

STEP 1

Your initial enquiry to us.

STEP 2

We will call or visit you to discuss the scope of your SRA requirement and the maturity of your reporting systems.

STEP 3

We prepare a quotation for the appropriate level of assurance engagement to be provided.

STEP 4

You read & sign the contract and return it to us.

STEP 5

According to the scope of your SRA requirement and the maturity of your reporting systems, we will assess you on one of four levels of SRA.

STEP 6₁

Level 1: Sustainability Check (gap analysis)

We send you the gap analysis report informing you if you are ready to proceed to CSR/sustainability reporting.

STEP 6₂

Level 2: Report Check

We send you commentary for internal use and a recommendation aligned with the GRI Application Levels.

STEP 6₃

Levels 3 & 4: We commence assurance visits to your location/s, the duration of this step will depend on the level of assurance, scope, size and complexity of your organization and range of stakeholders.

STEP 7

We write up our findings for you in a first draft engagement report and draft Independent Assurance Opinion.

STEP 8

You review the drafts with your CSR/sustainability team. You may ask us about any modifications you would like to propose to the texts, which we will discuss and reach agreement upon.

STEP 9

When agreed, you send us your signed letter of responsibility.

We send you the final Independent Assurance Opinion for publication, and your confidential engagement report.

STEP 10

With the experience you've gained in CSR/sustainability reporting and the SRA process this year, the chances are you could move towards a higher level of assurance next year.

Whether you require level one, two, three or four assurance, we will be with you every step of the way.