

## **THE CERTIFIED CONSUMER SUSTAINABILITY INDUSTRY READINESS INDEX (COSIRI) ASSESSOR PROGRAMME FACT SHEET**

### **1. Consumer Sustainability Industry Readiness Index (COSIRI)**

- 1.1. Created by the International Centre for Industrial Transformation (“INCIT”), in partnership with a network of leading technology companies, consultancy firms, and industry and academic experts, the Consumer Sustainability Industry Readiness Index (“COSIRI”) comprises a suite of frameworks and tools to help manufacturers – regardless of their size and industry - start, scale, and sustain their sustainable manufacturing transformation journeys. The COSIRI covers the four plus one core elements of sustainability: (1) Strategy and Risk Management, (2) Sustainable Business Process, (3) Technology, (4) Organisation and Governance, plus one GHG Emission.
- 1.2. COSIRI is an independent framework to help benchmark and set the sustainability maturity as well as a next time roadmap for manufacturing organisations and their Environmental, Social, Governance (ESG) transparency and reporting. Aimed at putting the power firmly in the consumer’s hands, COSIRI enables consumers to make more sustainable purchasing decisions. COSIRI will also allow for greater transparency and visibility in ESG reporting in manufacturing. This way, manufacturers will be better able to monitor and track their progress towards sustainability goals.
- 1.3. COSIRI framework keeps in mind the changes happening across the globe related to regulatory changes that will make it mandatory for companies to bring improvements in their manufacturing and services processes. The framework intends to support better planning and awareness for such programmes taken up by complex organisations and facilities.
- 1.4. COSIRI consists of two Prioritisation Matrixes. The first matrix is established based on the Greenhouse Gas Protocol (GHG Emission Scope 1, 2, and 3) standards and each company’s unique business objectives. This matrix is used to calculate and recommend the next steps required to reduce GHG emissions and guide the company’s sustainability journey. The second matrix aims to help calculate the recommended steps to drive sustainability within the building blocks of strategy and risk mitigation, sustainable business processes, technology, and organisation and governance.

- 1.5. COSIRI creates a readable star emblem system to verify the company's Net Zero transformation stage. The COSIRI star system indirectly takes into account various aspects of consumer behaviour, such as a consumer's sustainability values and beliefs, purchasing behaviour, and willingness to pay a premium for sustainable products to minimise the impact on the environment.

## 2. The Certified COSIRI Assessor (CCA) Programme

- 2.1. The Certified COSIRI Assessor Programme was established by INCIT to formally recognize independent and neutral individuals who are able to professionally assess a sustainable manufacturing facility using COSIRI and its accompanying frameworks and tools. The Official COSIRI Assessment includes the evaluation of a sustainable manufacturing facility across the 24 dimensions.

The Certified COSIRI Assessor Programme consists of a training course and certification scheme.

- 2.1.1. **The COSIRI Assessor Training Course** will equip industry practitioners with the requisite industry knowledge and skills to become a Certified COSIRI Assessor ("CCA"). The curriculum covers content on sustainable manufacturing, COSIRI's frameworks and tools, business consulting, and the methodology for conducting an Official COSIRI Assessment. Over 40 hours of classroom training is provided.
- 2.1.2. **The COSIRI Assessor Certification Scheme** aims to safeguard the integrity and consistency of the COSIRI Assessment conducted by ensuring the quality and proficiency of the CCA. In addition to having attended the COSIRI Assessor Training Course, candidates will have to meet pre-requisites, such as having relevant manufacturing and consulting work experience, to be eligible to sit for the Certified COSIRI Assessor Examination which includes both theory and practical assessments.

### 3. Certification Prerequisites

To register for the Certified COSIRI Assessor (CCA) Examination, the applicant must fulfil at least one of the criterias listed below. i.e. the applicant should possess either academic qualifications or professional qualifications, or both:

Area	Criteria	Required Documentation
Academic Qualifications (To enroll into Certified COSIRI Assessor Examination)	Relevant Degree in Science, Technology, Engineering and Mathematics (“STEM”) subjects, including but not limited to: <ul style="list-style-type: none"> <li>• Aerospace Engineering</li> <li>• Biology</li> <li>• Chemistry</li> <li>• Chemical Engineering</li> <li>• Civil Engineering</li> <li>• Computer Science</li> <li>• Electrical Engineering</li> <li>• Information and Communications Technology</li> <li>• Mathematics</li> <li>• Mechanical Engineering</li> <li>• Physics</li> <li>• Sustainability /Environmental Science</li> </ul>	The applicant is required to provide evidence of their academic qualifications. In the event that the applicant does not possess the listed academic qualifications, the applicant may still apply and submit their academic qualifications for INCIT to review on a case-by-case basis.
Professional Experience (To enroll into Certified COSIRI Assessor Examination)	<p><b>Consulting:</b> At least 3 years of job experience relating to advisory work and activities. It is recommended that the applicant has at least 300 hours of project advisory/consulting experience.</p> <p>OR</p> <p><b>Domain Expertise:</b> At least 3 years of job experience relating to the sustainable manufacturing sector</p> <p>OR</p> <p><b>Technology Consulting:</b> At least 3 years of experience in an organization relating to improving manufacturers, applying technologies, and achieving business</p>	Applicant to submit CV/ resume highlighting job scope and responsibilities. Please note that you need to meet <b>only one</b> of the criteria stated in the list.

	<p>goals. In this position, the applicant provides advice, solves technological/process/organizational problems, and increase efficiency/productivity.</p> <p>OR</p> <p><b>Sustainability Expert:</b> At least 3 years of experience within sustainability area.</p>	
<p>Coursework Requirements (To enroll into Certified COSIRI Assessor Examination)</p>	<p>Complete at least 40 hours of approved coursework at any approved COSIRI training provider. Please refer to Annex A for details on the approved coursework.</p>	<p>Applicant to submit attendance certificate issued by the approved training provider after the Training Program.</p>

#### 4. Certified COSIRI Assessor (CCA) Examination

4.1. The CCA Examination is made up of two modes of assessment to qualify as a CCA.

- i. A theory examination consisting of Multiple-Choice Questions (MCQ).
- ii. A practical examination in the form of a case interview. The applicant will be expected to conduct a mock COSIRI Assessment in the presence of the examiner(s). There are 2 stages: Stage 1. Assessment; Stage 2. Case Debrief (Details in section 2.1)

4.2. Please refer to Annex B for more information on the CCA Examination.

#### 5. Award of Certificate

5.1. Applicants that pass the CCA Examination will be awarded the CCA certificate.

5.2. The CCA designation is valid for 2 years from the date of certificate issuance.

5.3. All CCAs will have to confirm their acceptance by signing the Certified COSIRI Assessor Agreement (either as an individual or as a Company). Upon returning a signed copy of the agreement to INCIT, the CCA can formally register themselves via the COSIRI Portal to create an account and proceed with the provision of Official COSIRI Assessments (OCA). A nominal fee is charged each time when an OCA is generated by the CCA. Details of the charges will be available in the CCA Agreement.



## PROCESS ON BECOMING CERTIFIED COSIRI ASSESSOR

Step-by-step guide to get onboard

- 1 Verify Prerequisite Requirements**

Check the requirements from the COSIRI factsheet (located at section 3.0 - Certification Prerequisites).
- 2 Register for the COSIRI Training**

Access the registration form by using this link below and register for training.  
<https://incit.org/cosiri-registration/>


- 3 Attend the COSIRI Training**

Attend the COSIRI training and receive the certificate after accomplish the training
- 4 Register for COSIRI Examination**

Access the registration form by using this link below and register for examination.  
<https://incit.org/cosiri-registration/>


- 5 Pass the Theory and Practical Examination**

You are now Certified COSIRI Assessor. You can access to the COSIRI portal.
- 6 Acknowledge the following agreements on the COSIRI portal before start to create Official COSIRI Assessment**
  - Certified COSIRI Assessor Agreement
  - Assessment Pricing
  - Terms and Conditions of Official COSIRI Assessment (OCA) program
  - Term of Use

\*All the documents mentioned above can be downloaded within the SIRI portal if required.

## **ANNEX A**

# **THE CERTIFIED CONSUMER SUSTAINABILITY INDUSTRY READINESS INDEX (COSIRI) ASSESSOR PROGRAMME SYLLABUS 2023**

## **1. Syllabus Aims**

While the Consumer Sustainability Industry Readiness Index (“COSIRI”) was designed for ease of use, a firm foundation in sustainable manufacturing, consulting and related sustainability related manufacturing projects is necessary in order to discern the nuances within each of the 24 dimensions of assessment. This understanding is critical for an accurate evaluation of facilities. As a significant part of the Official COSIRI Assessment involves interviews between the Certified COSIRI Assessor (“CCA”) and various stakeholders within the company, it is also important for the CCA to display strong client engagement skills and to be astute in deciphering responses.

Therefore, the CCA Programme Syllabus was developed to ensure that all CCAs have the requisite knowledge and skills, beyond a simplistic understanding of the COSIRI framework and tools, to credibly conduct an Official COSIRI Assessment.

The syllabus aims to equip individuals with:

- A fundamental knowledge in Sustainable Manufacturing;
- A deep understanding of COSIRI, its frameworks and tools;
- Tangible skills in client engagement and assessment facilitation in order to effectively conduct an Official COSIRI Assessment; and
- Knowledge on generating the strategic roadmap to drive Net Zero for the company.



## 2. Syllabus Content

Topic	Learning Outcomes	Coursework Hours	Recommended Study Hours
<b>Module 1: Sustainable Manufacturing</b>			
<ul style="list-style-type: none"> <li>Topic 1.1 Introduction to Sustainability</li> </ul>	<p><b>Candidates should be able to:</b></p> <ul style="list-style-type: none"> <li>Understand the basic concept of the sustainability, with an emphasis on the corporate environmental sustainability and the key trends supporting it</li> </ul>	<b>8 hours</b>	<b>16 hours</b>
<ul style="list-style-type: none"> <li>Topic 1.2 Key levers &amp; enablers of sustainable manufacturing</li> </ul>	<ul style="list-style-type: none"> <li>Explain the key levers &amp; enablers and definitions of Sustainable Manufacturing, including the application of such principles on existing case examples found in the industry</li> </ul>		
<ul style="list-style-type: none"> <li>Topic 1.3 Introduction to COSIRI</li> </ul>	<ul style="list-style-type: none"> <li>Describe the core design features of COSIRI and the 4 building blocks, 9 pillars, and 24 dimensions</li> </ul>		
<ul style="list-style-type: none"> <li>Topic 1.4 Assessment Matrix, TIER Framework &amp; Prioritization Matrix</li> </ul>	<ul style="list-style-type: none"> <li>Understand the Assessment Matrix, which serves as a diagnostic tool that consists of 6 bands under each of the 24 COSIRI Dimensions</li> <li>Understand the four key principles of prioritization, collectively known as the TIER framework &amp; Prioritization Matrix</li> </ul>		

Topic	Learning Outcomes	Coursework Hours	Recommended Study Hours
<b>Module 2: Consumer Sustainability Industry Readiness Index (COSIRI)</b>			
<ul style="list-style-type: none"> <li>Topic 2.1 Assessment Matrix: Strategy &amp; Risk Management</li> </ul>	<p><b>Candidates should be able to:</b></p> <ul style="list-style-type: none"> <li>Describe the assessment criteria for each of the 6 bands for the dimensions under the building block "Strategy &amp; Risk Management"</li> </ul>	<b>16 hours</b>	<b>40 hours</b>
<ul style="list-style-type: none"> <li>Topic 2.2 Assessment Matrix: Sustainable Business Processes</li> </ul>	<ul style="list-style-type: none"> <li>Describe the assessment criteria for each of the 6 bands for the dimensions under the building block "Sustainable Business Processes"</li> </ul>		
<ul style="list-style-type: none"> <li>Topic 2.3 Assessment Matrix: Technology</li> </ul>	<ul style="list-style-type: none"> <li>Describe the assessment criteria for each of the 6 bands for the dimensions under the building block "Technology"</li> </ul>		
<ul style="list-style-type: none"> <li>Topic 2.4 Assessment Matrix: Organisation &amp; Governance</li> </ul>	<ul style="list-style-type: none"> <li>Describe the assessment criteria for each of the 6 bands for the dimensions under the building block "Organization &amp; Governance"</li> </ul>		



Topic	Learning Outcomes	Coursework Hours	Recommended Study Hours
<b>Module 3: Business Consulting</b>			
<ul style="list-style-type: none"> <li>• Consulting process</li> </ul>	<p><b>Candidates should be able to:</b></p> <ul style="list-style-type: none"> <li>• Outline and describe the key steps in the consulting process:               <ul style="list-style-type: none"> <li>▪ Diagnosing the problem</li> <li>▪ Formulating the contract</li> <li>▪ Analysing the problem</li> <li>▪ Developing solutions</li> <li>▪ Proposing recommendations</li> <li>▪ Assisting with implementation</li> <li>▪ Review and Follow-up</li> </ul> </li> </ul>	<b>Self-Study</b>	<b>4 hours</b>
<ul style="list-style-type: none"> <li>• Business Etiquettes</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrate an understanding of the basic business etiquettes for client engagement and workshop delivery.</li> </ul>		

Topic	Learning Outcomes	Coursework Hours	Recommended Study Hours
<b>Module 4: Professionalism and ethics</b>			
<ul style="list-style-type: none"> <li>Professionalism</li> </ul>	<p><b>Candidates should be able to:</b></p> <ul style="list-style-type: none"> <li>Demonstrate an understanding of the need to maintain independence and objectivity in their professional activities, not knowingly make any misrepresentations and not engage in any improper conduct.</li> </ul>	<b>4 hours</b>	<b>4 hours</b>
<ul style="list-style-type: none"> <li>Duties to Clients</li> </ul>	<ul style="list-style-type: none"> <li>Demonstrate an understanding of the importance of maintaining loyalty, prudence and care to their clients, and preserving confidentiality.</li> </ul>		
<ul style="list-style-type: none"> <li>Duties to Employers</li> </ul>	<ul style="list-style-type: none"> <li>Demonstrate an understanding of the importance of maintaining loyalty to their employers and the disclosure of additional compensation arrangements to their employers.</li> </ul>		
<ul style="list-style-type: none"> <li>Assessment, Recommendations and Actions</li> </ul>	<ul style="list-style-type: none"> <li>Demonstrate an understanding of the importance of exercising diligence and thoroughness in their evaluation, disclosing all relevant information to their clients, and maintaining proper records of their work.</li> </ul>		
<ul style="list-style-type: none"> <li>Conflicts of Interest</li> </ul>	<ul style="list-style-type: none"> <li>Demonstrate an understanding of the importance of disclosure of conflicts and referral fees.</li> </ul>		

Topic	Learning Outcomes	Coursework Hours	Recommended Study Hours
<b>Module 5: COSIRI Assessment Facilitation</b>			
<ul style="list-style-type: none"> <li>• COSIRI Assessment</li> </ul>	<p><b>Candidates should be able to:</b></p> <ul style="list-style-type: none"> <li>• Provide an overview of the Official COSIRI Assessment, which should include, but not be limited to:               <ul style="list-style-type: none"> <li>▪ Objectives of an Official COSIRI Assessment</li> <li>▪ Stakeholders</li> <li>▪ Assessment Scope</li> <li>▪ Assessment Principles</li> <li>▪ Timeline and key phases</li> <li>▪ Deliverables</li> </ul> </li> </ul>	<b>12 hours</b>	<b>36 hours</b>
<ul style="list-style-type: none"> <li>• Planning and Preparation</li> </ul>	<ul style="list-style-type: none"> <li>• Understand and carry out the key components of the “Planning and Preparation” phase of an Official COSIRI Assessment, which should include, but not be limited to:               <ul style="list-style-type: none"> <li>▪ Scheduling the briefing call</li> <li>▪ Conducting the briefing call</li> <li>▪ Sending of relevant materials to the clients</li> <li>▪ Scheduling the Evaluation and Review sessions</li> </ul> </li> </ul>		
<ul style="list-style-type: none"> <li>• Evaluation</li> </ul>	<ul style="list-style-type: none"> <li>• Understand and carry out the key components of the “Evaluation” phase of an Official COSIRI Assessment, which should include, but not be limited to:               <ul style="list-style-type: none"> <li>▪ Initial discussion on the Assessment Matrix bandings</li> <li>▪ Factory tour</li> </ul> </li> </ul>		

	<ul style="list-style-type: none"> <li>▪ Refinement and validation of the Assessment Matrix bandings</li> <li>▪ Discussion on the Prioritisation Matrix inputs</li> </ul>		
<ul style="list-style-type: none"> <li>• Analysis and Review</li> </ul>	<ul style="list-style-type: none"> <li>• Understand and carry out the key components of the “Analysis and Review” phase of an Official COSIRI Assessment, which should include, but not be limited to:               <ul style="list-style-type: none"> <li>▪ Review of the information obtained during the “Evaluation” phase</li> <li>▪ Analysis of the Assessment Matrix and Prioritisation Matrix results</li> <li>▪ Generation of report</li> <li>▪ Provision of insights</li> <li>▪ Debriefing of client</li> </ul> </li> </ul>		
<b>Total</b>		<b>40 hours</b>	<b>100 hours</b>

## **ANNEX B**

# **THE CERTIFIED CONSUMER SUSTAINABILITY INDUSTRY READINESS INDEX (COSIRI) ASSESSOR EXAMINATION**

## **1. CERTIFIED COSIRI ASSESSOR EXAMINATION (THEORY)**

### **1.1 Competency Areas**

The CCA Examination (Theory) seeks to assess a candidate's level of proficiency in the following competency area(s):

<b>S/N</b>	<b>Competency Area(s)</b>	<b>Description</b>
1	Possessing knowledge and understanding of: <ul style="list-style-type: none"> <li>Key terms, concepts and frameworks relating to the Consumer Sustainability Industry Readiness Index (COSIRI);</li> <li>Roles and responsibilities of a Certified COSIRI Assessor.</li> </ul>	<ul style="list-style-type: none"> <li>Ability to demonstrate knowledge and understanding of all the modules and topics outlined in the Certified COSIRI Assessor Programme Syllabus (<i>please refer to Annex A</i>).</li> </ul>

### **1.2 Theory Examination Format**

The CCA Examination (Theory) adheres to the following format:

<b>Mode of Examination</b>	The Theory Examination may be conducted: <ul style="list-style-type: none"> <li>In-person with a group of candidates under invigilation; or</li> <li>Remotely via an online platform with online proctoring.</li> </ul> This is a closed-book examination. Candidates are not allowed to refer to any supplementary materials, beyond what is provided in the Theory Examination Paper.
<b>Assessment Format</b>	50 Multiple-Choice Question (MCQs). All questions will have 4 options.
<b>Total Duration</b>	1 hour 30 mins (90 Mins)
<b>Grading</b>	Each question is worth 1 point. 1 point will be awarded per correct answer, while 0 point will be awarded for an incorrect answer. The total is 50 points.
<b>Weightage</b>	The Theory Examination grade contributes to 50% of the overall grade for the CCA Examination.
<b>Passing Grade (Theory and Practical Examination)</b>	Candidates need to score at least 50% out of the 50 points possible for the theory and practical examination to pass.  Candidates need a total of 70 points across both the theory and practical examinations to pass the overall CCA Examination.

	<p><b><u>The 3 passing grade criteria:</u></b></p> <ol style="list-style-type: none"> <li>1. Minimum 25 Questions correctly answered for theory examination</li> <li>2. Minimum 25 marks obtained from the practical examination</li> <li>3. Combining theory and practical examination, the total marks should be equal or more than 70 to pass the CCA examination.</li> </ol> <p>*For example, if you score 35 marks for the theory examination, you will need minimum 35 marks from the practical examination (35 + 35 = 70 marks) to pass the CCA examination.</p>
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## 2. CERTIFIED COSIRI ASSESSOR EXAMINATION (PRACTICAL)

### 2.1 Competency Areas

The CCA Examination (Practical) seeks to assess a candidate's level of proficiency in the following competency areas:

S/N	Competency Area	Description
1	Conducting a COSIRI Assessment Workshop with a client (Stage 1)	<ul style="list-style-type: none"> <li>• Ability to identify the correct bands for all 24 COSIRI Dimensions within the Assessment Matrix when evaluating a client's sustainable manufacturing facility</li> <li>• Ability to explain the rationale behind the selection of the bands, referencing key terms, concepts and frameworks relating to COSIRI where necessary</li> <li>• Ability to guide the client in providing the necessary inputs for the Prioritization Matrix</li> </ul>
2	Debriefing a client on the COSIRI Assessment Results (Stage 2)	<ul style="list-style-type: none"> <li>• Ability to provide a clear interpretation of the COSIRI Assessment Results, which includes the Assessment Matrix Scores and the prioritized COSIRI Dimensions</li> <li>• Ability to provide a clear interpretation of the insights from the COSIRI Assessment, which includes but is not limited to the comparison of the results against the 3B Maturity Benchmark and the Industry Performance Cards, and provide guidance on the next steps</li> </ul>
3	Displaying a good business etiquette and strong communication skills	<ul style="list-style-type: none"> <li>• Ability to conduct oneself professionally in front of client</li> <li>• Ability to communicate clearly and confidently when engaging a client</li> </ul>

## 2.2 Practical Examination Format

The CCA Examination (Practical) adheres to the following format:

<b>Mode of Examination</b>	<p>The Practical Examination may be conducted:</p> <ul style="list-style-type: none"> <li>• In-person; or</li> <li>• Remotely via video conferencing.</li> </ul> <p>This is an open-book examination.</p>
<b>Assessment Format</b>	<p>The Practical Examination is in the form of a case interview, comprising two stages:</p> <p><b>Stage 1:</b> Mock COSIRI Assessment Workshop</p> <p><b>Stage 2:</b> Mock COSIRI Debrief Session</p>
<b>Total Duration</b>	<p>1 hour 30 mins (90 Mins)</p>
<b>Grading</b>	<p>Candidates will be graded against an evaluation framework. The total is 50 points.</p>
<b>Weightage</b>	<p>The Practical Examination grade contributes to 50% of the overall grade for the CCA Examination.</p>
<b>Passing Grade (Theory and Practical Examination)</b>	<p>Candidates need to score at least 50% out of the 50 points possible for the theory and practical examination to pass.</p> <p>Candidates need a total of 70 points across both the theory and practical examinations to pass the overall CCA Examination.</p> <p><b><u>The 3 passing grade criteria:</u></b></p> <ol style="list-style-type: none"> <li>1. Minimum 25 Questions correctly answered for theory examination</li> <li>2. Minimum 25 marks obtained from the practical examination</li> <li>3. Combining theory and practical examination, the total marks should be equal or more than 70 to pass the CCA examination.</li> </ol> <p>*For example, if you score 35 marks for the theory examination, you will need minimum 35 marks from the practical examination (35 + 35 = 70 marks) to pass the CCA examination.</p>



## 2.3 Structure of Case Interview

Segment	Description	Duration
Overview of Case Interview	The examiner will provide an overview of the case interview format to the candidate.	3 mins
Instructions on Stage 1	The examiner will state the expectations for Stage 1 and provide the candidate with the following materials: <ul style="list-style-type: none"> <li>a. Written Instructions for Stage 1</li> <li>b. A document containing information relating to a company</li> </ul>	2 mins
<b>Stage 1 Commences</b>		
Review of Case	The candidate will have 25 mins to review the materials and prepare his/her walk-through of the COSIRI Assessment Workshop. The candidate is free to ask the examiner any clarifying questions during this period.	25 mins
Mock COSIRI Assessment Workshop	The examiner will advise the candidate to commence a walk-through of the COSIRI Assessment Workshop as per the case instructions. The candidate is expected to provide explanations to substantiate his/her claims whenever relevant. The candidate is expected to complete the sharing within 20 minutes.	20 mins
<b>Stage 1 Ends</b>		
Instructions on Stage 2	The examiner will state the expectations for Stage 2 and provide the candidate with the following materials: <ul style="list-style-type: none"> <li>a. Written Instructions for Stage 2</li> <li>b. A document containing relevant sections of the company's Official COSIRI Assessment Report</li> </ul>	5 mins
<b>Stage 2 Commences</b>		
Review of Case	The candidate will have 20 mins to review the materials and prepare his/her presentation required for the Debrief Session. The candidate is free to ask the examiner any clarifying questions during this period.	20 mins
Mock Debrief Session	The examiner will advise the candidate to commence a mock COSIRI Debrief Session as per the case instructions. The candidate is expected to provide explanations to substantiate his/her claims whenever relevant. The candidate is expected to complete the sharing within 15 minutes.	15 mins
<b>Stage 2 Ends</b>		