

SUBMISSION TEMPLATE : SHORT REPORT

*Completing this template replaces the Short Report. However, calculations need to be submitted as supporting documents to the template

MAT – 7 SUNDRIES MATERIALS SOURCING

Project Name: _____

Project Number: GS- _____

Points available: 1

Points claimed: _____

Applicability

If the materials that fall within the scope of this credit represent less than 1% of the project contract value, this credit is deemed 'Not Applicable'.

I confirm that the materials that fall within the scope of this credit represent less than 1% of the project contract value.

[I confirm that I have attached supporting documents that support these claims](#)

☐ I CONFIRM

[Insert the following details]

Description of how the cost associated with the responsible content credit scope, as defined in the Additional Guidance, represents less than 1% of the total project contract value.

Sundries and Materials Sourcing

Points available: 1

Please select one of the options below which satisfy the credit criteria:

- ☐ **30%** by cost is manufactured in ISO 14001 certified facilities:
- ☐ **20%** by cost is eligible for a take-back scheme
- ☐ **30%** of all materials, by cost, contain reused or recycled content

[Insert the following details]

- Confirmation that the total contract value attributable to the materials specified in accordance with the information in the Additional Guidance

☐ I CONFIRM**Supporting Attachments:**

Tabulated calculations that demonstrate credit compliance

Where **30%** by cost is manufactured in ISO 14001 registered facilities:

[Insert the following details]

- Confirmation of which materials have been manufactured in an ISO 14001 certified facility, and providing the name of the supplier

I confirm that I have attached supporting documents that support these claims

Where **20%** by cost is liable for a take-back scheme

[Insert the following details]

- Confirmation of which materials and products are eligible for a take back scheme

I confirm that I have attached supporting documents that support these claims

Where **30%** of all materials, by cost, contain reused recycled content

[Insert the following details]

- Confirmation of which materials and products are eligible for a take back scheme

I confirm that I have attached supporting documents that support these claims

Supporting Attachments:

Tabulated calculations that demonstrate credit compliance

Where **30%** by cost is manufactured in ISO 14001 registered facilities:

1. Copy of ISO 14001 certificate (s)

Where **20%** by cost is liable for a take-back scheme

1. Signed contracts between tenant and take back scheme owner (s)

Where **30%** of all materials, by cost, contain reused recycled content

1. For reused items: **Supporting evidence**
2. For recycled content: **Confirmation from supplier**

Checklist: Attachments

Please confirm that the following is included in the Short Report	Yes/No/NA
ISO 14001 certificate(s) from each supplier with a nominated compliant product or material	
A copy of the signed contract between the tenant and the manufacturer clearly stipulating	
<ul style="list-style-type: none"> • The terms and conditions of the take back scheme, confirming the commitment to take back the quantity of the product or material supplied to the project; 	
<ul style="list-style-type: none"> • Nominating the intended reuse of the product/materials; 	
<ul style="list-style-type: none"> • The manufacturer's details (registered name, address, email address, telephone 	

number and website if applicable).	
Supporting evidence	
If purchased from a second-hand retailer, such as an auction house: <ul style="list-style-type: none"> ○ purchase receipts/delivery receipts 	
If materials were used on the current site by a previous occupant or installed by a building owner as part of 'making good' prior to fitout works by the tenant: <ul style="list-style-type: none"> ○ A statement from the interior designer or architect declaring that the items were in use onsite prior to the project works and that they have now been re-installed onsite 	
If materials were relocated to the site from the new tenant's, or occupant's, previous fitout or building: <ul style="list-style-type: none"> ○ Mover's inventory from the previous location OR ○ As built drawings or inventory/schedule showing clearly the items that have been re-used in the new fitout 	
Confirmation from manufacturers confirming the recycled claims as referenced in the short report	

Discussion: Insert any issues you would like to highlight and clarify to the Assessment Panel.

Author Details:

[Name]

[Position]

[Contact Details]

[Date]