



CHAIN OF CUSTODY CERTIFICATION

CHECKLIST FOR COMPANY EVALUATION OF FSC CONTROLLED WOOD

FSC-STD-40-005 (V2-1)
FSC STANDARD FOR NON FSC-CERTIFIED CONTROLLED WOOD

This standard is for use by FSC certified companies aiming to avoid sourcing illegally harvested wood, wood harvested in violation of traditional and civil rights, wood harvested in forests where high conservation values are threatened by management activities, wood harvested in forests being converted to plantations or non-forest use, wood from forests in which genetically modified trees are planted. The standard shall be applied to the uncertified part of a product group (herein referred to as wood) in the manufacturing, processing, transformation and trade of forest products carrying the FSC label for mixed products. It shall also be applied by FSC chain of custody certified traders who wish to supply FSC Controlled Wood to FSC chain of custody certified operations for the purpose of mixing with FSC certified materials. The standard may also be applied to non-timber forest products (herein referred to as wood).

Standard effective date

The standard effective date is the 1st of January 2007 for primary manufacturers and 1st of January 2008 for all companies.

PART 1: QUALITY SYSTEM REQUIREMENTS

1. COMPANY POLICY

The company shall have a publicly available written policy commitment, endorsed by the most senior management level of the company, to implement its best efforts to avoid trading and sourcing wood or wood fiber (herein referred to as wood) from the following categories:

- a) Illegally harvested wood;
- b) Wood harvested in violation of traditional and civil rights;
- c) Wood harvested in forests where high conservation values are threatened by management activities;
- d) Wood harvested in forests being converted to plantations or non- forest use;
- e) Wood from forests in which genetically modified trees are planted.

REQUIREMENT	FINDINGS	OBS/CARs
1.1 A written policy commitment, <u>endorsed by a senior executive</u> , to control wood sources to exclude wood harvested from sources listed above is publicly available.		

2. DOCUMENTED PROCEDURES

REQUIREMENT	FINDINGS	OBS/CARs
2.1 <u>Written</u> procedures and/or work instructions covering all the elements for the control of uncertified controlled wood are available.		
2.2 The procedures and/or work instructions identify the person (or position) responsible for implementing the procedures and/or work instructions at the different control points.		

3. TRAINING

REQUIREMENT	FINDINGS	OBS/CARs
3.1 The training requirements are specified for all staff involved in the controls required for the handling of the controlled wood.		
3.2 Training was provided to all staff as specified and appropriate.		
3.3 Records of the training provided to staff in relation to the controls required for the handling of the controlled wood are available.		

4. RECORD KEEPING

REQUIREMENT	FINDINGS	OBS/CARs
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REQUIREMENT	FINDINGS	OBS/CARs
4.1 Written procedures are available for the maintenance of records that demonstrate compliance with the controlled wood standard.		
4.2 All the required records are identified in the procedures.		
4.3 Records are retained for a minimum of 5 years.		

PART 2: FSC CONTROLLED WOOD SUPPLY REQUIREMENTS

5. SUPPLIER IDENTIFICATION

REQUIREMENT	FINDINGS	OBS/CARs
<p>5.1 The company categorizes its supplies as follows:</p> <ul style="list-style-type: none"> <input type="checkbox"/> FSC certified wood (see section 6); <input type="checkbox"/> FSC Controlled Wood from companies certified according to FSC-STD-30-010 or FSC-STD-40-005 (see section 7); <input type="checkbox"/> Wood included in the company's own FSC Controlled Wood verification program (see sections 8 and 11 to 13); <input type="checkbox"/> Uncontrolled wood. <p><u>List suppliers and the type of wood as described above.</u></p>		
<p>5.2 The Company maintains an up to date list of all its suppliers of wood or wood products that are included in the company's own FSC Controlled Wood verification program. For each supplier the Company records:</p> <ul style="list-style-type: none"> <input type="checkbox"/> the name and address of the supplier; <input type="checkbox"/> description of the wood supplied; <input type="checkbox"/> the species and volume of wood supplied and the relevant purchasing documentation. <p><u>Appendix A must be completed</u></p>		

6. FSC CERTIFIED INPUTS FROM FSC CERTIFIED SUPPLIERS

REQUIREMENT	FINDINGS	OBS/CARs
<p>6.1 For <u>FSC certified wood</u> supplies the company ensures that:</p> <ul style="list-style-type: none"> <input type="checkbox"/> all wood supplied as FSC certified (FSC-pure, FSC-mixed or FSC-recycled) by FSC certified suppliers is <u>clearly identifiable</u>; <input type="checkbox"/> all wood supplied as FSC certified is accompanied by <u>documentation</u> which includes reference to each product's batch and/or to related shipping documentation, sufficient to <u>link the invoice</u> to the products supplied; <input type="checkbox"/> transport documentation and invoices issued for the material quote the supplying company's <u>FSC certificate number</u>. 		
<p>6.2 The company verified that the supplier holds a valid FSC certificate.</p> <p>(for example by obtaining a copy of the certificate, confirm company is listed on www.fsc-info.org website or with the Certification Body)</p>		

7. FSC CONTROLLED WOOD INPUTS FROM SUPPLIERS CERTIFIED TO DELIVER FSC CONTROLLED WOOD

REQUIREMENT	FINDINGS	OBS/CARs
<p>7.1 For FSC Controlled Wood supplies the company ensures that:</p> <ul style="list-style-type: none"> <input type="checkbox"/> all wood supplied as FSC Controlled Wood by FSC Controlled Wood certified suppliers is clearly <u>identifiable</u> as such; <input type="checkbox"/> all wood supplied as FSC Controlled Wood is accompanied by <u>documentation</u> which clearly identifies each products' batch and/or to related shipping documentation, sufficient to <u>link the invoice</u> to the products supplied. <input type="checkbox"/> the transport documentation and invoices issued for the material shall quote the supplying company's <u>FSC Controlled Wood certificate number</u>. 		
<p>7.2 The company verified that the supplier holds a valid FSC Controlled Wood certificate.</p> <p>(for example by obtaining a copy of the certificate, confirm company is listed on www.fsc-info.org website or with the Certification Body)</p> <p>Note: Delivery of FSC Controlled Wood shall be included within the scope of the suppliers' FSC Controlled Wood certificate as "FSC Controlled Wood" and the suppliers' certification code shall be stated on purchase documents for FSC Controlled Wood.</p>		

8. FSC CONTROLLED WOOD INPUTS FROM NON FSC CERTIFIED SUPPLIERS

REQUIREMENT	FINDINGS	OBS/CARs
8.1 For wood supplies included in the company's own FSC Controlled Wood verification program, the company:		
<input type="checkbox"/> determine and keep records of <u>country and district</u> of origin of wood supplied;		
<input type="checkbox"/> ensures that the <u>documentation</u> required to demonstrate the district of origin of the wood supplied is maintained. This should include legally required transport documents and proof of purchase from the forest management unit of origin.		
<input type="checkbox"/> specifies and implements a regular audit process to verify the authenticity of the specified documentation to confirm the country and district of origin of the wood. The company shall present to the certification body the rationale considered for adopting a certain period.		

District: The concept of district is central to FSC-STD-40-005. The Company shall clarify the operational definition of district it has chosen, based on interaction with the closest FSC official entity (in order: National Initiative, FSC Regional Office, FSC International Center) and/or on a technically viable basis upon which the categories relevant to FSC Controlled Wood can be consistently monitored. This is necessary to ensure consistency amongst companies implementing *FSC-STD-40-005 FSC Standard for Company Evaluation of Controlled Wood* at a national or regional (supra-national) level.

As conditions will vary between different regions, countries and even inside countries, and also according to the size and number of suppliers, it is not adequate for the standard to establish a specific period for verifying the authenticity of the documents considered in 8.1 c). The company shall establish this period based on its conditions.

9. UNCONTROLLED WOOD INPUTS

REQUIREMENT	FINDINGS	OBS/CARs
9.1 For supplies of uncontrolled wood the company established a system to ensure that the uncontrolled wood is not mixed with wood which is controlled in accordance with the requirements outlined in this standard or wood that is FSC certified.		

10. SPECIES LISTED ON CITES

REQUIREMENT	FINDINGS	OBS/CARs
10.1 Irrespective of whether the supplier is FSC certified or not, all supplies of wood for export from any species listed in Annex 1, 2 or 3 of the Convention on International Trade in Endangered Species of Wild Fauna and Flora (CITES), shall be accompanied by the applicable licenses and/or export permits (See www.cites.org)		

PART 3: RISK ASSESSMENT AND VERIFICATION PROGRAM

This part of *FSC-STD-40-005* is applicable to companies that buy wood from non FSC certified suppliers and wish to develop and implement their own FSC Controlled Wood verification program.

11. RISK ASSESSMENT

REQUIREMENT	FINDINGS	OBS/CARs
<p>11.1 For suppliers included in the company's own FSC Controlled Wood verification program the company shall determine if the district of origin is a confirmed low risk area for unacceptable sources outlined in section 1.1 in accordance with the approach and criteria specified in RD15 (Annex 2 of FSC-STD-40-005).</p> <p>Note 1: RD15 to be use as guideline.</p> <p>Note 2: The risk assessment (AD54-F) performed by the company shall be reviewed by SGS as to its technical sufficiency and/or adequacy.</p> <p>The approved risk assessment must be placed on the FSC website by SGS Qualifor.</p>		
11.2 The results of the company's risk assessment are publicly available.		
11.3 In case of doubt as to whether a district is low risk, the district shall be classified as unspecified risk.		

12. VERIFICATION PROGRAM FOR WOOD SUPPLIES IDENTIFIED AS COMING FROM LOW RISK SOURCES

REQUIREMENT	FINDINGS	OBS/CARs
12.1 Wood coming from sources which have been identified as low risk for all the categories specified in section 1.1 above, and which is included in the company's verification program may be treated by the company as FSC Controlled Wood.		
12.2 All other wood in the company verification program which has not been identified as coming from low risk sources shall be evaluated for compliance with the requirements specified in Section 13 of this standard.		

13. VERIFICATION PROGRAM FOR WOOD SUPPLIES FROM SOURCES WITH UNSPECIFIED RISK

REQUIREMENT	FINDINGS	OBS/CARs
<p>13.1 For all wood from sources that can not be confirmed as being low risk, the company shall include the forest management unit of origin in the company verification program and confirm that it complies with the requirements specified in RD16 (Annex 3 of FSC-STD-40-005).</p> <p>Was a Risk assessment (AD54-F) completed for country and district?</p> <p>Was onsite verification completed for FMUs in unspecified risk areas?</p> <p>Were evaluation of the company's risk assessment and documentation for all new districts and of the company verification program for the new districts identified as 'unspecified' risk since the previous surveillance audit done?</p> <p>Note: The company verification program (AD54-G) shall be audited by SGS at least annually.</p>		
<p>13.2 The results of the field evaluations of the company verification program shall be available to SGS on request. This shall include specification of any non-compliances and/or corrective actions identified as a result of the company's evaluation.</p>		
<p>13.3 Where guidance and/or interpretation is provided by the FSC International Center, FSC Regional Offices and/or by FSC accredited National Initiatives, this guidance and/or interpretation shall be used by the company in relation to wood supply from sources that can not be confirmed as being low risk.</p>		

14. COMPLAINTS MECHANISM

REQUIREMENT	FINDINGS	OBS/CARs
<p>14.1 The Company implemented a mechanism to deal with complaints supported by evidence related to supplies of controlled wood, irrespective of whether its supplies come from areas considered low risk or not.</p> <p>This mechanism shall include, as a minimum:</p>		
<p>a) assessment of the evidence provided in the complaint within 2 weeks of its receipt;</p>		
<p>b) field verification for cases in which evidence is considered relevant, within 2 months after its receipt;</p>		
<p>c) procedures to exclude supply and supplier from the company's FSC Controlled Wood category if any non compliance with the FSC Controlled Wood requirements is found;</p>		
<p>d) procedures to ensure that the supplier will only be able to supply FSC Controlled Wood once it has proven that it complies with FSC Controlled Wood requirements;</p>		

REQUIREMENT	FINDINGS	OBS/CARs
e) records of all complaints received and actions taken		
14.2 The Company informed the relevant FSC National Initiative or FSC Regional Office and SGS when there is a non compliance with FSC Controlled Wood requirements in areas considered as low risk.		
14.3 If there are frequent non compliances with FSC Controlled Wood requirements in areas deemed to be low risk, the company shall review their risk assessment.		

PART 4: SALE OF FSC CONTROLLED WOOD

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15. SUPPLYING FSC CONTROLLED WOOD

REQUIREMENT	FINDINGS	OBS/CARs
15.1 Any company supplying FSC Controlled Wood shall hold a valid FSC COC certificate duly issued by an FSC accredited Certification Body.		
15.2 The company includes the following information on all invoices issued for sales of its FSC Controlled Wood products: <ul style="list-style-type: none"> a) the name and address of the buyer; b) the date on which the invoice was issued; c) description of the product; d) the quantity of the products sold; e) reference to the product's batch and/ or to related shipping documentation, sufficient to link the invoice to the goods received by the customer; f) the certification code issued by an FSC accredited Certification Body. 		
15.3 All invoices and transport documents issued for the sale of FSC Controlled Wood shall include a clear product description "FSC Controlled Wood" for all applicable products.		
15.4 Summaries of wood sold as FSC controlled wood are available. (Appendix B)		

PART 5: CLAIMS

16. PROVISIONS FOR CLAIMS RELATED TO FSC CONTROLLED WOOD

REQUIREMENT	FINDINGS	OBS/CARs
16.1 Claims regarding FSC Controlled Wood or statement 'FSC Controlled Wood' is only used in business to business communication with COC certified operations acquiring FSC Controlled Wood		
16.2 Company does not make claims regarding FSC Controlled Wood or use the statement 'FSC Controlled Wood' or the FSC Trademarks, on-product or on point of sale materials or in any other promotional material.		
16.3 The term 'FSC Controlled Wood' is used as segregation marks during manufacturing process or storage. Mark is removed/deleted when products reach final points of sale and/or when the segregation marks could be interpreted as commercial labels.		
16.4 FSC Controlled Wood is clearly link/identified to the statement "FSC Controlled Wood" in the respective sales documentation.		
16.5 The certificate number is used with the FSC Controlled Wood Statement.		
16.6 The FSC label is not used claims about products sold or sourced exclusively as 'FSC Controlled Wood' or in reference to Controlled Wood certificates.		

End of Checklist