

### Step One

Complete an application form and send to CfA and indicate whether you want a Declaration of Commitment assessment, a Declaration of Achievement assessment, or both.

### Step Two

We will calculate the number of days required for your assessment and send you a proposal to sign.

### Stage Three

When you return the signed proposal, we will allocate an assessor and ask them to get in touch with you to plan the assessment and confirm arrangements, including asking you to send them/share your evidence pack (to include: Calculator, Qualifying Explanatory Statement and Carbon Management Plan).

### Step Four

Your assessor will review your evidence pack and provide you with some initial feedback and points to clarify.

### Step Five

Your assessor will visit & tour your premises to verify sources of emissions ensuring none are missed. The Calculation of footprint, QES and Carbon Management Plan will be reviewed to verify accuracy. They will also seek to clarify any findings or points raised.

### Step Six

You will be asked to respond to any outstanding findings and what changes you have made to your Data and Information, and your QES.

### Step Seven

Once the assessor has reviewed your response and is satisfied, they will confirm an Appropriate Permissible Declaration.

### Step Eight

Your assessor will submit documentation to CfA for a technical review.

### Step Nine

CfA will complete a technical review to confirm that the assessor's findings are accurate.

### Step Ten

You will receive a Permissible Declaration, certificate and logo from CfA and can celebrate your achievement of PAS 2060 certification!