



## **Standard Development Procedures**

Version 2.0

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18 June 2020

## Version history

No.	Date	Description
Version 1.0	December 2017	Initial endorsement of these procedures
Version 1.1	May 2018	Variations to paragraphs 2.1.1, 2.2.1c, and 2.3.3
Version 1.1	October 2019	Variations to paragraphs 2.2.1 and a new paragraph 2.5.2
Version 2.0	June 2020	<p>Modification to paragraph 2.2.1.a to include reference to steelmakers.</p> <p>Variations to section 3.3 to provide for ResponsibleSteel members to give input to the preliminary draft standard, and for the Board of Directors to review any draft standard before it is made available for public stakeholder consultation.</p> <p>Variations to section 11 covering the development and approval of provisional and final interpretations.</p> <p>Approved by the Board of Directors for publication</p>

## Disclaimer

The official language of this document is English. The definitive version is held on the ResponsibleSteel website <https://www.responsiblesteel.org/>. Any discrepancy between copies, versions or translations shall be resolved by reference to the definitive English version.

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## About this document

This document defines the procedures to be followed for the development of the ResponsibleSteel™ Standard. The procedures are written to comply with the ISEAL Code of Good Practice for Setting Social and Environmental Standards (Version 6.0, December 2014), and were endorsed by the ResponsibleSteel™ Interim Council in December 2017. Updates to the procedures were approved by the ResponsibleSteel Board of Directors as shown in the table below.

The procedures include:

- the terms of reference for the ResponsibleSteel™ standard;
- the main steps of the standard setting process including the timelines and opportunities for stakeholder participation;
- the decision-making procedures, including how decisions are made and who makes them.

## 1 Introduction & Background

### 1.2 Standard-Setting Procedures

1.2.1 This document specifies the procedures to develop, approve and ratify the ResponsibleSteel standard for the responsible sourcing and production of steel (the ResponsibleSteel standard) and to maintain it over time.

1.2.2 Responsibility for approving these procedures rests with the ResponsibleSteel Board of Directors ('Board')

1.2.3 These procedures and associated annexes shall be published and be available for download from the ResponsibleSteel website

1.2.4 Comments or suggestions are welcome, and should be addressed to the ResponsibleSteel Executive Director.

1.2.5 These procedures shall be reviewed and may be revised by the Board prior to their implementation for any future review or revision of the ResponsibleSteel standard, taking account of any stakeholder comments that have been received up to that time

### 1.3 Preparation for the Development of the ResponsibleSteel™ Standard

1.3.1 Preparation for the development of the ResponsibleSteel standard was conducted as follows:

- a. Prior to the development of the standard, the need and justification for the standard was assessed, existence and design of comparable initiatives researched, and organisations responsible for related programmes were engaged proactively (see Annex Two).
- b. An assessment of risks (e.g. possible unintended negative social, environmental or economic impacts) in implementing the ResponsibleSteel standard was carried out, and actions to mitigate these risks were identified and documented.
- c. A stakeholder analysis was carried out, key stakeholder groups and representatives were identified and stakeholders were proactively engaged in discussions of the ResponsibleSteel programme.

## 2. ResponsibleSteel™ Standard: Terms of Reference

### 2.1 Objective

2.1.1 The objective of the ResponsibleSteel standard is to support the responsible sourcing and production of steel, as a tool for the achievement of ResponsibleSteel's vision: to maximise steel's contribution to a sustainable society.

### 2.2 Change Mechanism

2.2.1 In order to achieve this objective, the ResponsibleSteel standard shall:

- a. Define the fundamental elements that characterise the responsible sourcing and production of steel, to the satisfaction of steelmakers, downstream customers, users and civil society supporters;

- b. Define levels of performance in the implementation of these fundamental elements of ResponsibleSteel that:
  - i. Encourage the broad participation of steelmakers in both developed and developing countries in the ResponsibleSteel programme;
  - ii. Merit the recognition and endorsement of the programme’s civil society supporters;
  - iii. Maximise steel’s contribution to a sustainable society through the responsible sourcing of its raw materials and management of the impacts of its production.
- 2.3 Scope of Application and Issues
  - 2.3.1 ResponsibleSteel standard shall be applicable globally and to all types of steel production, including Basic Oxygen Furnace (BOF) steelmaking and Electric Arc Furnace (EAF) steelmaking
  - 2.3.2 The ResponsibleSteel standard shall include requirements that address the sourcing (and where relevant aspects of processing) of raw materials that are used for the production of steel and which have significant social and/or environmental impacts. Such raw materials include mined materials, refined metals for alloys and coatings, and pre- and post-consumer scrap metal for recycling
  - 2.3.3 The ResponsibleSteel standard shall include consideration of the indirect emissions of greenhouse gases associated with energy generation (scope 2) as well as other (scope 3) indirect emissions of steelmaking
  - 2.3.4 The ResponsibleSteel standard shall include requirements that address the key societal, social and environmental issues associated with the production of steel and the sourcing of its raw materials, including: Business Integrity; Climate Change and Greenhouse Gas Emissions; Noise, Emissions, Effluents & Waste; Water Stewardship; Biodiversity; Human Rights; Local Communities and Indigenous Peoples; Labour Rights; Occupational Health and Safety; Legacy Issues
- 2.4 Recognition of Other Sustainability Programmes
  - 2.4.1 Where the ResponsibleSteel standard’s objectives can be achieved most effectively through the recognition of performance requirements defined and verified by other sustainability programmes in accordance with ResponsibleSteel’s requirements, this shall be the preferred approach.
  - 2.4.2 This approach shall be applied, in the first instance, to the recognition of programmes covering the responsible sourcing of raw materials
- 2.5 Content and Structure
  - 2.5.1 The ResponsibleSteel standard shall include introductory sections describing its objectives, its scope of application, and providing a general description of the mechanisms for its verification and of the claims that may be made by businesses that are verified as complying with the standard’s requirements, and by their customers
  - 2.5.2 The ResponsibleSteel standard may provide for different levels and/or types of claims to be made depending on the level of performance that is achieved, and may be divided into separate parts to reflect this

- 2.5.3 The ResponsibleSteel standard shall include the date on which it is ratified, and in the case of an updated version any transition period that may apply before the updated version comes into effect
- 2.5.4 The ResponsibleSteel standard may include sections that are applicable to specific categories of users, if this is necessary to ensure that the standard can be applied to all categories of users within its scope of application
- 2.5.5 The ResponsibleSteel standard shall include requirements for the collection and/or collation of the long-term data necessary for ResponsibleSteel to monitor the efficacy of the ResponsibleSteel standard in achieving its objectives
- 2.5.6 The requirements of the ResponsibleSteel standard:
  - a. Shall be drafted so that conformity can be assessed for any applicant within the scope of the ResponsibleSteel standard without the need for subsequent modification or adaptation;
  - b. Shall be drafted to minimise ambiguity in interpretation;
  - c. May be expressed in terms of process, management or performance requirements;
  - d. Shall not be intended to favour any specific technology or patented item.
- 2.6 Glossary of Terms
- 2.6.1 The ResponsibleSteel standard shall include or reference a glossary of key terms required to guide its consistent interpretation and implementation

### **3 Development of the ResponsibleSteel™ Standard**

- 3.1 Work Programme
  - 3.1.1 The working language for the development of the ResponsibleSteel standard shall be English.
  - 3.1.2 The decision to develop the ResponsibleSteel standard shall be announced on the ResponsibleSteel website together with a summary of the standard development process that shall include:
    - a. the Terms of Reference for the standard, including the scope, objectives and justification of the need for the standard;
    - b. the main steps in the standard-setting process, including the timelines and clearly identified opportunities for stakeholder participation and comment; and
    - c. decision-making procedures, including how decisions are made and who makes them.
  - 3.1.3 The work programme and timetable for the development and any subsequent revision of the ResponsibleSteel standard shall be updated on an ongoing basis on the ResponsibleSteel website
- 3.2 Summary of Responsibilities
  - 3.2.1 The Terms of Reference and internal procedures of the ResponsibleSteel entities involved in the development of the standard are defined in the ResponsibleSteel Governance manual. Key responsibilities for the development and approval of the ResponsibleSteel standard are summarised as follows:
    - a. ResponsibleSteel Board of Directors ('Board')

The Board:

- i. mandates the development of the ResponsibleSteel standard;
  - ii. approves the Standard Development Procedures, including the Terms of Reference for the ResponsibleSteel standard;
  - iii. appoints the members and the Chair of the ResponsibleSteel Standards and Assurance Committee;
  - iv. ratifies the finalised ResponsibleSteel standard (and subsequent substantive revisions) on the basis that the ResponsibleSteel Standard Development Procedures have been implemented to the Board's satisfaction and the resulting ResponsibleSteel standard meets the specified Terms of Reference.
- b. ResponsibleSteel Membership ('Membership')
  - c. The Membership reviews and approves draft standards prior to their ratification by the Board.
  - d. ResponsibleSteel Board Standards and Assurance Committee ('Standards and Assurance Committee')
  - e. The Standards and Assurance Committee oversees the work of the Secretariat in developing the ResponsibleSteel standard in accordance with the Standard Development Procedures.
  - f. ResponsibleSteel Secretariat ('Secretariat')
  - g. The ResponsibleSteel Secretariat (the technical and operational team) led by the Executive Director, drafts the ResponsibleSteel standard in accordance with the Standard Development Procedures.
- 3.3 Drafting of the ResponsibleSteel™ Standard
- 3.3.1 The Secretariat shall establish a stakeholder contact list, including a broad range of stakeholders from all the key stakeholder groups, including stakeholders with experience or expertise in steelmaking in both developed and developing countries, and experience of the direct as well as indirect social and environmental impacts of steelmaking with the aim of achieving a balance of interests in the subject matter and in the geographic scope to which the standard applies.
- 3.3.2 The Secretariat shall be responsible for the drafting of a preliminary draft standard at the launch of the standard development process, and for subsequent revisions as needed in order to meet the requirements of the Terms of Reference.
- 3.3.3 In preparing the preliminary draft the Secretariat shall ensure that ResponsibleSteel members have been consulted on the proposed content of the draft.
- 3.3.4 When the Executive Director considers that a draft is ready to be made available for formal public consultation, the Executive Director shall submit the draft to the Board for its review.
- 3.3.5 The Board shall review the draft standard to consider whether it meets the requirements of the Terms of Reference for its development.
- a. If the Board determines that the draft standard does not meet the requirements of the Terms of Reference the Board shall consult with the Executive Director to determine what further actions are needed to address its concerns. The Board shall document its concerns and the agreed actions to be taken and shall record this as a formal decision of the Board in accordance with its usual decision-making procedures. The

Executive Director shall document whatever actions are then taken, together with any changes to the draft standard that have been made as a result, and then repeat step 3.3.4, above.

- b. If the Board determines that the draft standard meets the requirements of the Terms of Reference for its development this shall be recorded as a formal decision of the Board in accordance with its usual decision-making procedures. The draft standard shall then be published on the ResponsibleSteel website together with:
  - i. Any concerns that were raised by the Board (if applicable) together with the actions taken to address these concerns prior to the draft's publication for consultation;
  - ii. A collated, anonymised record of any stakeholder comments submitted on the previous draft (if applicable), together with the Secretariat's response to those comments;
  - iii. instructions for the submission of comments on the draft.

3.3.6 The Secretariat shall contact all stakeholders on its contact list informing them of the ongoing ResponsibleSteel standard development process and inviting comments on the current draft standard.

In the case of a standard that is being developed for the first time the period of public consultation on the first draft shall be a minimum of 60 days. In the case of consultations on later drafts, or consultations on subsequent revisions of a previously approved standard, the consultation period may be reduced to 30 days.

3.3.7 At the end of the specified consultation period the Secretariat shall collate all the comments received and prepare a revised draft taking account of those comments. At the discretion of the Executive Director the Secretariat may convene stakeholder working groups, invite additional experts to provide advice on particular issues, and/or seek other support to develop a revised draft.

3.3.8 When the Secretariat has completed a revised draft to its satisfaction the Secretariat shall submit the draft to the Standards and Assurance Committee together with:

- a. A copy of all comments received on the previous draft in an anonymised form, together with a record of the way each comment has been taken into account in developing the revised draft;
- b. A report of any working groups, additional information or other considerations that have been taken into account in developing the revised draft.

3.3.9 The Standards and Assurance Committee shall review the draft and the accompanying records and reports and determine, in consultation with the Secretariat whether:

- a. the draft should be submitted for a further round of public consultation, or
- b. the draft should be submitted to the Membership for approval, or
- c. some other course of action.

#### NOTE

If the Standards and Assurance Committee determines that insufficient input has been received from any key stakeholder group, or that substantive, unresolved issues persist that may be resolved through further consultation,

then it shall recommend that the draft shall be submitted for a further round of public consultation as described in paragraphs 3.3.4 to 3.3.7 before it is considered for submission to the membership for approval.

**NOTE**

If a standard is being developed under these procedures for the first time at least two rounds of public consultation as described in paragraphs 3.3.4 to 3.3.7 shall be completed before the draft may be submitted to the Membership for approval.

- 3.3.10 a. if the Standards and Assurance Committee determines that the draft standard should be submitted for a further period of public consultation the Secretariat shall initiate the consultation process as described from paragraph 3.3.4.
- b. If the Standards and Assurance Committee determines that the draft standard is ready to be submitted to the Membership for a formal ballot, it shall request the Executive Director to submit the standard to the Board for final review, as described in section 3.4, below;
- c. If the Standards and Assurance Committee determines that some other course of action is required this shall be documented together with any resulting changes to the draft standard, and the standard shall be resubmitted to the Standards and Assurance Committee as described in paragraph 3.3.8, above.

**3.4 Board Review**

3.4.1 When the Standards and Assurance Committee has determined that the ResponsibleSteel Standard is ready to be submitted to the Membership for approval, the Executive Director shall direct the Secretariat to prepare a report that:

- a. summarises the standards development process to date, demonstrating how the approved procedures have been implemented, and including a clear description of any departure from the approved procedure together with the justification for any such departure;
- b. explains the main issues and concerns raised during the process, and explains how these have been responded to;
- c. includes a summary of all comments received during the last period of consultation and an explanation of how these have been responded to in the final draft of the standard;
- d. includes as an annex, the final version of the standard that is being submitted for approval.

3.4.2 The Executive Director shall submit the report to the Board for review. The Board shall review the report to verify that:

- a. the Standard Development Procedures have been followed, and
- b. the ResponsibleSteel standard meets the requirements of the defined Terms of Reference.

3.4.3 If the Board determines that the Standard Development Procedures have not been followed, or that the ResponsibleSteel standard does not meet the requirements of the defined Terms of Reference the Board shall identify its specific concerns, and in consultation with the Executive Director determine what further actions it considers are needed to address these.

- 3.4.4 The Executive Director shall be responsible for implementing such actions as have been determined to be needed to address the Board's concerns. If any revisions to the standard are made, then such revisions shall be approved by the Standards and Assurance Committee before being presented to the Board for subsequent approval. When the necessary actions have been completed, the Executive Director shall prepare an addendum to the report specified in 3.4.1, describing the actions that have taken place and identifying any changes to the standard that have resulted from these. Steps 3.4.2 to 3.4.4 shall be repeated until the Board is satisfied that the Standard Development Procedures have been followed, and that the ResponsibleSteel standard meets the requirements of the defined Terms of Reference.
- 3.5 Membership Ballot and Board Ratification
- 3.5.1 When the Board determines that the Standard Development Procedures have been followed, and the ResponsibleSteel standard meets the defined Terms of Reference the Executive Director shall finalise the report specified in 3.4.1, make this available to the Membership and shall submit the final draft standard to the Membership for ballot.
- 3.5.2 Each ResponsibleSteel member shall submit their decision to approve, reject or abstain from approving the final draft ResponsibleSteel standard, in accordance with the ResponsibleSteel ballot procedure that is in place at the time of the ballot. In the case of a rejection or an abstention, the member shall specify the reasons for the rejection or abstention, and specify what actions the member considers would be needed in order for the member to approve the ResponsibleSteel standard.
- 3.5.3 If the Membership approves the draft standard:
- a. The Membership's decision will be conveyed to the Board;
  - b. The Board will ratify the Membership's decision at its next Board meeting in accordance with its usual decision-making procedures.
- 3.5.4 If the Membership rejects the draft standard:
- a. The Executive Director shall collate the reasons given by the members for their abstentions or rejections, and the actions that they have proposed would be needed to gain their approval;
  - b. The Executive Director shall review the members' reasons in consultation with the Chair of the Standards and Assurance Committee, and propose a plan of action;
  - c. The plan of action shall be presented to the Board, which shall determine what further steps should be taken, at its discretion.

## **4 Availability of the ResponsibleSteel™ Standard**

- 4.1 The ResponsibleSteel standard shall be published on the ResponsibleSteel website within four weeks of its ratification by the Board, and all stakeholders that provided input to the standard, as well as current ResponsibleSteel certificate holders and certification bodies shall be informed of such.
- 4.2 Any associated guidance or explanations relating to the ResponsibleSteel standard shall be published on the ResponsibleSteel website.
- 4.3 The ResponsibleSteel standard and any associated documentation shall be available for download from the ResponsibleSteel website free of charge.

## **5 Variation of Documented Procedures**

- 5.1 Departures from these procedures may be approved by the Board in exceptional circumstances, when compliance is not possible for reasons beyond the control of the Secretariat, or when the Board determines that an alternative process would better achieve the ResponsibleSteel programme's objectives.
- 5.2 The Secretariat shall document any such departures in writing and include a description and explanation in the report submitted when Board approval for the final standard is sought.

## **6 Record Keeping**

- 6.1 The Executive Director shall ensure that the following records are kept and are accessible for review on request:
  - a. The Standard Development Procedures (this document);
  - b. Copies of drafts of the ResponsibleSteel standard circulated for formal review;
  - c. The ResponsibleSteel standard ratified by the Board;
  - d. Names and affiliations of organisations, groups and/ or individuals invited to comment on the ResponsibleSteel standard during each stage of its development or revision;
  - e. Names and affiliations of the members of the Standards and Assurance Committee and invited experts who participated in the review and revision of each draft of the standard;
  - f. Copies of all comments received on drafts of
  - g. the ResponsibleSteel standard circulated for formal review;
  - h. A synopsis of the comments received in response to each draft of the ResponsibleSteel standard circulated for formal review, together with an explanation of how the comments were subsequently taken into account;
  - i. A description of and explanation for any departures from the published procedures for ResponsibleSteel standard development;

- j. The final report on the implementation of the Standard Development Procedures considered by the Membership and Board showing how the procedure was implemented;
- k. All formal decisions of the Standards and Assurance Committee, the Membership and the Board in relation to the development and approval of the ResponsibleSteel standard.

## **7 Concerns and Complaints**

- 7.1 Any stakeholder has the right to raise their concerns or submit a complaint about the implementation of the Standard Development Procedures or about the content of the ResponsibleSteel standard.
- 7.2 Concerns or complaints should be submitted in writing to the Secretariat who shall follow the ResponsibleSteel Issues Resolution System and ensure that the complaint is conveyed to the appropriate body or individual for response.
- 7.3 Concerns or complaints related to content of a draft or approved ResponsibleSteel standard shall be responded to initially by the Secretariat, who shall provide an explanation for the current wording of the ResponsibleSteel standard and information on how the stakeholder can participate in an ongoing or future revision of the standard.
- 7.4 No further appeal or complaint in relation to content shall be considered, but all comments shall be documented and maintained in the ResponsibleSteel Issues Log for reference when the standard is next reviewed.
- 7.5 Concerns or complaints related to procedural issues shall be responded to initially by the Secretariat. If the complainant is not satisfied with the explanation, the concern or complaint shall be forwarded to the Standards and Assurance Committee to be discussed and responded to in accordance with its procedures. The response of the Board Committee shall be final.

## **8 Comments after Approval**

- 8.1 The Secretariat shall keep an Issues Log of all comments that are received on the content of the ResponsibleSteel standard after its approval.
- 8.2 The Secretariat shall review all received comments on an ongoing basis with a view to providing guidance on interpretation of the ResponsibleSteel standard by certification applicants, certificate holders, certification bodies and other stakeholders, and/or proposals for revisions in accordance with Sections 9 – 12 below, as required.

## 9 Urgent Revisions

- 9.1 The Executive Director may determine that there is a need for an urgent revision to the ResponsibleSteel standard.
- 9.2 Conditions under which an urgent revision can be triggered may include, but are not limited to:
- Formal complaints raised by stakeholders that are deemed to have merit as per the ResponsibleSteel complaints procedure;
  - Problems of implementation which affect multiple organisations;
  - Perceived threats to ResponsibleSteel’s credibility; or
  - Changes in legislation or international obligations that affect the implementation of the ResponsibleSteel standard.
- 9.3 If the Executive Director believes that there is a need for an urgent revision of the ResponsibleSteel standard he/she shall direct the Secretariat to prepare a paper outlining the reasons for the proposed urgent revision and shall submit this to the Board for consideration. The Board shall then make a decision whether to proceed with an urgent revision.
- 9.3.1 If the Board determines that there is a need for an urgent revision it shall direct the Executive Director to draft a proposed change in consultation with the Standards and Assurance Committee and submit it to the Board for approval.
- 9.3.2 If the Board determines that an urgent revision is not required it shall provide reasons for the decision and shall direct the Executive Director as to any alternative measures that it considers to be appropriate.
- 9.4 Urgent revisions shall not be required to undergo a public consultation process. However, any approved urgent revisions shall be included in the subsequent regular ResponsibleSteel Standard revision and consultation process.
- 9.5 Upon Board approval of an urgent revision, a new version number of the ResponsibleSteel Standard shall be created along with an effective date, and this ResponsibleSteel Standard shall be published on the ResponsibleSteel website and announced to ResponsibleSteel certification applicants, certificate holders, certification bodies and stakeholders.

## 10 Administrative and Non-Substantive Changes

- 10.1 The Executive Director may determine that there is a need for an administrative or non-substantive change to the ResponsibleSteel standard.
- 10.2 Administrative and non-substantive changes to the ResponsibleSteel standard may be made at any time at the discretion of the Executive Director. These do not require a formal revision process, though any changes made shall be notified to the Board, Standards and Assurance Committee and Membership, shall be published in a list of changes on the ResponsibleSteel website and noted to certification applicants,

certificate holders, certification bodies and stakeholders in the subsequent revision process. Administrative and non-substantive changes do not affect the regular review and revision cycle, but shall require a new version number of the ResponsibleSteel standard, to be issued and published on the ResponsibleSteel website.

## 11 Clarifications and Interpretations

11.1 The Executive Director may determine that there is a need for a clarification or interpretation of the ResponsibleSteel standard:

- a. A clarification is an explanation of the correct meaning of a requirement of the ResponsibleSteel standard, where the correct meaning is clear from existing guidance, context or other sources of information. Clarifications may be provided without the need for stakeholder consultation.
- b. An interpretation provides guidance on the application of a requirement where the correct meaning is not clear from existing guidance, context or other sources of information. Interpretations require stakeholder consultation prior to finalisation.

11.2 Clarifications:

Where a clarification is required, the Secretariat shall provide a written explanation.

11.3 The clarification shall be provided to the individual who requested it and be posted on the ResponsibleSteel website promptly.

11.4 Interpretations:

Where an interpretation is required, the Executive Director shall oversee the development of the interpretation by the Secretariat. The development of an interpretation takes place in two steps: firstly, the development of a provisional interpretation; secondly, finalisation of the interpretation.

11.5 Provisional interpretation:

The Secretariat shall prepare a provisional interpretation which includes at least the following:

- a. Explanation of the issue for interpretation;
- b. Considerations;
- c. The provisional interpretation.

11.6 In developing the provisional interpretation, the Responsible Team may consult with stakeholders including ResponsibleSteel members, members of the Board and/or relevant experts at its discretion.

11.7 The Executive Director shall approve the provisional interpretation. Once approved, the provisional interpretation is considered definitive until further notice. Certification bodies shall base their decisions on provisional interpretations where relevant, and ResponsibleSteel shall consider decisions based correctly on provisional interpretations to be valid for the remaining duration of any certificates issued on this basis.

11.8 The provisional interpretation shall be provided to the individual who requested it, circulated to all ResponsibleSteel certification applicants, certificate holders, certification bodies, members of the

ResponsibleSteel Assurance Panel and ResponsibleSteel Board, and be posted on the ResponsibleSteel website.

**11.9 Finalisation of interpretation**

All provisional interpretations shall be subject to stakeholder consultation before finalisation. The Secretariat shall prepare a consultation paper which includes at least the following:

- a. Explanation of the issue for interpretation;
- b. Considerations;
- c. The provisional interpretation;
- d. An explanation of the provisional interpretation;
- e. The consultation process to finalise the interpretation, including timeline and opportunities for stakeholders to contribute;
- f. The decision-making process – including how decisions are made and by whom, in accordance with 11.10 and 11.11 below.

**11.10** Interpretations shall be subject to a minimum consultation period of 30 days. The Secretariat shall carry out consultations on a quarterly schedule. The Secretariat shall inform ResponsibleSteel members, certification bodies, certification applicants and certificate holders of the consultation and shall make the consultation paper publicly available on the ResponsibleSteel website.

**11.11** The Secretariat shall prepare a summary of input received, the proposed final interpretation and the date on which it shall take effect for a decision by the Standards and Assurance Committee. Where an interpretation is approved, it shall come into effect on the specified date and shall be communicated to ResponsibleSteel members, certification bodies, certification applicants, certificate holders and members of the ResponsibleSteel Assurance Panel, and be announced on the ResponsibleSteel website.

NOTE: certificates issued correctly on the basis of a provisional interpretation shall remain valid for their normal remaining duration. Certificate holders would be required to comply with the finalised interpretation from the effective date in order for a certificate to be re-issued following its next audit.

**11.12** Where appropriate, interpretations shall be incorporated into the ResponsibleSteel Standard during its next revision.

## **12 Regular Review and Revision**

**12.1** Within a maximum of five years of the date of approval of the ResponsibleSteel standard the Secretariat shall carry out a formal consultation with ResponsibleSteel Members, accredited certification bodies and ResponsibleSteel certificate holders to determine whether the ResponsibleSteel Standard needs to be revised, and report its findings to the Board.

**12.2** If the Board determines that a revision is desirable, the Executive Director shall review the ResponsibleSteel Standards Development Procedures and the Terms



of Reference for the ResponsibleSteel standard in consultation with the Board, Membership and Standards and Assurance Committee, and propose any revisions for approval by the Board.

- 12.3 The procedures specified in Sections 3 and 4 above subject to any revisions that have been approved by the Board shall then be followed.



## **Annex One: ResponsibleSteel™ Board Standard Committee ('Standards and Assurance Committee')**

The Standards and Assurance Committee is responsible for overseeing the drafting of the ResponsibleSteel™ standard in accordance with the approved Standard Development Procedures, on behalf of the ResponsibleSteel™ Board of Directors.

Additional invitees attending Standards and Assurance Committee meetings but who are not listed as members of the Committee, shall not vote.

Standards and Assurance Committee members shall be appointed by the Board.

The Standards and Assurance Committee shall consist of one independent Board Member (who shall be the Committee Chair), and one Board Member representing each of the two ResponsibleSteel™ membership categories.

If a Committee member is unable to attend a meeting, the member may be represented at the meeting by another Board Member from the same membership category, with the agreement of the Chair of the Board of Directors.

The Committee may invite additional individuals to attend meetings to assist the Committee with its work at its discretion, subject to the approval of the Committee Chair.

The current Standards and Assurance Committee membership will be published on the ResponsibleSteel™ website.

Standards and Assurance Committee members may participate in and act at any Standards and Assurance Committee meeting through the use of conference telephone or other method through which all persons participating in the meeting can communicate with each other, such as but not limited to webex, e-mail, skype, or other electronic means. Participation in a meeting by such means shall constitute attendance and presence in person at the meeting.

The Standards and Assurance Committee shall take all formal decisions by consensus, as defined by ResponsibleSteel™ (see glossary). If consensus cannot be achieved the Committee may refer decisions to the full ResponsibleSteel™ Board of Directors, that shall take a decision following its usual decision-making procedures.

## Annex Two: Comparable initiatives and organisations

The governance, environmental and social guidelines, frameworks and standards of the following initiatives and organisations were considered in drafting the ResponsibleSteel™ standard:

### **Mining:**

- Aluminium Stewardship Initiative (ASI)
- Bettercoal
- Initiative for Responsible Mining Assurance (IRMA)
- International Council on Mining and Metals (ICMM)
- Responsible Jewellery Council (RJC)
- Responsible Mining Foundation (RMF)
- Mining Association of Canada (MAC)

### **Supply chain:**

- Building Research Establishment (BRE)
- Certification Authority for Reinforcing Steels (CARES)
- Responsible Business Alliance (RBA)
- SustSteel

### **Downstream:**

- Apple
- European Automotive Working Group
- Jaguar Land Rover
- Volkswagen

### **Other:**

- Global Reporting Initiative (GRI)
- International Finance Corporation (IFC) (Environmental and Social Performance Standards)
- OECD (Guidelines for Multinational Enterprises and Due Diligence Guidance for Responsible Supply Chains of Minerals from Conflict-Affected and High-Risk Areas)
- Social Accountability International (SAI)
- Sedex Members Ethical Trading Audit (SMETA)