

## Continuous Programming – Suggested Workflow

1	2	3	4	5	6	7	8	9
<u>Pre-Production</u>	<u>Pre-Production</u>	<u>Production</u>	<u>End Y1 / Start Y2</u>	<u>End Y1 / Start Y2</u>	<u>End Y1 / Start Y2</u>	<u>End Y1 / Start Y2</u>	<u>End of Y1 / Start Y2</u>	<u>EndY2 / Start Y3</u>
Submit a Draft Footprint.	Complete & Submit a Carbon Action Plan	Submit at least 60% of the required evidence to obtain the logo	Submit remaining 40% of evidence at 4 weeks from end of year 1	Complete your Carbon Footprint then submit a Draft Footprint for the following year 4 weeks before start of year 2	Complete & Submit a Carbon Action Plan 4 weeks before start of year 2	Submit at least 60% of the required evidence to obtain the logo for Y2	albert will pre approve the logo for the next 12 months ONLY if the previous year completed.	Repeat steps 4-8 to continue the process into the next year.

To ensure a continuous programme is able to remain certified and therefore able to use the albert logo on their end board, we require that a Carbon Footprint and Carbon Action Plan is completed to cover a 12-month period from the date of preapproval. The production then must recertify each year in order to continue to display the logo. (The 12-month period does not have to be January - December)

Year on year we would expect to be able to see a clear reduction in carbon emissions over time.

### Year 1 Workflow

Year 1 Requirement	Info
Draft Carbon Footprint	Completed and submitted in Pre-Production.
Carbon Action Plan	Submitted in Pre-Production.
<b>The production at this stage MUST identify themselves as a continuous programme in the notification section.</b>	
60% of CAP Evidence	If you can provide 60% of the required evidence, demonstrating your sustainable efforts we can pro-approve the use of the logo. This can include planning documents.
Remaining 40% of CAP evidence	This will need to be submitted 4 weeks before the end of year 1.
Complete Carbon Footprint	This will need to be submitted 4 weeks before the end of year 1.
<b>The status of the Carbon Footprint and Carbon Action Plan must be 'COMPLETE' by the end of the year. If not it will result in the following year being unable to display the logo until this is resolved.</b>	

## Subsequent Years Workflow

Subsequent Year/s	Info
Draft Carbon Footprint	Submitted 4 weeks before the new year starts to account for cross over periods between years. This will help to reduce the chance of having a gap in approval for logo use between the 2 years.
Carbon Action Plan	Submitted 4 weeks before the new year starts to account for cross over periods between years. This will help to reduce the chance of having a gap in approval for logo use between the 2 years.
The production at this stage MUST identify themselves as a continuous programme in the notification section.	
60% of CAP Evidence	Submitted at least 4 Weeks before the new year starts to account for cross over periods between years.  If you can provide 60% of the required evidence, demonstrating your sustainable efforts we can pro-approve the use of the logo.
<p style="color: red;">The above is on the understanding that the previous year MUST complete. Failure to do so will result in approval to use the logo being removed and certification revoked until such time that it can be reinstated.</p>	
Remaining 40% of CAP evidence	This will need to be submitted by the end of year.
Complete Carbon Footprint	This will need to be submitted by the end of year.