

albert Certification – a quick start guide

This guide is designed to get you started with albert certification. If after reading this you still have some questions or problems then you're welcome to contact us at albert@bafta.org or on 020 7292 5807. We're a small team, with lots of productions to look after but we'll aim to get back to you as quickly as possible.

albert certification is designed for those productions who not only want to measure their carbon footprint but actively take steps towards reducing it. It's free to use and productions who successfully complete it are awarded with a digital certification logo - that can be added to a show's endboard, as well as a certificate which we suggest you proudly display in your office! If you're using the albert calculator and already looking at how to reduce your footprint then you should definitely consider going for albert certification so that your hard work is recognised.

We award productions 1,2 or 3 stars depending on both the number and type of actions they take. The certificate will reflect the number of stars earned, our end board logo is the same for all productions, no matter how many stars they achieved.

1. Getting set up (prefer a video? Watch our 'getting started' video here:
<https://vimeo.com/235549531>

albert certification is linked to the calculator so you should already have log in details. If you don't, please email albert@bafta.org who can help.

As with the calculator, albert certification needs to be started at the pre production stage

When creating a new production in albert, simply tick the 'eligible for certification' box – this will create a third button on your production summary page. You can then start the certification process by clicking this button.

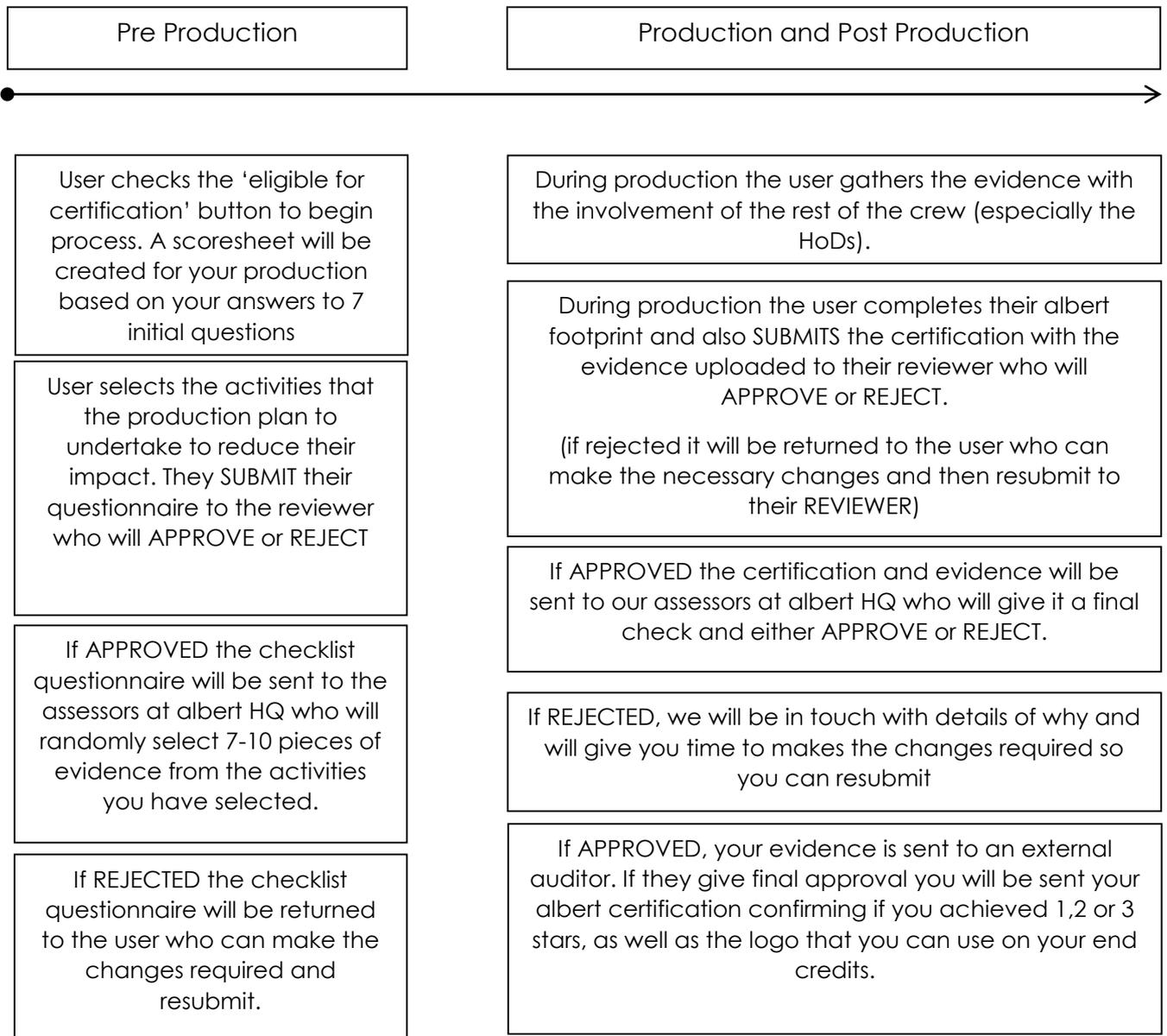
2. Completing the certification questions

Completing albert certification should be done in line with calculating the carbon footprint for a production. This way, you'll be able to see which activities are likely to have the most impact.

albert certification works on a scoresheet system. You complete an initial checklist which determines the make up of your production's score sheet.

In order to achieve albert certification, you will need to commit to achieving a certain number of activities which will reduce your production's impact. The user selects the activities via a checklist questionnaire (your score sheet) and submits this to their reviewer. Once the reviewer is happy they will submit this form to the assessors at albert HQ. We will then randomly select 7-10 pieces of evidence from the activities you have selected and will ask that you provide this evidence so that we can confirm that the actions were taken.

3. The certification workflow



4. Timings:

Please be aware that albert is a small team, with a lot of productions to look after so please allow the following time for each stage of the certification process

Selecting evidence: Allow our assessors 7 working days

Check evidence: Allow 14 working days (be aware that we may be in touch during this time if we require further clarification)

Audit: Allow 14 working days from the date we submit for our assessors to do the final review

Certificate: Please be aware that the final certificate can take up to 2 months to be sent.

I'm still confused.

Try watching our albert certification video: <https://vimeo.com/235549531>

Do I need to do certification if I've done the albert calculator?

albert certification is different to the albert calculator. The calculator allows you to work out the carbon footprint of your production. This is a compulsory step for anyone who is making a production for the BBC, Sky, ITV, UKTV and Channel 4. Lots of other companies choose to use it too. For those who want to take things a bit further, we offer albert certification. This isn't mandatory but it's fantastic for those who are taking steps to reduce their footprint and want recognition for this on their production's end credits.

How do I find all the evidence required?

You will need to speak to your HoD's to gather all the information required, getting albert certification is a team effort! We recommend that you notify anyone who will be involved in providing you with the evidence as soon as possible in the production process so that they're ready to help you. The evidence we require is always forms or documents you will have – i.e. an invoice, an email chain with a supplier. It's just a case of keeping these documents to hand so that you can upload them easily when you want to submit your evidence.

Why don't you add the stars to the endboard logo?

We appreciate that some productions need the endboard logo before our auditors have been able to confirm whether a 1,2 or 3 star status has been achieved. Therefore we only have one endboard mark. Your certificate will reflect whether you achieved 1,2 or 3 stars.

What else can I do?

Shout about it! Achieving albert certification doesn't have to be difficult but you should feel proud of yourself and your team if you've done it. Don't forget to broadcast your news on social media and internally to the wider production office. We're always looking for great stories too so if you did something particularly effective then let us know so we can share it with the albert community.