. This doesn't mean every production needs to be about climate change or even mention it, but we need to make sure our content is on the right side of history and is compatible with a sustainable future. For this section you will need to consult senior editorial staff.</p>	<ul style="list-style-type: none"> • Provide statement from the Exec Producer (or similar) answering the question. <p>If this is not relevant to your production (e.g. Programme on 100 years' war), please let us know in the box. For further reading please see this article.</p>	<p>Non Scoring</p>

Production Energy, Materials and Waste

Question	Info	Evidence Accepted	Scored?
<p>Is the production using a production Office?</p>			<p>Non Scoring</p>
<p>Are there measures in place to reduce the environmental impact of your building? (LED lights,</p>	<p>Check whether your building has an environmental policy and energy saving measures in place. If there aren't, consider putting up</p>	<ul style="list-style-type: none"> • Building documents Relating to heating/air-con regulation, water conservation, motion sensor lighting, recycling and waste management). 	<p>Scoring Filtered Question</p>

lighting sensors, visual reminders on energy savings and waste management, etc)	visual reminders to turn off lights, reduce waste, consider meat free Mondays etc.		
Is mains power in production used from a 100% renewable sourced energy tariff?	Renewable energy is energy that is derived from renewable sources such as solar, wind and hydropower. Although some energy tariffs include a percentage of renewable energy, we need to see that your tariff is 100% renewable for this question so make sure to check. NB. We will accept a blue tariff (nuclear power) for this question.	<ul style="list-style-type: none"> Electricity supplier's contract or bill including renewable tariff details REGO certificates. 	Scoring Filtered Question
Is there a zero-waste to landfill policy in your production office?	Check with your waste management company what happens to your waste after collection and whether they operate on a zero-waste to landfill policy.	<ul style="list-style-type: none"> Copy of Waste Management Suppliers zero-waste to landfill policy Contract/report from Waste Management Supplier Production office's zero-waste to landfill policy (if necessary) 	Scoring Filtered Question
Are you filming in a studio?			Non Scoring
Are there measures in place to reduce the environmental impact of your studio/stage facilities? (lighting sensors, visual reminders on energy savings and waste management, etc)	Check whether your building has an environmental policy and energy saving measures in place. If there aren't, consider putting up visual reminders to turn off lights, reduce waste, consider meat free Mondays etc.	<ul style="list-style-type: none"> Building documents Relating to heating/air-con regulation, water conservation, motion sensor lighting, recycling and waste management). 	Scoring Filtered Question
Are you using lights on set?			Non Scoring
Are you using low energy lighting to reduce the amount of energy needed?	Make sure to check with your lighting supplier that LED lighting can be used.	<ul style="list-style-type: none"> Complete kit list highlighting LED lights, PO/invoices and correspondence. <p>Please also provide % of low energy lights used and costs/savings where possible.</p>	Mandatory & Scoring
Are you using mains power in studio?			Non Scoring
Are you using mains power (no generators) as a primary power source in	Reduce your power consumption as much as possible by using energy efficient lighting and	<ul style="list-style-type: none"> Electricity bill Contract/agreement showing you are using mains. 	Scoring Filtered Question

studio?	equipment in order to plug into mains rather than using generators		
Is mains power used in studio from a 100% renewable sourced energy tariff?	<p>Renewable energy is energy that is derived from renewable sources such as solar, wind and hydropower. Although some energy tariffs include a percentage of renewable energy, we need to see that your tariff is 100% renewable for this question so make sure to check.</p> <p>NB. We will accept a blue tariff (nuclear power) for this question.</p>	<ul style="list-style-type: none"> • electricity supplier's contract or bill including renewable tariff details • REGO certificates. 	Scoring Filtered Question
Are you using generators in studio?			Non Scoring
Have zero or low carbon generators been used? (e.g. fuel cells, solar, electric, biofuel from waste or renewable fuel)	<p>There are now many low and zero carbon alternatives to petrol or diesel generators available.</p> <p><i>Check out the Suppliers Directory on our website.</i></p>	<ul style="list-style-type: none"> • Details on the generators used and a supplier contract/PO • Correspondence or planning emails 	Scoring Filtered Question
Is there a zero-waste to landfill policy in studio?	<p>Check with your waste management company what happens to your waste after collection and whether they operate on a zero-waste to landfill policy.</p> <p><i>Check out the Suppliers Directory on our website.</i></p>	<ul style="list-style-type: none"> • Copy of Waste Management Suppliers zero-waste to landfill policy • Contract/report from Waste Management Supplier • Studio's zero-waste to landfill policy (if necessary) 	Scoring Filtered Question
Are you filming on location?			Non Scoring
Are you using lights on location?			Non Scoring
Are you using low energy lighting to reduce the amount of energy needed?	<p>Make sure to check with your lighting supplier that LED lighting can be used.</p> <p><i>Check out the Suppliers Directory on our website.</i></p>	<ul style="list-style-type: none"> • A complete kit list highlighting LED lights • PO/invoices • Correspondence. <p>Please also provide % of low energy lights used and costs/savings where possible.</p>	Mandatory & Scoring
Are you using mains power on location?			Non Scoring
Is mains power used on the majority of locations from a 100% renewable sourced energy tariff?	<p>Renewable energy is energy that is derived from renewable sources such as solar, wind and hydropower. Although some</p>	<ul style="list-style-type: none"> • electricity supplier's contract or bill including renewable tariff details • REGO certificates. 	Scoring Filtered Question

	<p>energy tariffs include a percentage of renewable energy, we need to see that your tariff is 100% renewable for this question so make sure to check.</p> <p>NB. We will accept a blue tariff (nuclear power) for this question.</p>		
Are you using mains power (no generators) as a primary power source on location?	Reduce your power consumption as much as possible by using energy efficient lighting and equipment in order to plug into mains rather than using generators.	<ul style="list-style-type: none"> Electricity bill/contract/agreement showing you are using mains. 	Scoring Filtered Question
Are you using generators on location?			Non Scoring
Have zero or low carbon generators been used? (e.g. fuel cells, solar, electric, biofuel from waste or renewable fuel)	<p>There are now many low and zero carbon alternatives to petrol or diesel generators available. Whether you're looking for hydrogen or biofuel, <i>check out the Suppliers Directory on our website.</i></p> <p>For practical advice about suitable alternatives, check out the <u>Generator Project</u>.</p>	<ul style="list-style-type: none"> Details on the generators used and a supplier contract. PO, correspondence or planning emails. 	Scoring Filtered Question
Is there a zero-waste to landfill policy on location?	Check with your waste management company what happens to your waste after collection and whether they operate on a zero-waste to landfill policy.	<ul style="list-style-type: none"> Copy of Waste Management Suppliers zero-waste to landfill policy Contract/report from Waste Management Supplier Filming location's zero-waste to landfill policy (if necessary) 	Scoring Filtered Question
Is the production using post-production facilities?			Non Scoring
Are there measures in place to reduce the environmental impact of the post-production facilities? (lighting sensors, visual reminders on energy savings and waste management, etc)	Check whether your building has an environmental policy and energy saving measures in place. If there aren't, consider putting up visual reminders to turn off lights, reduce waste, consider meat free Mondays etc.	<ul style="list-style-type: none"> Building documents Relating to heating/air-con regulation, water conservation, motion sensor lighting, recycling and waste management). 	Scoring Filtered Question
Is mains power in post-production used from a 100% renewable sourced	Renewable energy is energy that is derived from renewable sources such as solar, wind and	<ul style="list-style-type: none"> Electricity supplier's contract Bill including renewable tariff details 	Scoring Filtered Question

energy tariff?	<p>hydropower. Although some energy tariffs include a percentage of renewable energy, we need to see that your tariff is 100% renewable for this question so make sure to check.</p> <p>NB. We will accept a blue tariff (nuclear power) for this question.</p>	<ul style="list-style-type: none"> • REGO certificates. 	
Is the production using paper?			Non Scoring
Does the production have an opt-in policy for paperwork to keep the amount of paper used to a minimum? (i.e. production documents, using online magazines, newspapers, emails etc)	Make sure to only print when specifically requested by asking people to opt in for printed documents.	<ul style="list-style-type: none"> • Reminders on call sheets/emails, green memo • cost savings where applicable. 	Mandatory Scoring Filtered Question
Has the production used paper from a verified sustainable source? (e.g. FSC, PEFC, EU Ecolabel or any other paper made from recycled material)	Check your paper packaging and suppliers for certifications.	<ul style="list-style-type: none"> • Invoices/PO detailing paper purchased. 	Mandatory Scoring Filtered Question
Is the production using batteries?			Non Scoring
Is the production using rechargeable batteries, including the sound department?	Make sure to reduce your waste by opting for rechargeable batteries where possible.	<ul style="list-style-type: none"> • Invoices • kit lists • PO showing re-usable batteries. 	Mandatory Scoring Filtered Question
Is the production building sets?			Non Scoring
Has the production used timber from a verified sustainable source? (e.g. FSC)	Check with your construction department that all timber being used is from a sustainable source.	<ul style="list-style-type: none"> • Timber FSC certification paperwork/invoices. 	Mandatory Scoring Filtered Question
Is (or was) the original set constructed using recycled or pre-used materials?	This question refers to the set build if this is your first series, or your use of original set if your production is a continuation.	<ul style="list-style-type: none"> • Invoices to show the materials are pre used • communication with the art department where applicable. 	Scoring Filtered Question
Has the construction company and art department primarily used low VOC (volatile organic compound) or water-based paint?	Check your suppliers and paint packaging for this information.	<ul style="list-style-type: none"> • Provide invoices showing the paint used. 	Mandatory Scoring Filtered Question

Will the majority of the set build be donated or reused after the end of the production?	Give your set another life where possible by donating it to other projects or using it again on future productions.	<ul style="list-style-type: none"> • Provide storage or disposal contract • invoices/PO's. 	Scoring Filtered Question
Will the set (or remaining set) be recycled at the end of production?	Make sure the set (or remaining set) is not sent to landfill at the end of production.	<ul style="list-style-type: none"> • Waste disposal report • Waste transfer note showing that the set build was recycled. 	Mandatory Scoring Filtered Question
Are you using props?			Non Scoring
Are the majority of props rented or purchased second-hand?	Using pre-existing materials and props is a great way to reduce the footprint of your production.	<ul style="list-style-type: none"> • Rental/hire invoices • Receipts/invoices for second hand purchases. 	Scoring Filtered Question
Are the majority of props reused or donated at the end of the production?	Give your props another life where possible by donating it to other projects or using it again on future productions.	<ul style="list-style-type: none"> • Provide storage, hire or disposal contract • Invoices/PO's. • Correspondence. 	Scoring Filtered Question
Are props (or the remaining props) recycled at the end of production?	Make sure no props are sent to landfill and are recycled if they need to be disposed of.	<ul style="list-style-type: none"> • Waste disposal report • Waste transfer note showing that the props were recycled. 	Mandatory Scoring Filtered Question
Is the production hiring or purchasing any clothes and/or wardrobe accessories?			Non Scoring
Is the costume department renting or reusing all items from other productions?	Using pre-existing costumes is a great way to reduce the footprint of your production.	<ul style="list-style-type: none"> • rental/hire invoices • storage invoices • correspondence. 	Scoring Filtered Question
Is your costume department purchasing second hand items, or new items with a sustainability standard (i.e. Fairtrade, organic)?	Using pre-existing costumes is a great way to reduce the footprint of your production.	<ul style="list-style-type: none"> • Invoices/receipts for purchases • Details about the sustainability standards where applicable 	Scoring Filtered Question
Are the majority of costumes reused, returned or donated at the end of production?	Give your costumes another life where possible by donating it to other projects or using it again on future productions.	<ul style="list-style-type: none"> • Storage or disposal contract/invoices/POs/correspondence • Receipts or correspondence for donated items. 	Scoring Filtered Question
Are costumes (or the remaining costumes) recycled at the end of production?	Make sure no costumes are sent to landfill and are recycled if they need to be disposed of.	<ul style="list-style-type: none"> • Waste disposal report • Waste transfer note showing that the costumes were recycled. 	Mandatory Scoring Filtered Question
Are you using make-up?			Non Scoring
As and when you replace your hair and make-up products, are you replacing	Check your hair and make-up departments are using sustainable products where possible and	<ul style="list-style-type: none"> • Invoices for products • Correspondence with your make up department. 	Scoring Filtered Question

with brands that support the environment as well as using reusable consumables?	thinking about sustainability standards when replacing products.		
Are you using SFX?			Non Scoring
Did you minimise the environmental impacts of any SFX? (i.e. biodegradable snow, reducing the amount of fuels used)	Check what measures your SFX company have in place to reduce environmental impacts.	<ul style="list-style-type: none"> • Details of how this has been achieved. Invoices for products • correspondence with your SFX department. 	Scoring Filtered Question
Drinking Water			Non Scoring
Are you using reusable water bottles and/or cups for all cast and crew? (including dailies)	Make sure to eliminate single use plastics by using reusable water bottles.	<ul style="list-style-type: none"> • Purchase Orders/invoices • correspondence with cast and crew communication included on the green memo. • Cost savings where applicable. 	Mandatory Scoring Filtered Question
Are you asking your cast and crew to bring their own reusable water bottles and/or cups if they have one?	Save materials (and money) by asking people to bring their own rather than supplying them.	<ul style="list-style-type: none"> • Correspondence with cast and crew • call sheets • the green memo. 	Scoring Filtered Question
Are you hiring a catering company for cast and crew?			Non Scoring
Is food chosen with consideration for its environmental impact? (i.e. low carbon footprint and/or Fairtrade, locally sourced, meat-free days, etc)	Check with your caterers that they are using sustainable suppliers and prioritising low carbon food options where possible.	<ul style="list-style-type: none"> • Company policies • Invoices • paperwork for sustainably sourced produce and operations • Photos. (Include Production ID in image so we know it's from this production) 	Mandatory Scoring Filtered Question
Does the production only provide vegetarian and/or vegan meals?	Check with your caterers about more veggie options.	<ul style="list-style-type: none"> • company policies • correspondence with caterers • Menus • green memo. 	Scoring Filtered Question
Is catering composting and recycling all food waste?	Provide company policies, correspondence, waste management contract/invoice, waste transfer notes.	<ul style="list-style-type: none"> • Caterer's environmental policy • waste report. 	Scoring Filtered Question
Has the catering eliminated all single use products?			Non Scoring
Has the catering eliminated the use of plastic/polystyrene	Using reusable crockery and cutlery is a great way to cut down on catering waste.	<ul style="list-style-type: none"> • company policies • Correspondence • invoices for biodegradable materials. 	Scoring Filtered Question

disposable products (e.g. cutlery, plates, cups) and are they using biodegradable materials that are composted or recycled?	If reusable crockery isn't possible, make sure to cut out polystyrene and plastic products.		
Are you purchasing any food directly for the production? (excluding catering companies)			Non Scoring
Are you prioritising restaurants/products with consideration of their environmental impact? (i.e. low carbon footprint and/or Fairtrade, locally sourced, meat-free days, etc)	Check the menus and policies of restaurants and products ahead of time.	<ul style="list-style-type: none"> List of restaurants and locations used, correspondence reminding crew to choose food with lower environmental footprint. 	Scoring Filtered Question
Are you encouraging your crew to choose vegetarian or vegan options more often?	Encourage crew to participate in meat free days or choosing veggie options in your green memo or by talking to your caterers about more veggie options.	<ul style="list-style-type: none"> company policies Correspondence green memos menus showing majority vegetarian options or meat free days. 	Scoring Filtered Question
Have you eliminated single use products from all food purchased?	Choosing products with little to no packaging is a great way to reduce your waste.	<ul style="list-style-type: none"> Company policies Correspondence Receipts. 	Scoring Filtered Question

Travel

Question	Info	Evidence Accepted	Scored?
Are phone or video-conferencing facilities being used in place of physical meetings that require extensive travel?	With a whole host of video call software available it's never been easier to host meetings online, saving huge amounts of travel across the industry.	<ul style="list-style-type: none"> Written details on how you achieved this and how this saved travel. Screenshots of diary invites. 	Mandatory & Scoring
Have you reduced and/or eliminated travel by using significant stock or archive footage to limit location filming?		<ul style="list-style-type: none"> Stock footage lists EDL Archive invoices. <p>Detail the percentage of content from archives and savings made where applicable.</p>	Scoring
Has the production reduced travel by using remote direction or remote filming?		<ul style="list-style-type: none"> Call sheets Invoices Correspondence showing how remote direction or filming was used. 	Scoring
Is all your crew local or within 50 miles of filming location? (exception for senior roles)	Hiring crew local to the production base is a great way to save travel.	<ul style="list-style-type: none"> Call sheets with location details Crew lists and samples of invoices/contracts. <p>Please hide sensitive information, we only need to see the role and part of the address.</p>	Scoring
Are you paying for cast and crew travel?			Non Scoring
Has the production reduced travel by sharing crew across more than one production?	Only tick yes to this question if sharing crew has resulted in travel savings, e.g. shoot sharing.	<ul style="list-style-type: none"> Call sheets for the multiple productions being filmed using the same crew. Correspondence to show how travel reduction was achieved. 	Scoring Filtered Question
Is the production shooting away from the main production base?			Non Scoring
Has the production used local crew if shooting away from the main production base or city in order to reduce travel and accommodation costs?	If you're filming further afield look into local crew options to save travel.	<ul style="list-style-type: none"> call sheets with location details crew lists samples of invoices/contracts. 	Scoring Filtered Question

		Please hide sensitive information, we only need to see the role and part of the address.	
Has the production hired or acquired equipment locally to location to reduce shipping or travel costs?	Hiring equipment locally to the filming location is a great way to save emissions on freighting and courier costs.	<ul style="list-style-type: none"> • Invoices • Purchase Orders • Correspondence along with call sheets or schedules to show location details. 	Scoring Filtered Question
Does the production or any of its members (including on-screen talent) need to travel more than 200 miles?			Non Scoring
Has the production eliminated mainland domestic air travel?	<p>UK mainland domestic flight avoidance has been a pillar of BAFTA Albert certification since 2019, owing to rail links which offer a lower carbon alternative to high-carbon short-haul flight emissions.</p> <p>If your production has used domestic flights please tell us why the domestic flights were deemed unavoidable, in the comments box of the next question:</p> <p>We will only accept this in very exceptional circumstances.</p>	<p>When submitting evidence for flights, the toolkit user must upload:</p> <ul style="list-style-type: none"> • Completed Flight Template • Any other evidence for all flights including pre-approved ones. <p>This ensures that both your production and BAFTA Albert have documented evidence explaining the necessity of the flights.</p> <p><u>Please ensure you refer to our:</u></p> <ul style="list-style-type: none"> • Domestic Flight Guidelines • Flight Template 	Mandatory Scoring Filtered Question
We will only accept this answer under exceptional circumstances. Please tell us why you have answered 'No':	<p>The initial explanation can be given in the comments box. For instance:</p> <p><i>One Domestic flight was taken, due to a train strike that day.</i></p>	<p>Depending on what is written in the comments box, we are likely to require further information from you</p> <p>Please see advice above on what to provide.</p>	Scoring Filtered Question
Has the production eliminated the use of private aircraft (including Execs and talent) (irrespective of who is paying)?	Make sure to engage on this issue with talent/agents at the contracting stage to avoid huge emissions.	<ul style="list-style-type: none"> • Detail how you have achieved this. • Travel booking details • costs/savings where applicable • call sheets • and/or schedules to show locations. 	Scoring Filtered Question
Is anyone in the production travelling internationally?			Non Scoring

Has the production reduced international air travel?	Ways to achieve this could be by using local crew, remote directing or filming, using a skeleton crew or thinking about the locations used.	<ul style="list-style-type: none"> • Detail how you have achieved this. • Travel booking details • costs/savings where applicable • call sheets • and/or schedules to show locations. 	Scoring Filtered Question
Has the production eliminated first and business class flights?	First class flights emit 4 times more emissions compared to economy tickets and business class emit 3 times more (DBEIS, 2021), making this switch could not only save you emissions but also cost 3 times more and 2 times more respectively.	<ul style="list-style-type: none"> • Detail how you have achieved this. • Details and invoices for alternative travel. 	Scoring Filtered Question
Are you hiring vehicles or using vehicles in the company's fleet?			Non Scoring
Has the production used low emission hire cars or are the fleet vehicles low emission?	Certain cars are more efficient for specific journeys; <ul style="list-style-type: none"> • hybrid/electric cars for urban journeys • electric wherever possible for longer motorway journeys or low-rated CO₂e/km emission cars • low emission = <100gCO₂e/km 	<ul style="list-style-type: none"> • Vehicle emissions report • invoice showing that the vehicles used were low emission; electric, hybrid or <100g CO₂/km. 	Scoring Filtered Question
Are you using couriers?			Non Scoring
Have you chosen a courier company that only uses low-carbon emission vehicles?	For low-emission couriers, <i>check out the Suppliers Directory on our website.</i>	<ul style="list-style-type: none"> • jobs lists showing vehicles used • booking forms • Invoices • contracts. • If you use a company that exclusively uses hybrid or electric cars you can upload their company policy. 	Scoring Filtered Question
Are you exclusively using bicycle couriers (not motorcycles) for transport within inner-city areas?	For low-emission couriers, <i>check out the Suppliers Directory on our website.</i>	<ul style="list-style-type: none"> • Provide booking forms • Invoices • Contracts • company policies. 	Scoring Filtered Question
Are you using taxis?			Non Scoring
Have you chosen a taxi company that only uses low-carbon emitting vehicles? (i.e. hybrids, electrics)	For low-emission taxi companies, <i>check out the Suppliers Directory on our website.</i>	<ul style="list-style-type: none"> • jobs lists showing vehicles used • booking forms • Invoices 	Scoring Filtered Question

		<ul style="list-style-type: none"> • contracts. • Company policy. • booking confirmations (e.g Uber) 	
Are you providing accommodation to any cast and/or crew?			Non Scoring
Has the production chosen accommodation based on its environmental credentials or the impact it has on travel to location?		<ul style="list-style-type: none"> • Accommodation policy and booking details • Travel details with call sheets showing location details and accommodation details. 	Mandatory Scoring Filtered Question
Does the accommodation use electricity from a 100% renewable energy source?	Renewable energy is energy that is derived from renewable sources such as solar, wind and hydropower. Although some energy tariffs include a percentage of renewable energy, we need to see that your tariff is 100% renewable for this question so make sure to check.	<ul style="list-style-type: none"> • Provide the accommodation’s environmental policy including the energy tariff that the accommodation has. 	Scoring Filtered Question

Optional Offsetting

Question	Info	Evidence Accepted	Scored?
<p>Will the production offset its emissions (calculated from the BAFTA Albert calculator)?</p>	<p>From 2 January 2024 offsetting will no longer be a mandatory part of certification for productions starting the BAFTA Albert certification process.</p> <p>If you started a production in the BAFTA Albert toolkit before 2 January 2024 and are a UK production, you would still need to offset your emissions in order to be awarded certification.</p>	<ul style="list-style-type: none"> • Provide an offset invoice / receipt showing amount of tonnes offset and the final price. 	<p>Non Scoring</p>