Submit your application form

- Download a pilot project application form from the IRMA website and send it to: info@responsiblemining.net

When an account has been set up, and an IRMA-Ready pilot self-assessment has been created for you in the Mine Measure system:

- We will email you, letting you know that you can begin your pilot assessment.

If your company already has an IRMA Map account or a Mine Measure self-assessment account:

- You might already be in the IRMA Tools system. If you have already helped to set up a map profile or self-assessment, you do not need to create a new password. Just go to STEP 2, below.
- If you are associated with an account, but have forgotten your password, go to STEP 1 below.

If your company does not have an IRMA Engagement Map account or a Mine Measure self-assessment account:

- Go to STEP 1 below

If you'd like to get recognition on the IRMA Engagement Map for participating in the pilot program participation:

- Indicate this on your application form, or contact Lisa Sumi (lsumi@responsiblemining.net)
- If you don't yet have a map listing, we will send you instructions for creating your map profile
- When the IRMA-Ready Pilot Participation logo is ready, we will apply it to your map profile

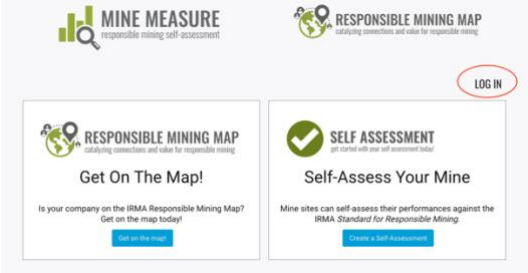
USING THE MINE MEASURE TOOL

STEP 1. Create password.

- Go to: https://tools.responsiblemining.net/account/reset
- You will get an email from "Support" with Password reset instructions. Follow those instructions to create your password.

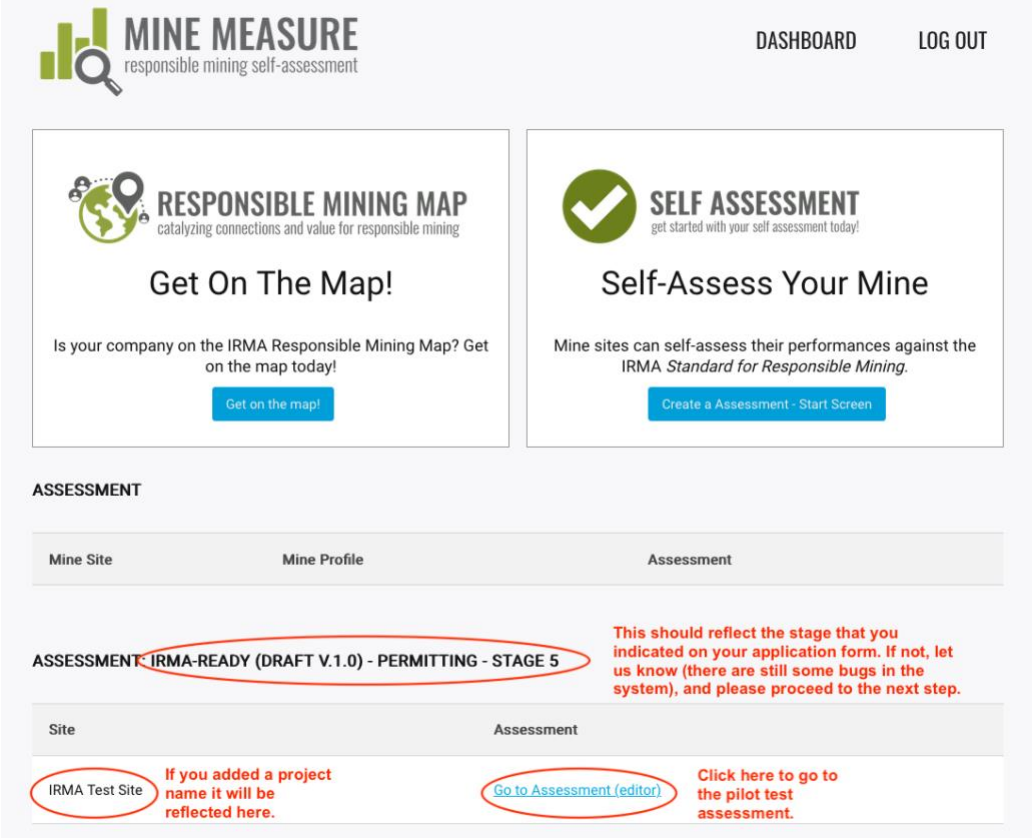
STEP 2. Log in using your email address and new password.

- In the future, to log in, go to: https://tools.responsiblemining.net/



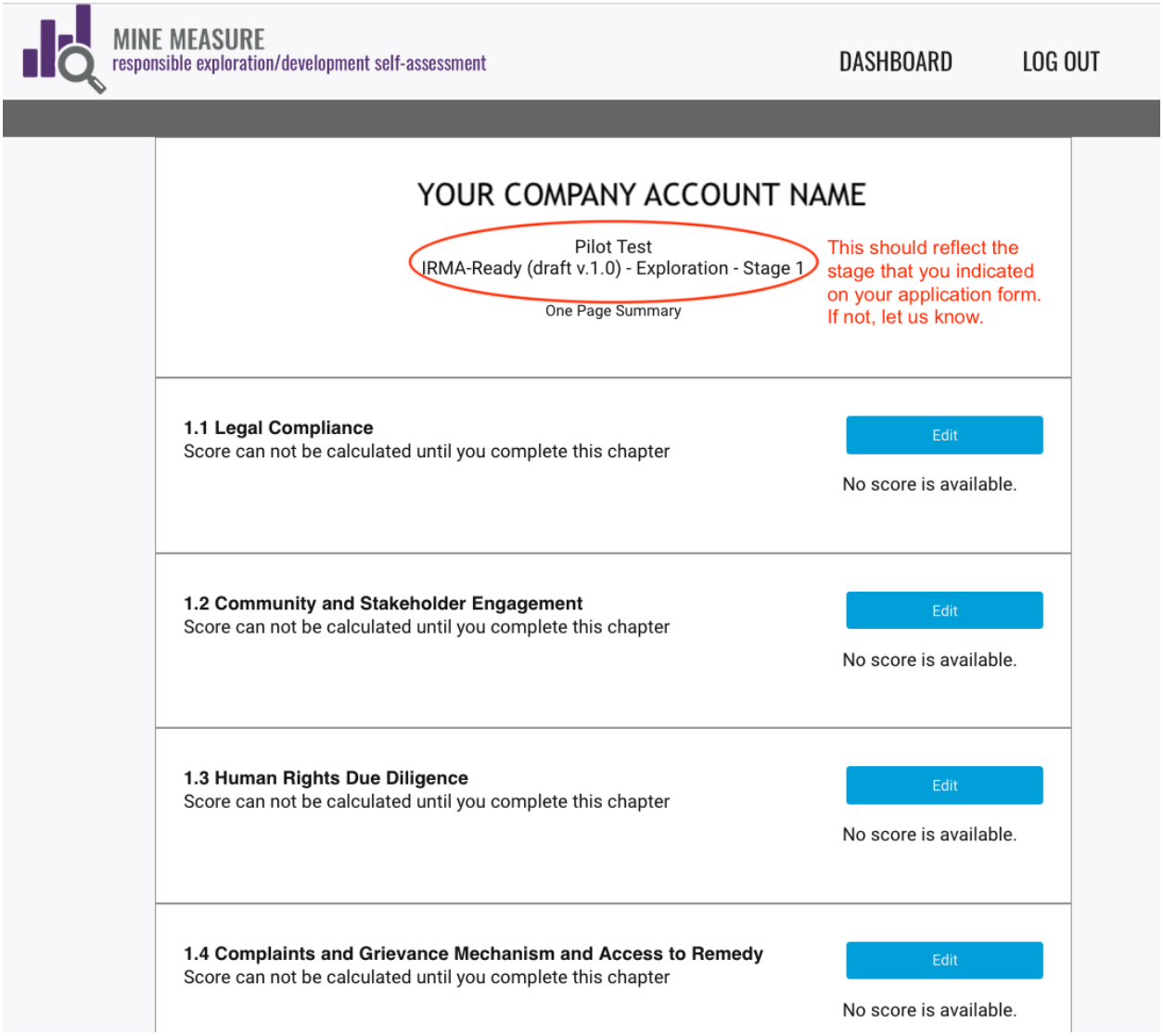
You will be taken to the tool dashboard. It should look something like the snapshot below:

- If Assessment title is not correct let us know. There is a bug that will be fixed soon.



STEP 3. Click on the Go to Assessment link to go to your pilot assessment.

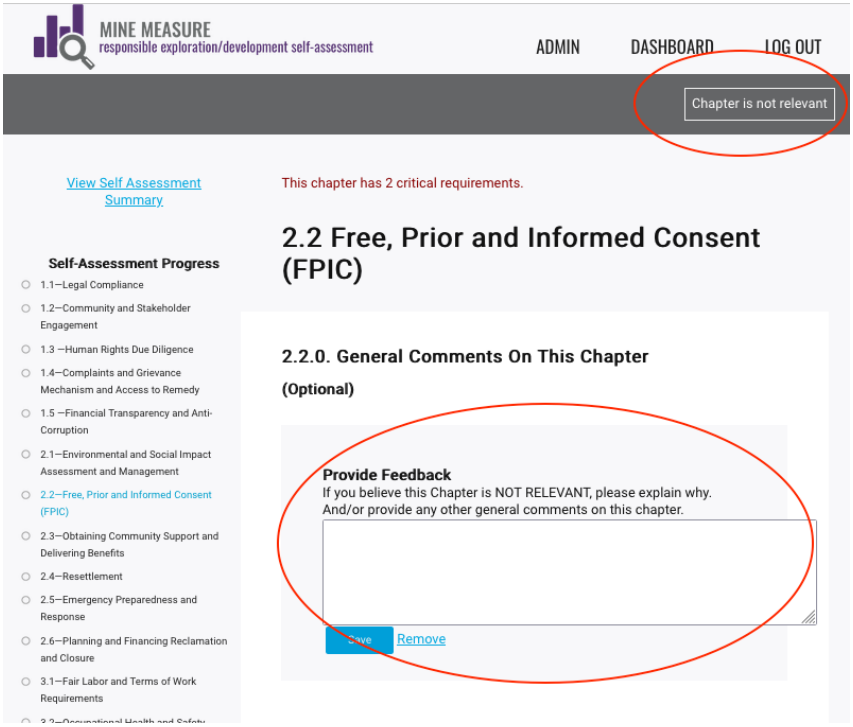
- Please check which stage is listed in the header (below Company Name).
- If the correct stage does not show up here, then please let us know.



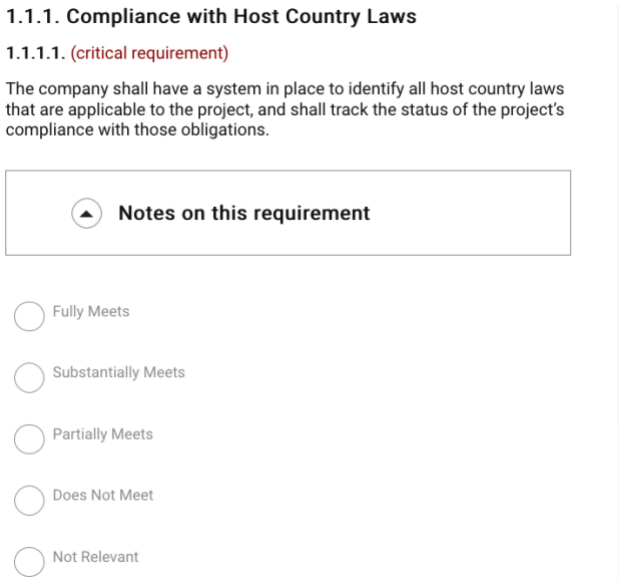
STEP 4. Start Your Pilot Assessment by clicking the blue Edit button beside any chapter.

STEP 5. Decide if the chapter is relevant to your project.

- If you think the chapter is not relevant, click on Chapter Not Relevant. It would help us if you can also explain in the feedback section why you believe it is not relevant for you.



STEP 6. Read the requirements and estimate your self-rating.



The following rating system used in Mine Site Assessments can be used as a guide:

Fully meets:

- Relevant policies, procedures, methodologies, training programs, or work plans, etc. and performance meet the requirement as written or fully meet its intent.
- Stated performance for all elements or sub-requirements is evident with extremely rare exceptions (and exceptions do not affect consistency with the objective(s) of the chapter).

Substantially meets:

- Relevant policies, procedures, methodologies, training programs, or work plans, etc. have sufficient detail or require only minor augmentation. For example:
    - Many, but perhaps not all relevant personnel are informed of policies and procedures. Work plans are developed and implementation is under way.
    - Training programs are being implemented, though perhaps not fully or to maximum efficacy.
- Where requirements are performance-based, mine has implemented appropriate actions to meet the performance measure, but is not fully meeting it. Some augmentation or modification required.
- Where sub-requirements exist, the majority of the sub-requirements are being met, but one or a few factors need clarification, augmentation or complete implementation.

Partially meets:

- Relevant procedures, methodologies, training programs, or work plans, etc. are under development; or policies, procedures, etc. are in place but do not have sufficient detail and need significant augmentation; or they are in place but are not being implemented or are inconsistently applied; or implementation is in early stages so difficult to gauge its effectiveness/successful implementation.
- Where requirements are performance-based, mine has taken some actions to meet the performance measure, but there is considerable additional work necessary.
- Where sub-requirements exist, the majority or all of the sub-requirements need clarification, augmentation or implementation.

Does not meet:

- Relevant policies, procedures not developed, actions have not been taken to meet performance measures, or requirements are not being met despite efforts being made by the company.

Not relevant

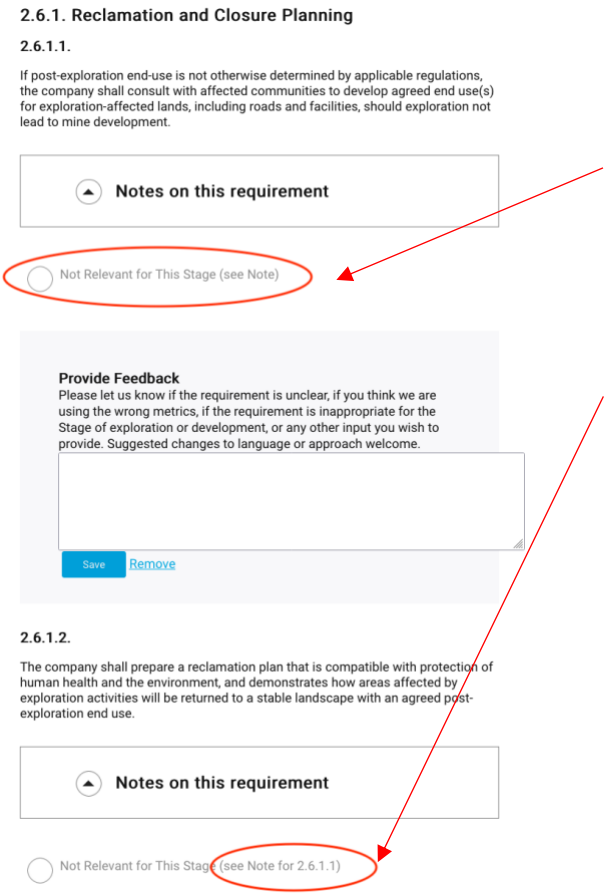
- Requirements are not applicable at the mine site. Mines will be expected to provide rationale for why requirements are not relevant.

TIP: You may want to first read the Notes on the requirement.

- These outline some differences between the Mining Standard and the IRMA-Ready Standard
- They include background information for some of the CONSULTATION QUESTIONS
- They explain differences in expectations between exploration and development stages

TIP: Sometimes the only option is to mark a requirement as Not Relevant.

- These are places where we are proposing that the requirement not be applied to a specific stage
- If you think the requirement is applicable to your stage, please elaborate why in the feedback box



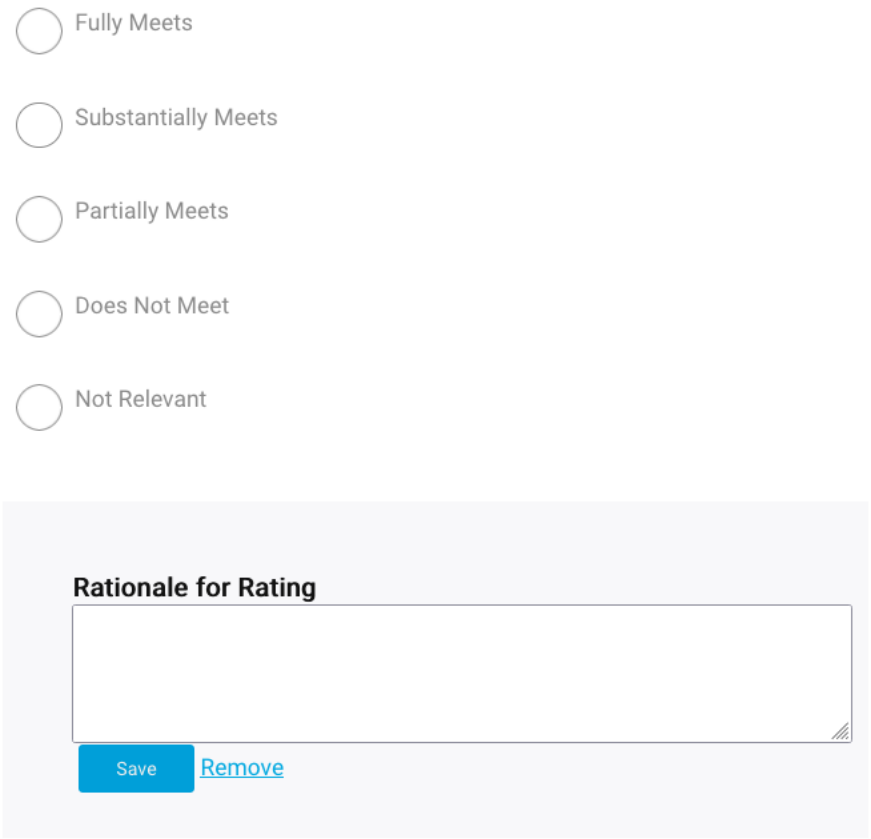
The Notes on the requirement should explain why the requirement is not relevant.

Sometimes the explanation is found in a different Note (often the Note associated with the first requirement in the chapter). In such cases, we refer you to the particular requirement's Note.

Be aware that the explanation may be found anywhere in the dropdown Note (not necessarily in the drafting note associated with the requirement number). The note associated with the first requirement in the chapter often contains general drafting notes on the chapter itself, or the criterion, and explanations may be located in those paragraphs.

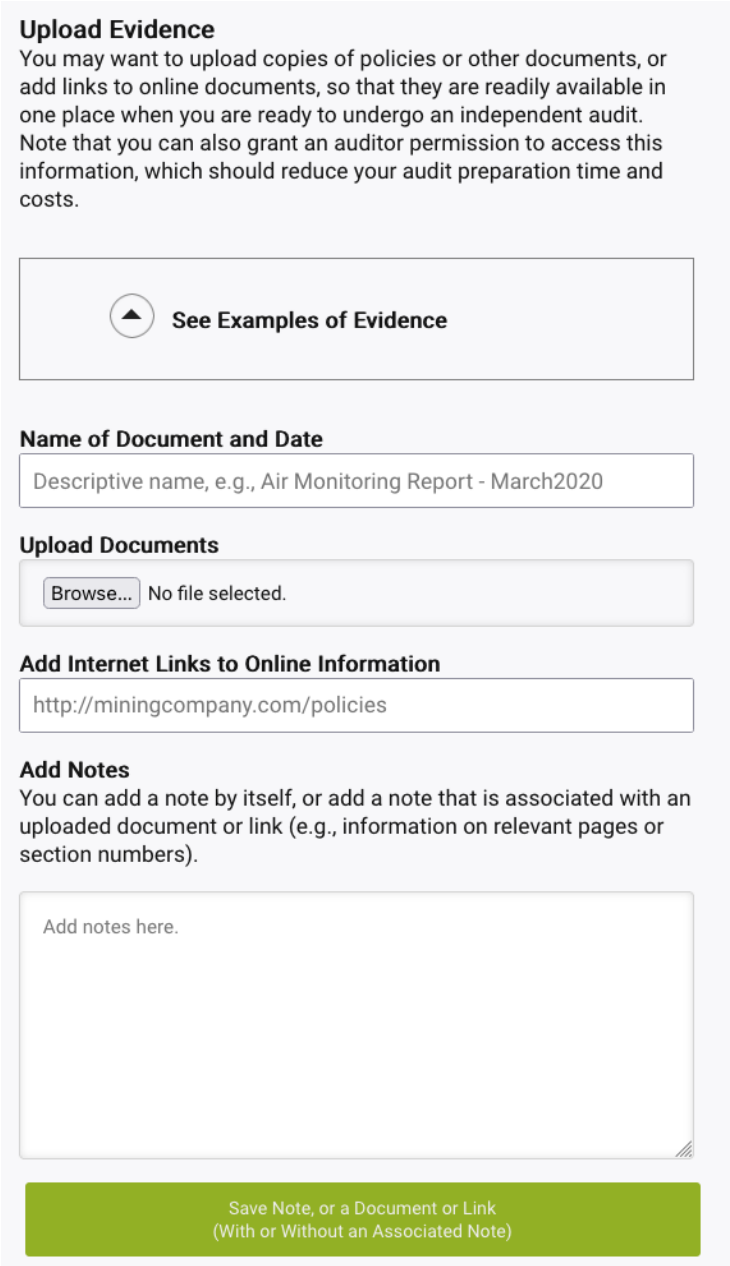
STEP 8 (optional): Add a rationale for your rating

- You may want to do this if you plan to move on to an independent, third-party audit when the IRMA-Ready Standard is finalized.
- The benefit of adding a rationale is that it forces you to justify your rating, which you will have to do during an audit. The auditors will expect you to explain how you are meeting a requirement, and also provide evidence (see below)
- Sharing this information can also help IRMA better understand how exploration and development companies are meeting the expectations, so that we can create better guidance for others.
- Indicating why you are not fully meeting a requirement will also be useful information for IRMA, to determine if we have set our metrics at the correct level. If we find that many companies are not fully meeting our requirements, and understand why this is the case, then we may decide to change out level of expectation.



STEP 9 (optional): Upload evidence to support your rating

- You may want to do this if you plan to move on to an independent, third-party audit when the IRMA-Ready Standard is finalized. It is a fair amount of work, but you will be better prepared for your eventual audit.
- All of this information will be securely stored and kept confidential (IRMA will not be reviewing the documents).
- You can pick and choose what you upload.



You can upload as many documents as you like.

Currently, no examples of evidence are provided. These will be added when the IRMA-Ready Standard is finalized.

Add document name.

Upload document

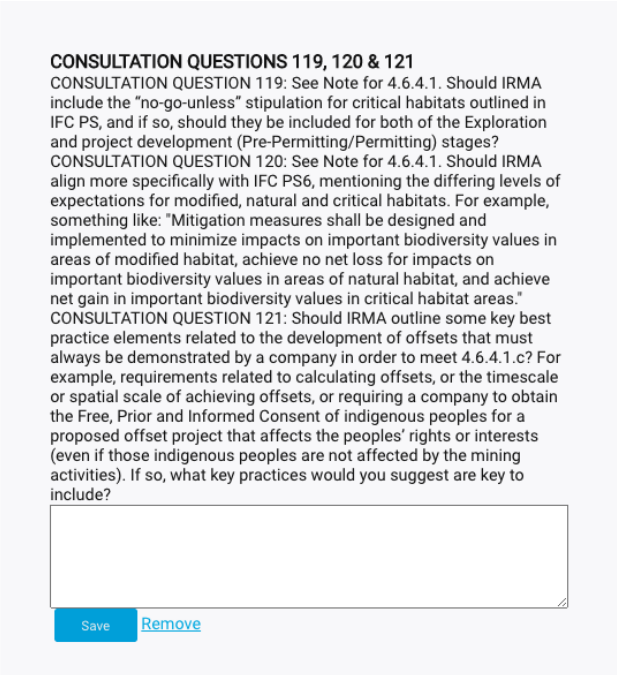
And/or add link to on-line document

Adding notes will be important as preparation for your audit. You want to point auditors to where they can find the evidence – this will save them time, and keep audit costs low.

Make sure to SAVE after each document that you upload. SAVE again after adding notes.

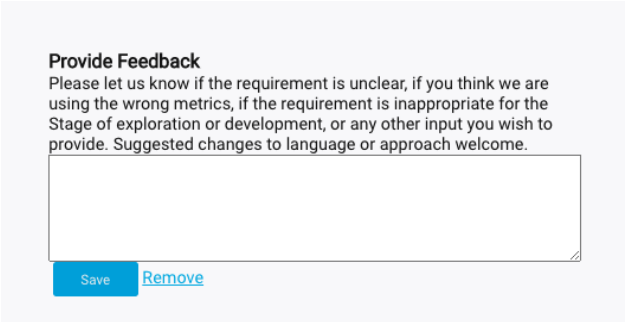
STEP 9 (requested): Please respond to CONSULTATION QUESTIONS

- Any response you can provide will be useful.
- Not all questions are applicable to all Stages of exploration or development.
- The Notes on the requirement often have more information or background on the Consultation Question
- Sometimes Consultation Questions are grouped (See example below)
- Remember to SAVE your responses.



STEP 10 (requested): Provide feedback on metrics

- Feedback boxes are included after every draft requirement
- Remember to SAVE your feedback



STEP 11. When you have completed your self-assessment and comments, please let us know. We will set up a meeting to discuss your comments and get additional feedback.

- Send an email to info@responsiblemining.net
- Piloting program and comment period ends 15 April 2022