**Template to request suppliers complete SLCP verified assessments in 2022**

**Note to brands:**

The following template contains information you can share with suppliers to start their 2022 SLCP verified assessments. **All content & suggested attachments are optional: please adapt the text if necessary.** The template contains information for facilities that are using SLCP for the first time and for facilities that have previously completed a verified assessment. If you would prefer to send targeted mailings to these different categories of facilities, you can separate out the content into two separate messages.

Dear **<insert name>**

We are writing to request that you complete an SLCP verified assessment and to give you important information about the SLCP assessment process.

**We would like you to complete an SLCP verified assessment by [Insert deadline]**. Please find below additional information, divided into two parts. Please read the section that applies to you.

Part 1: If you are completing an SLCP verified assessment for the first time

Part 2: If you have already completed an SLCP verified assessment in previous years

**1. If you are completing an SLCP verified assessment for the first time:**

* ***Why are you asking us to complete an SLCP verified assessment?***

Completing an SLCP verified assessment can help you reduce the number of social audits you do each year, as the SLCP verified assessment can be shared with many of your buyers and business partners. Find out more [here](https://slcp.zendesk.com/hc/en-us/article_attachments/360016831580/Benefits_of_SLCP_-_Infographic.pdf) about the benefits of SLCP.

As a signatory to SLCP, we are committed to implementing the SLCP verified assessment in our supply chain instead of conducting our own social audits. [Here is a list](https://slconvergence.org/slcp-data-acceptance) of some other companies that are already accepting SLCP verified data instead of their own social audits.

* ***How does the SLCP assessment and verification process work?***

The SLCP process is explained in full [here](https://slcp.zendesk.com/hc/en-us/articles/360015188993-Step-by-Step-SLCP-Guidance-for-Facilities) on the SLCP Gateway. It can be summarized as follows:

**Stage 1:** Complete a self-assessment of your social and labor data

**Stage 2:** Arrange for verification of your self-assessment by an SLCP approved Verifier Body (list of Verifier Bodies [available here](http://verifierbodies.slconvergence.org/))

**Stage 3**: Decide how to share your verified assessment report with buyers and/or standard holders via the SLCP data sharing system

* ***Where can you get support to complete the SLCP assessment & verification process?***

We have included the following additional support materials with this email:

* + - * [**Invitation to Facility Training**](https://slcp.zendesk.com/hc/en-us/articles/4417595595932-SLCP-Facility-Training-Webinars)**:** SLCP is holding free facility training webinars in March and April in multiple languages. This training is optional although we strongly encourage you attend. You can get started with the SLCP assessment process before the training.
			* [**Quick guide to SLCP**](https://slcp.zendesk.com/hc/en-us/article_attachments/360023558179/Quick_Guide_to_Getting_Started_for_Facilities_-_EN.pdf)**:** this explains the key steps to get started with SLCP
			* [**Better Work program:**](https://slcp.zendesk.com/hc/article_attachments/4479616414492/Tips_for_sharing_BW_assessments.pdf)Additional tips for facilities also enrolled in the Better Work program
			* **SLCP Helpdesk:** Detailed [Frequently Asked Questions (FAQs)](https://slcp.zendesk.com/hc/en-us) are available on the SLCP Helpdesk. You can also [submit a request](https://slcp.zendesk.com/hc/en-us/requests/new) if you have a question that is not answered by the FAQs.

**2. If you have already completed an SLCP verified assessment in previous years:**

* ***Why should we complete the SLCP assessment earlier this year?***

Every year [more brands and retailers](https://slconvergence.org/slcp-data-acceptance) are accepting SLCP instead of holding their own annual social audits. As a result, every year more factories are choosing to complete an SLCP verified assessment. We expect the number of SLCP verified assessments to double in 2022! We have noticed that many factories plan their SLCP verification in the second half of the calendar year and that this can cause scheduling issues and a lack of available SLCP approved Verifiers. To avoid this problem, this year we are advising our suppliers to complete their SLCP verified assessments earlier in the year.

* ***Can we submit a verification early than 12 months since our last SLCP verification?***

YES. This is not a problem. SLCP recommends that facilities complete a new SLCP verified assessment at least once every 12 months. It is fine to do a new verified assessment before the 12-month anniversary of your last assessment, especially if this helps avoid scheduling difficulties.

* ***What are the benefits of completing SLCP earlier in 2022?***

Starting and finalizing your SLCP verified assessment earlier in 2022 will ensure you can:

* Use the SLCP Verifier Body of your choice
* Schedule your verification on dates that are convenient for you
* Share your SLCP verified data with buyers earlier and therefore potentially further reduce the need for additional social audits this year
* ***What should we do if our preferred Verifier Body is not available?***

The earlier you schedule your verification, the more chance there is that your chosen Verifier Body will have availability. SLCP recommends contacting Verifier Bodies to schedule verification *before* completing your self-assessment. If your preferred Verifier Body has no availability, please select another Verifier Body from the [list available here](https://www.sumerra.com/programs/slcp/active-vb-list/).

* ***What support is available to help us with the SLCP assessment process?***

We have included the following additional support materials with this email:

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			* [**Quick guide to SLCP**](https://slcp.zendesk.com/hc/en-us/article_attachments/360023558179/Quick_Guide_to_Getting_Started_for_Facilities_-_EN.pdf)**:** this explains the key steps to get started with SLCP
			* [**Better Work program:**](https://slcp.zendesk.com/hc/article_attachments/4479616414492/Tips_for_sharing_BW_assessments.pdf)Additional tips for facilities also enrolled in the Better Work program
			* **SLCP Helpdesk:** Detailed [Frequently Asked Questions (FAQs)](https://slcp.zendesk.com/hc/en-us) are available on the SLCP Helpdesk. You can also [submit a request](https://slcp.zendesk.com/hc/en-us/requests/new) if you have a question that is not answered by the FAQs.