



Site Review Period

B Corporation Recertification

This document outlines the tasks associated with each step of the Site Review process.

Please note that the overall time can vary per company per complexity and this is geared toward companies in <2 countries or regions.



Preparation for Site Review

Round 1

Update Scoping Information

In order to define the company's scope which includes information about ownership, subsidiaries and other related entities. This can be done directly in the assessment platform via **Company Details page** or through a document template.

Round 2

B Lab defines scope for company's certification as needed.

Should the company's scope change from last 3 years or the company, B Lab may conduct a review of the company's scope and define it for certification. Often this may have an immediate impact on the certification or it can involve steps to be completed incrementally.

Round 3-4

Complete the BIA

Sign into the B Impact Assessment platform on your company's existing account. Update the assessment with data based on last fiscal year.

Round 5

Provide preliminary documentation

Once assessment is submitted for review, an evaluation team member will connect with you about preparing the assessment for the necessary documentation to be provided.

Site Review Period

Round 6

Upload Site Review supporting documentation

There can be anywhere from 20-50 questions selected for documentation of the Site Review, depending on the size of the company. It can take anywhere from 2-3 weeks to complete this step. These documents must be provided at least 1 week in advance of the scheduled Site Review Meeting, for our team to review.

Round 7

Schedule Site Review Meeting

As you are working on documentation, B Lab will confirm the date and time of the Site Review Meeting*. This meeting will be approximately 2.5 hours. Documentation must be provided 1 week before this meeting.

Round 8

Participate in Site Review Meeting

The Site Review meeting agenda includes: updates from B Lab & the company, an assessment review based on documentation, facilities tour and employee interviews. Please ensure a private room and a webcam for this meeting.

Round 9

Provide Follow Up Data/Documentation

Based on the Site Review meeting, there may be additional clarifications or documentation required to be provided. Please allow yourself 1 week to do this, should this be a required step.

Site Review Period

Round 10

Review Site Review Report

Once verification is completed based on the meeting and documentation provided, B Lab will provide a Report of the updated score and recommendations for next steps. The following outcomes can occur: a rebuttal of the findings by the company, a score improvement period requirement or recommendation for certification renewal.

Round 11

Outcomes

Based on the finalized verification, the company may either work on improvements, provide rebuttal evidence or recertify as a B Corp!

Timeline

Each round can take a range of timing, anywhere from 1-2 weeks to 1-2 months. We encourage you to reach out to B Lab to get started on the steps and make sure the appropriate team member is connected to the assessment platform.

Resources

Recertification Guide:

<https://kb.bimpactassessment.net/support/solutions/articles/43000492907-recertification-process-steps>

Legal Requirement:

<https://bcorporation.net/certification/legal-requirements>

Tips on Documentation:

<https://kb.bimpactassessment.net/support/solutions/articles/43000501783-preparing-for-the-assessment-review-documentation-tips>

How to Provide Documentation in the Assessment platform:

<https://kb.bimpactassessment.net/support/solutions/articles/43000023040-upload-documents-for-assessment-verification>

Site Review FAQ

<https://kb.bimpactassessment.net/support/solutions/articles/43000051480-site-review-faq>

Types of documentation that will be requested:

- Profit and Loss Statement
- Employee Roster
- Employee Handbook
- Supplier Code of Conduct
- Standardized Documentation Template
- Documentation related to the attributes or impact of the company's products or services.