



FOREST AND CHAIN OF CUSTODY CERTIFICATION APPLICATION

The **QUALIFOR Programme** is the SGS Group's international Forest Certification Programme, accredited by the Forest Stewardship Council for full FSC certification and SANAS for PEFC Chain of Custody certification.

Forest management and chain of custody certification by SGS QUALIFOR allows clients to use the **FSC and PEFC Trademarks** on certified products and to communicate to their customers that these products originate from well-managed forests.

SGS QUALIFOR is the world's leading forest certification programme with more than 5000 certificates in more than 65 countries around the world.

Please tick the relevant box(es) and complete the relevant sections using the TAB key to move from field to field:

1. TYPE OF ASSESSMENT(S) REQUIRED

		Certification Scheme
(a) Forest Management (please complete Sections 1 to 5 and 7):	<input type="checkbox"/>	Click to select
(b) Group Forest Management (please complete Sections 1 to 5 and 7):	<input type="checkbox"/>	Click to select
(c) Chain-of-Custody (please complete sections 1 to 5 and 6):	<input type="checkbox"/>	Click to select
(d) Group/Multiple Site Chain of Custody (please complete sections 1 to 5 and 6):	<input type="checkbox"/>	Click to select
(e) FSC Partial Project Certification (please complete sections 1 to 5 and 8)	<input type="checkbox"/>	FSC
(e) FSC Full Project Certification (please complete sections 1 to 5 and 8)	<input type="checkbox"/>	FSC

2. CONTACT DETAILS

Organisation name:	
P.O. Box Nr/Street Nr	
Suburb:	
City:	
Postal Code (ZIP)	
Country:	
Contact Person:	
Position:	
Telephone Nr:	
Fax Nr:	
E-mail:	
Website:	

3. GENERAL BACKGROUND TO OPERATIONS

Type of Business: (Please mark with X)	Forest Management unit	
	Forest Management unit including processing sites:	
	Trader/Broker:	
	Primary Processor e.g. saw mill of chip mill:	
	Secondary Manufacture:	
	Manufacturer:	
	Printer:	
	Other: Please specific	

General description of the operation(s) and activities that are to be certified. Please indicate your intended scope for certification, e.g. what material are you buying, your process and what product do you intend to sell as certified.	
For COC operations, do you intend to use uncertified material in you certified products?	
Location of most convenient airport	
Distance from airport to head office (km)	
Time required for travel from airport to head office	
Distance from head office to farthest forest area/processing plant (km)	
Time required for travel from head office to the farthest forest area/processing plant	

4. RECOMMENDED DATE FOR ASSESSMENT VISIT:

Please indicate preferred dates for assessments:

Pre-assessment (forest management only)	
Main assessment	

5. OTHER INFORMATION

Have you made contact with an SGS company before?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Name of SGS contact person		
Name of SGS contact office		
Is your organisation registered to ISO 9000?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is your organisation registered to ISO 14000 / EMAS?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Signed:	
Name:	
Position:	
Date:	

6. INFORMATION FOR CHAIN OF CUSTODY CERTIFICATION

Attach a separate list if the table below is not sufficient

PRIMARY MANUFACTURING		
Site Name	Employee Nr	Process
	Click to select	Click to select
	Click to select	Click to select
	Click to select	Click to select
	Click to select	Click to select
	Click to select	Click to select

Attach a separate list if the table below is not sufficient

SECONDARY MANUFACTURING/TRADERS/PRINTER/OTHER		
Site Name	Employee Nr	Process
	Click to select	Click to select
	Click to select	Click to select
	Click to select	Click to select
	Click to select	Click to select
	Click to select	Click to select

Below, please indicate if any sub-contractors/outsourcing are employed in the processing of products:

Attach a separate list if the table below is not sufficient

SUB-CONTRACTING/OUTSOURCING	
Site Name	Process contracted out
	Click to select
	Click to select
	Click to select
	Click to select
	Click to select

AAF = FSC Accreditation Administration Fee:

- i. Payment of this fee is an FSC requirement and is collected by SGS Qualifor on behalf of FSC.
- ii. This fee is payable annually and is based on the total annual turnover (for forest products and products containing wood or fibre components) of the company.
- iii. An overall fee corresponding to the sum of the individual fees for each legal entity certified under the **multi-site COC certificate**, based on each legal entity’s individual turnover for forest products and products containing wood or fibre components.
- iv. The AAF for **group COC certificates** will be calculated as follows:
 - A fixed fee of US\$ 10 per group COC member, plus
 - An overall fee corresponding to the aggregate annual turnover of members, as calculated for single COC certificates.
 - The group COC certification policy has been designed in order to make FSC CoC certification more accessible and less costly for smaller enterprises. The AAF for Group COC has been designed to reflect this approach.

CLASSIFICATION OF PROCESSING OPERATIONS BY ANNUAL TURNOVER	AAF CHARGE	Tick
Class 1: < US \$ 200,000	US\$50	<input type="checkbox"/>
Class 2: US \$ 200,001 to US \$ 1,000,000	US\$200	<input type="checkbox"/>
Class 3: US \$ 1,000,001 to US \$ 5,000,000	US\$400	<input type="checkbox"/>
Class 4: US \$ 5,000,001 to US \$ 25,000,000	US\$800	<input type="checkbox"/>
Class 5: US \$ 25,000,001 to US \$ 100,000,000	US\$1400	<input type="checkbox"/>
Class 6: US \$ 100,000,001	US\$3500	<input type="checkbox"/>

COC Accreditation Administration Fee for Brokers

- i. The AAF for Brokers takes into account that this category of enterprises can have a high turnover in relation to their profit margin.
- ii. **Definitions** - Broker: A person or legal entity that buys and sells timber and/or other timber and non timber forest products and negotiates contracts, purchases, sales or transfers of products on behalf of third parties, and who takes legal and/or physical possession of the goods.

CLASSIFICATION OF PROCESSING OPERATIONS BY ANNUAL TURNOVER	AAF CHARGE	Tick
Class 1: < US \$ 200,000	US\$10	<input type="checkbox"/>
Class 2: US \$ 200,001 to US \$ 1,000,000	US\$75	<input type="checkbox"/>
Class 3: US \$ 1,000,001 to US \$ 5,000,000	US\$150	<input type="checkbox"/>
Class 4: US \$ 5,000,001 to US \$ 25,000,000	US\$300	<input type="checkbox"/>
Class 5: US \$ 25,000,001 to US \$ 100,000,000	US\$500	<input type="checkbox"/>
Class 6: US \$ 100,000,001	US\$750	<input type="checkbox"/>

Tariffs of PEFC Notification Fee

- iii. Turnover of the PEFC certified organisation PEFC notification fee – for forest related industries
- iv. In case of multi-site certification the multi-site organisation’s turnover is calculated as a sum of the turnover of all the sites included with that organisation.
- v. **Notification fees may be changed in terms of requirements of the local PEFC as each PEFC Governing Body determines their own notification fees.**

CLASSIFICATION OF PROCESSING OPERATIONS BY ANNUAL TURNOVER	NOTIFICATION FEE	Tick
up to 1 Million EUR turnover	50 EUR	<input type="checkbox"/>
Over 1 Million EUR to 10 Million EUR turnover	100 EUR	<input type="checkbox"/>
Over 10 Million EUR to 1 Billion EUR turnover	200 EUR	<input type="checkbox"/>
Over 1 Billion EUR turnover	500 EUR	<input type="checkbox"/>

Multiple sites/Group schemes

- vi. Please indicate the annual turnover per site
- vii. If more sites, please provide a separate list.

Site/Group Member Name	AAF/Notification Class	Notification fee
	Click to select	
	Click to select	
	Click to select	
	Click to select	
	Click to select	
	Click to select	

Chain of custody process diagramme

Please attach to this application form a flow-diagram of the process at your site. Indicate all points where non-certified material could be mixed with certified material:

This must be completed to enable SGS to understand the full system and give the correct proposal.

Confirm that diagramme is attached: tick>>>	<input type="checkbox"/>
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7. INFORMATION FOR FOREST MANAGEMENT CERTIFICATION

For a group forest-management application, complete a summary of the areas per forest type and provide a separate list of members.

Attach a separate list if the table below is not sufficient

NAME OF HOLDING	LOCATION (Name of nearest town) <input type="text"/>	FOREST TYPE	FOREST AREA		AVERAGE ANNUAL PRODUCTION (m3)
			Production (ha)	Conservation (ha)	
		Click to select			
		Click to select			
		Click to select			
		Click to select			
		Click to select			
		Click to select			
		Click to select			
		Click to select			
		Click to select			
		Click to select			
Totals:					

Do any of these forests contain or are likely to contain High Conservation Values (refer definition below)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Uncertain <input type="checkbox"/>
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High Conservation Value Forests

High Conservation Value Forests are those that possess one or more of the following attributes:

- forest areas containing globally, regionally or nationally significant - concentrations of biodiversity values (e.g. endemism, endangered species, refugia); and/or
- large landscape level forests, contained within, or containing the management unit, where viable populations of most if not all naturally occurring species exist in natural patterns of distribution and abundance;
- forest areas that are in or contain rare, threatened or endangered ecosystems;
- forest areas that provide basic services of nature in critical situations (e.g. watershed protection, erosion control);
- forest areas fundamental to meeting basic needs of local communities (e.g. subsistence, health); and/or
- critical to local communities' traditional cultural identity (areas of cultural, ecological, economic or religious significance identified in cooperation with such local communities).

8. INFORMATION FOR PROJECT CERTIFICATION

Please provide a short description of the project, outlining the following:	
<input type="checkbox"/> Type of building or structure	
<input type="checkbox"/> Main purpose	
<input type="checkbox"/> Date construction to be initiated:	
<input type="checkbox"/> Expected date of completion	
<input type="checkbox"/> Certified material to be used	Click to select

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