



Assured Biosolids Limited
Biosolids Assurance Scheme

CONSULTATION PROTOCOL

Issue number: 1

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FOREWORD

The consultation protocol describes the process whereby Assured Biosolids Limited (ABL) will consult (where applicable) with interested parties before making amendments to the Biosolids Assurance Scheme (BAS) Standard and associated documents. This document may be updated periodically as required by ABL.

ABL CONSULTATION PROTOCOL

1. ABL will consult with scheme Applicants and Members and other relevant organisations on potential amendments to the BAS Standard and associated documents as detailed below.
2. The necessity and extent of consultation, and therefore who will be consulted, will be determined by ABL and will depend on the scale and/or impact of the proposed amendment, specifically:
 - 2.1. Some minor amendments to documents may not be put to consultation where they have no material impact on scheme Applicants and Members, at the discretion of ABL.
 - 2.2. **Minor amendments** to documents which support the BAS Standard (e.g. Standard Guidance Notes, and Audit Protocols) would be circulated to all scheme Applicants and Members.
 - 2.3. **Substantive amendments** (e.g. to the Standard, Standard Guidance Notes, and Audit Protocols) would be circulated to all scheme Applicants and Members, potential scheme Applicants, and any interested parties and any group within the BAS Consultees who are deemed by the ABL Board to be particularly relevant or likely to be materially affected.
 - 2.4. **Major amendments** (i.e. major changes to the Standard itself) would be circulated to all BAS Consultees and any interested parties who are deemed by the ABL Board to be particularly relevant or likely to be materially affected.
3. BAS Consultees (as determined - based on the approach outlined above), would be sent the consultation document(s) requesting comments by a specified date and any relevant planned implementation date.
4. A news item will be posted on the ABL website when consultations on Substantive or Major amendments is launched. This is to ensure any other parties who have an interest in the consultation, but for some reason are not a BAS Consultee, can request to be involved. The note will not contain the full consultation, merely the topic area and timescales. Any interested party who wishes to be involved can contact ABL via the contact form on the BAS website providing their name, organisation and reason to be included in the consultation. If they have a genuine reason to be involved, they will be sent the consultation documentation.
5. Following the closure of the consultation, ABL will produce a generic response (if required) on the outcome of the consultation, which will be sent to all consultees along with the final amendments and associated implementation dates. ABL will not be obliged to respond to individual consultees.

6. BAS Consultees' is a list of parties drawn-up by ABL including scheme Applicants and Members, potential scheme Applicants, TAC members, regulators, the Certification Body and UKAS.
7. If any relevant individual and/or organisation wishes either to become or no-longer be a BAS Consultee, they should contact ABL directly or via the contact form on the BAS website <https://assuredbiosolids.co.uk/contact/>



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