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PEFC

AUDIT-TYPE:	TPA	AUDIT-LANGUAGE:	
PROJECT NO.			
CLIENT:			
Type of certificate	Single or multiple	No of Sites	
ADDRESS:			TEL: E-MAIL:
AUDIT SCOPE:			
CERTIFICATE NO:		PEFC LOGO USAGE LICENCE NO:	
DATE OF ISSUE:		DATE OF EXPIRY:	
NACE CODES:		NO. EMPLOYEES:	
STANDARD:			
<p>“Chain of Custody of Forest Based Products – Requirements”, Appendix 4 of the Technical Document officially adopted by the PEFC Council General Assembly on 29 November 2004 and 17 June 2005.</p> <p>“PEFC Logo Use Rules”, Appendix 5 of the Technical Document, officially adopted on 22 November 2002 and modified by the PEFC Council General Assembly on 29 October 2004 and 17 June 2005.</p>			
DATE OF LAST REPORT UPDATE:			

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BASIC EVALUATION INFORMATION

MAIN EVALUATION			
Evaluation Dates:			
Team Leader/Team:			
Report approved by:		Date:	
Certification approved by:		Date:	
PEFC Database logged by:		Date:	
SURVEILLANCE 1			
Evaluation Dates:			
Team Leader/Team:			
Report approved by:		Date:	
SURVEILLANCE 2			
Evaluation Dates:			
Team Leader/Team:			
Report approved by:		Date:	
SURVEILLANCE 3			
Evaluation Dates:			
Team Leader/Team:			
Report approved by:		Date:	
SURVEILLANCE 4			
Evaluation Dates:			
Team Leader/Team:			
Report approved by:		Date:	

Introduction

**The blue segments are notes for internal use which are not part of the report.
The red terms are placeholders that are to be adapted accordingly.**

This report presents the results of the certification assessment at **company name** in **location, country** on **date** by SGS-Qualifor. The purpose was to assess the operations of **Company name** against the requirements of the PEFC Council for Chain-of-Custody certifications.

Company background, number of employees, etc.

Production process, utilisation factor

Annual purchasing/sales, wood species, goods produced

Availability of certified raw material, reason for certification application

etc.

1. Audit Scope

The scope of this assessment is the following operations of **company name** in **location**:

(Scope to be mention on the certificate)

2. Audited system

The objective of the PEFC chain of custody requirements is to ensure that all products marked with the PEFC logo or sold as PEFC certified products are produced from raw material that comes from certified forests. This is based on the stipulations of Appendix 4 of the Technical Document "Chain of Custody of Forest Based Products – Requirements", officially adopted by the PEFC Council General Assembly on 29 November 2004 and 17 June 2005.

ELEMENTS	ASSESSMENT-RESULT
Has the company been certified for other quality or environmental management systems? If yes, which?	FSC ISO 14001 ISO 9001 ff EMAS other Yes/No

3. Corrective Action Requests and Observations

Please see Appendix A for a summary of Corrective Action Requests and Appendix B for the summary of the Observations

4. Technical requirement

5.1 Requirements for Chain of Custody process

The organisation can supply verifiable information on the origin of the raw material within a certain time period based on stock control and registration of material flow. The origin of the wood raw material during transportation and processing of purchased products can be traced on the product documentation.

Company name has decided to use the chain of custody process/method*.

* The organisation can choose between the following chain of custody methods:

- Physical Separation Method
- Percentage Method

The organisation, whose certified raw material is not mixed with other raw material and/or where the certified raw material can be identified during the whole process, should use the physical separation as the preferred option.

PEFC Standard 2.2 / 3.2 Identification of origin:		
Identification of origin:		
The organisation has identified and verified the category of the origin of all procured raw material. Documents (invoices) associated with each delivery of raw material shall include at least:		
(a) supplier identification,		
(b) quantity of delivery,		
(c) date of delivery / delivery period / accounting period,		
(d) category of the origin (including percentage of certified raw material if the percentage method is used by the supplier).		
Identification at supplier level:		
The organisation shall require documentation from all suppliers of the certified raw material, which proves that the criteria set for the supplier of the certified raw material have been met.		
MA		
SA-01		
SA-02		
SA-03		
SA-04		

PEFC Standard 2.4 / 3.5 - Sale of certified products:

At the point of sale or transfer of the certified products to another entity, the organisation shall provide the customer with a document verifying compliance with the chain of custody requirements.

The organisation shall ensure that documentation (invoices) for each delivery of the certified products clearly states at least the following information:

- (a) organisation's identification,
- (b) quantity of delivery,
- (c) date of delivery / delivery period / accounting period,
- (d) category of the origin (including percentage of certified raw material if the percentage method was used by the supplier of the certified raw material).

MA		
SA-01		
SA-02		
SA-03		
SA-04		

5.1.1 Physical separation method

Company name has decided for the chain of custody process of the **physical separation method** because they can guarantee that the certified raw material is kept separated and/or clearly identifiable at all stages of the production or trading process.

Section 5.1.1 or 5.1.2 of this report can be deleted with the remark "not relevant" when the respective other method was selected.

PEFC Standard 2.1

The organisation applying the physical separation method shall ensure that the certified raw material is separated or clearly identifiable at all stages of the production or trading process.

MA		
SA-01		
SA-02		
SA-03		
SA-04		

PEFC Standard 2.3

Certified raw material shall remain clearly identifiable throughout the whole production / trading and storage process. This shall be achieved by:

- (a) physical separation in terms of production and storage space or
- (b) physical separation in terms of time or,
- (c) permanent identification of the certified raw material.

MA		
SA-01		
SA-02		
SA-03		
SA-04		

5.1.2 Percentage method

Company name has decided for the chain of custody process of the **percentage method** because within their production / trading processes certified raw material is mixed together with other raw material categories and the certified raw material cannot be clearly identified in the output products.

Section 5.1.1 or 5.1.2 of this report can be deleted with the remark “not relevant” when the respective other method was selected.

5.1.2.1 Definition of the production batch

Company name has identified the following production batch(es) for which the certification percentage is calculated:

Output (Finished) products	Input raw material	Chain of custody production batch
Spruce sawnwood A	Spruce sawlogs	Spruce products
Spruce sawnwood B		
Spruce sawnwood C		
Spruce chips		
Pine sawnwood A	Pine sawlogs	Pine products
Pine sawnwood B		
Pine sawnwood C		
Pine chips		
Pine / Spruce sawdust	Spruce / Pine sawlogs	Spruce / Pine products
Pine / Spruce bark		

The production batch shall be identified for specific products or groups of products. The organisation can include in one production batch only products which consist of the same raw material.

The organisation shall identify its production batch(es) based on the following criteria:

- (a) raw material included in the products covered by the production batch,
- (b) production site at which the products covered by the production batch has been produced,
- (c) the time period over which the products covered by the production batch has been produced or sold / transferred.

The production batch shall be associated with (i) a single product or (ii) a group of products, which consist of the same or similar input raw material according to, for example species, sort, etc.

The production batch shall be associated with products, which have been produced at one production site (This requirement is not applicable to organisations where the production site cannot be clearly identified, e.g. forest contractors, transportation, trade, etc.).

PEFC Standard 3.1.2.5		
The maximum time period for the definition of the production batch is three months.		
MA		
SA-01		
SA-02		
SA-03		
SA-04		

PEFC Standard 3.1.2.6		
The organisation shall identify all products (included in the production batch, which is covered by the chain of custody) by a batch identifier through which it is possible to determine the production batch to which the products belong.		
MA		
SA-01		
SA-02		
SA-03		

SA-04		
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5.1.2.2 Calculation of the certification percentage

Company name calculates the certification percentage as **simple percentage / rolling average percentage**.

PEFC Standard 3.3.1		
The organisation shall calculate the certification percentage separately for each production batch.		
MA		
SA-01		
SA-02		
SA-03		
SA-04		

PEFC Standard 3.3.2		
The organisation shall calculate the certification percentage based on a single measurement unit used for all raw material covered by the calculation. In case of conversion to the single measurement unit used for the calculation purposes, the organisation shall use only official conversion ratios and methods.		
MA		
SA-01		
SA-02		
SA-03		
SA-04		

PEFC Standard 3.3.3		
If the procured raw material includes only a proportion of certified raw material, then only the quantity corresponding to the actual certification percentage claimed by the supplier shall enter the calculation formula as certified raw material. The rest of that raw material shall enter the calculation as other raw material.		
MA		
SA-01		
SA-02		
SA-03		
SA-04		

PEFC Standard 3.3.5		
The organisation applying the simple certification percentage shall use in the calculation raw material included in the specific production batch for which the certification percentage is calculated. The maximum time for the calculation period is equivalent to the maximum time period defined for the production batch and shall not exceed three months.		
MA		
SA-01		
SA-02		
SA-03		
SA-04		

PEFC Standard 3.3.6		
The organisation applying rolling average percentage shall calculate the certification percentage for the specific production batch using the quantity of raw material procured in the specified previous time period. The total maximum time for the rolling average calculation does not exceed 12 months.		
MA		
SA-01		
SA-02		
SA-03		

SA-04	
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5.1.2.3 Transfer of the certification percentage to the outputs

The certification percentage shall be calculated for the production batch and also distributed to the products of the production batch. The production batch is defined by its content (products included) and also by the time period during which the products are produced or sold. The maximum time period for the production batch is three months.

5.1.2.3.1 Average percentage method

Not relevant. (delete 5.1.2.3.1 or 5.1.2.3.2 accordingly)

PEFC Standard 3.4.1.1	
The organisation uses the certification percentage for all products covered by the production batch for which the calculation has been carried out.	
No minimum threshold is set to use the average percentage method.	
If the certification percentage for the production batch is e.g. 54% then all products covered by this production batch can be sold as certified products including 54% of certified raw material.	
MA	
SA-01	
SA-02	
SA-03	
SA-04	

5.1.2.3.2 Volume credit method

Not relevant. (delete 5.1.2.3.1 or 5.1.2.3.2 accordingly)

Note: Organisations, which are using PEFC claims covering recycled raw material (see 5.3.1 of this report) are not allowed to use the volume credit method.

PEFC Standard 3.4.2.1	
The organisation shall transfer the certification percentage into the volume credit in the single measurement unit of the output products of the production batch. The volume credit shall be distributed to the output products in a way that the certified products will be considered as including 100 % of certified raw material.	
MA	
SA-01	
SA-02	
SA-03	
SA-04	

PEFC Standard 3.4.2.2	
The organisation, which is not able to define	
(i) - a single measurement unit for all output products of the production batch or	
(ii) - which included in the production batch products with different ratios between input raw material volume and output product volume, shall transfer the certification percentage into volume credit separately for the products with different measurement unit or the input/output ratio.	
MA	
SA-01	
SA-02	
SA-03	

SA-04		
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PEFC Standard 3.4.2.3

The organisation can cumulate the volume credit by creating a credit account, which can be used for the next production batches. The credit account shall be established respecting chapter 3.4.2.2 PEFC.

MA		
SA-01		
SA-02		
SA-03		
SA-04		

PEFC Standard 3.4.2.4

The total quantity of credits cumulated at the credit account does not exceed the sum of credits entered into the credit account during the last twelve months.

MA		
SA-01		
SA-02		
SA-03		
SA-04		

5.1.2.4 Controversial sources

Company name shall establish adequate measures to ensure that the certified products do not include raw material from controversial sources.

PEFC Standard 3.6.2

The organisation has at least a signed self-declaration from all suppliers of forest based raw material, which is not classified as certified raw material that the supplied raw material does not originate from a controversial source.

The organisation, which has signed contracts with its suppliers, shall include such a declaration in the contracts.

MA		
SA-01		
SA-02		
SA-03		
SA-04		

PEFC Standard 3.6.3

The organisation has evaluated the potential risk of procuring raw material from controversial sources and established a sampling based programme of second or third party verification of the suppliers' self-declarations if a high risk exists that raw material originates from controversial sources.

MA		
SA-01		
SA-02		
SA-03		
SA-04		

PEFC Standard 3.6.4

The organisation procuring raw material originating from threatened and endangered species classified by CITES shall follow all the regulations defined by CITES and other international as well as national legislation.

MA		
SA-01		
SA-02		
SA-03		
SA-04		

5.2 Minimum management system requirements

Company name shall operate a management system in accordance with the PEFC CoC standard, which ensures correct implementation, and maintenance of the chain of custody process. The management system shall be appropriate to the type, range, and volume of work performed.

PEFC Standard 4.2.1. 1 - Management responsibilities		
The organisation's top management shall define and document its commitment to implement and maintain the chain of custody requirements in accordance with this standard. The organisation's commitment shall be made available to the organisation's personnel, suppliers, customers, and other interested parties.		
MA		
SA-01		
SA-02		
SA-03		
SA-04		

PEFC Standard 4.2.1.2 - Management responsibilities		
The organisation's top management has appointed a member of the management who, irrespective of other responsibilities, has overall responsibility and authority for the chain of custody.		
MA		
SA-01		
SA-02		
SA-03		
SA-04		

PEFC Standard 4.2.1.3 - Management responsibilities		
The organisation's top management of the organisation shall carry out a regular periodic review of the organisation's chain of custody and its compliance with the requirements of this standard.		
MA		
SA-01		
SA-02		
SA-03		
SA-04		

PEFC Standard 4.2.2 - Responsibilities and authorities for COC		
The organisation has identified personnel performing work effecting the implementation and maintenance of chain of custody. Responsibilities and authorities relating to chain of custody process have been set. These are:		
(a) raw material procurement and identification of the origin,		
(b) product processing covering physical separation or percentage calculation and transfer into output products,		
(c) product sale and labelling,		
(d) record keeping,		
(e) internal audits and non-conformity control.		
MA		
SA-01		
SA-02		
SA-03		
SA-04		

PEFC Standard 4.3 Documented procedures		
The chain of custody process of the organisation is documented. The chain of custody documentation shall include at least the following elements:		
(a) description of the raw material flow within the production process,		
(b) organisation structure, responsibilities and authorities relating to chain of custody,		
(c) procedures for chain of custody covering all requirements of this standard.		
MA		
SA-01		
SA-02		
SA-03		
SA-04		

PEFC Standard 4.4 / 4.4.1 – Record keeping		
The organisation shall establish and maintain records to provide evidence of conformity with the requirements and its effectiveness and efficiency. The organisation shall keep at least the following records:		
(a) records of all suppliers of forest based raw material including information which confirms that the requirements at the supplier level are met,		
(b) records of all purchased forest based raw material including information on its origin,		
(c) records of all forest based products sold and their claimed origin,		
(d) records of internal audits, non-conformities which occurred and corrective actions taken.		
MA		
SA-01		
SA-02		
SA-03		
SA-04		

PEFC Standard 4.4.2 – Record keeping		
The organisation shall maintain the records for a minimum period of five years.		
MA		
SA-01		
SA-02		
SA-03		
SA-04		

PEFC Standard 4.5 – Human resources		
The organisation shall ensure that all personnel performing work affecting the implementation and maintenance of the chain of custody shall be competent on the basis of appropriate training, education, skills and experience.		
MA		
SA-01		
SA-02		
SA-03		
SA-04		

PEFC Standard 4.5 – Technical facilities		
The organisation has identified, provided and maintained the infrastructure and technical facilities needed for effective implementation and maintenance of the organisation's chain of custody with the requirements of the PEFC standard.		
MA		
SA-01		
SA-02		
SA-03		
SA-04		

PEFC Standard 4.6 / 4.6.1 – Inspection and control

The organisation shall conduct internal audits at intervals of at least one year covering all requirements of this standard and establish corrective and preventive measures if required.

MA		
SA-01		
SA-02		
SA-03		
SA-04		

PEFC Standard 4.6.2

The report from the internal audit shall be reviewed by the organisation's top management at least annually.

MA		
SA-01		
SA-02		
SA-03		
SA-04		

5.3 Usage of PEFC logo

The PEFC Logo and trademark creates an information link between the raw material included in a forest based product and the origin of that raw material as defined in the international processes for sustainable forest management and certified by an independent third party in accordance with the requirements of the PEFC system.

Company name (does not plan/plans to use the PEFC logo and will (not) use it with a claim.

The PEFC logo can be used on a product without any claim or declaration; it is however advisable to use a claim. The PEFC logo can be used with or without claim in two different ways:

On-product identification

- Labelling (e.g. on prefab parquet, form wood, plywood, etc.)
- On-product identification (for products without packaging), the logo is stamped on the product
- Identification (stamp) on the round wood

Off-product identification

- Use in product documents (bill of lading, packing list, invoice, etc.), only if the logo user belongs to category B or C
- Use in general documentation (PEFC brochure, company or product leaflets, etc.)

The PEFC-Logo can also be used off-product for e.g. promoting the use of PEFC labelled products or in order to foster public recognition for PEFC objectives and activities as to sustainable forest management.

PEFC Logo Use Standard¹ 7.3

For PEFC logo on-product or off-product use, the minimum percentage of certified raw material in the product or production process is 70 %.

MA		
SA-01		
SA-02		
SA-03		
SA-04		

¹ "PEFC Logo Use Rules", Appendix 5 of the Technical Document, officially adopted on 22 November 2002 and modified by the PEFC Council General Assembly on 29 October 2004 and 17 June 2005.

PEFC Logo Use Standard 7.4

If the organisation uses the logo or label, both on-product and off-product usage shall be carried out according to the terms and conditions of the contract for the logo usage entered into by the user and the local PEFC National Governing Bodies or with the PEFC Council

MA		
SA-01		
SA-02		
SA-03		
SA-04		

PEFC Logo Use Standard 7.5

The company has to obtain an official license from the PEFC Council or the PEFC National Governing before printing, publishing or otherwise using the PEFC logo regardless of the Logo Usage Group or logo usage alternative (off- or on product usage).

Signed (by both parties) writing issuance of a logo usage license to the company is available.

MA		
SA-01		
SA-02		
SA-03		
SA-04		

PEFC Logo Use Standard 7.4.1 – Minimum requirements

The logo shall be used in accordance with the following terms:

- (a) The PEFC logo is used in the appropriate size, colour, and other qualities and following the instructions for the reproduction of the PEFC logo,
- (b) with the PEFC Copyright PEFC™,
- (c) with the licence number for the logo usage.
- (d) The Mobius symbol shall be used together with the PEFC Logo if the content of PEFC recycled raw material is used for meeting the minimum percentage threshold.

MA		
SA-01		
SA-02		
SA-03		
SA-04		

PEFC Logo Use Standard 7.4.2

The organisation (only the logo user) is using an **off-product** additional voluntary declaration.

MA		
SA-01		
SA-02		
SA-03		
SA-04		

PEFC Logo Use Standard 7.4.3		
The organisation (only the logo user) is using the on-product additional voluntary declaration:		
“From sustainably managed forests – for more information see: www.pefc.org”.		
The declaration on the label/after the logo can be used under the condition that the raw material is purchased from suppliers with a valid forest management certificate or the chain of custody certification and all previous production steps are based on physical separation and 100% of the wood material is certified.		
“Promoting sustainable forest management – For more info: www.pefc.org”		
in cases where the chain of custody certification is based on percentage based methods (average percentage and/or volume credit methods) or physical separation (where the conditions for the claim “From sustainably managed forests” have not been met),		
“Promoting sustainable forest management and recycling - For more info: www.pefc.org”		
in cases where the certified product includes PEFC recycled raw material, whose content is verified by the chain of custody based on the physical separation or average percentage methods		
MA		
SA-01		
SA-02		
SA-03		
SA-04		

PEFC Logo Use Standard 7.4.3		
An additional voluntary product description is given. (Element 5)		
MA		
SA-01		
SA-02		
SA-03		
SA-04		

5.3.1 Specification of the origin for the purposes of PEFC label and declarations covering recycled raw material

Normative for organisation wishing to make PEFC claims covering recycled raw material

The definition of the origin defined by Appendix 6 shall be used together with the requirements of the PEFC standard when the organisation establishes a chain of custody to use the PEFC logo and/or declarations covering recycled raw material.

- The organisation shall calculate and communicate separately information on:
- content of PEFC certified wood based raw material (Appendix 6, Chapter 2),
 - content of recycled raw material (Appendix 6, Chapter 3).

PEFC Standard, Appendix 6		
The organisation divides recycling material into the following categories and verifies the PEFC recycling material in accordance with appendix 6, chapter 3:		
<ul style="list-style-type: none"> ▪ Certified raw material (V_C) ▪ Neutral raw material (V_N) ▪ Other raw material (V_O) 		
A list of the incoming recycling materials is available.		
MA		
SA-01		
SA-02		

SA-03		
SA-04		

PEFC Standard, Appendix 6		
For the purposes of declarations based on the definition of the origin of Appendix 6, the organisation can use the following chain of custody methods:		
(i) physical separation (Section 2 of the chain of custody standard),		
(ii) percentage based – average percentage method - (Section 3 of the chain of custody standard, excluding chapter 3.4.2).		
MA		
SA-01		
SA-02		
SA-03		
SA-04		

PEFC Logo Use Standard 7.2		
The Mobius symbol shall be used together with the PEFC Logo if the content of PEFC recycled raw material is used for meeting the minimum percentage threshold (70%).		
MA		
SA-01		
SA-02		
SA-03		
SA-04		

PEFC Logo Use Standard		
The Mobius Loop symbol contains the correct percentage.		
MA		
SA-01		
SA-02		
SA-03		
SA-04		

5. General

6.1 Changes to the Scope of the Certificate, company detail or contact detail

Evaluation	Changes to scope
SAyyyy-01	
SAyyyy-02	
SAyyyy-03	
SAyyyy-04	

6.2 Complaints or comments

Assessment	Issue	Finding
MA		
SA-01		
SA-02		

SA-03		
SA-04		

6. Audit Summary and Recommendation:

There being no Major Corrective Action Requests, the assessment team recommends certification of **Company name's** chain of custody for the scope mentioned above.

Assessment	Date	Report prepared by
MA		
SA-01		
SA-02		
SA-03		
SA-04		

APPENDIX A

Corrective Action Requests

CAR #	Indicator	CAR Detail					
Major CAR number is given as M00 and minor as 00		Date Recorded>	dd MMM yy	Due Date>	dd MMM yy	Date Closed>	dd MMM yy
		Non-Conformance:					
		Objective Evidence:					
		Where a CAR cannot be closed out, reasons for this must be given and the due date adjusted. Please refer specifically the requirements of Procedure 04.					
Close-out evidence:							
		Date Recorded>	dd MMM yy	Due Date>	dd MMM yy	Date Closed>	dd MMM yy
		Non-Conformance:					
		Objective Evidence:					
Close-out evidence:							
		Date Recorded>	dd MMM yy	Due Date>	dd MMM yy	Date Closed>	dd MMM yy
		Non-Conformance:					
		Objective Evidence:					
Close-out evidence:							

APPENDIX B

Observations

OBS #	Indicator	Observation Detail			
		Date Recorded>	dd MMM yy	Date Closed>	dd MMM yy
		Observation:			
		Follow-up evidence:			
		Date Recorded>	dd MMM yy	Date Closed>	dd MMM yy
		Observation:			
		Follow-up evidence:			
		Date Recorded>	dd MMM yy	Date Closed>	dd MMM yy
		Observation:			
		Follow-up evidence:			
		Date Recorded>	dd MMM yy	Date Closed>	dd MMM yy
		Observation:			
		Follow-up evidence:			

APPENDIX C

Summary of wood material purchased

Note 1: Purchased material/products must be summarised for the periods 01 January to 30 June and 01 July to 31 December or 01 January to 31 December.

Any volume information that is additional to this should be added separately by adding tables for that specific period.

Note 2: Products purchased as uncertified wood use in PEFC products must be recorded.

MAIN/RE-ASSESSMENT						
Period of purchase>>>		dd MM yyyy to dd MM yyyy				
Type	Product	UN Code	CoC Nr	Supplier	Volume/ Number	Conversion Ratio
Uncertified wood received:						
Type of wood	Products		Supplier	District & Country	Volume/ Number	Conversion Ratio

SURVEILLANCE 01						
Period of purchase>>>		dd MM yyyy to dd MM yyyy				
Type	Product	UN Code	CoC Nr	Supplier	Volume/ Number	Conversion Ratio
Uncertified wood received:						
Type of wood	Products		Supplier	District & Country	Volume/ Number	Conversion Ratio

SURVEILLANCE 02						
Period of purchase>>>		dd MM yyyy to dd MM yyyy				
Type	Product	UN Code	CoC Nr	Supplier	Volume/ Number	Conversion Ratio

Uncertified wood received:						
Type of wood	Products		Supplier	District & Country	Volume/ Number	Conversion Ratio

SURVEILLANCE 03						
Period of purchase>>>		dd MM yyyy to dd MM yyyy				
Type	Product	UN Code	CoC Nr	Supplier	Volume/ Number	Conversion Ratio
Uncertified wood received:						
Type of wood	Products		Supplier	District & Country	Volume/ Number	Conversion Ratio

SURVEILLANCE 04						
Period of purchase>>>		dd MM yyyy to dd MM yyyy				
Type	Product	UN Code	CoC Nr	Supplier	Volume/ Number	Conversion Ratio
Uncertified wood received:						
Type of wood	Products		Supplier	District & Country	Volume/ Number	Conversion Ratio

APPENDIX D

Summary of Certified Products sold

Note 1: Sold material/products must be summarised for the periods 01 January to 30 June and 01 July to 31 December or 01 January to 31 December.

Any volume information that is additional to this should be added separately by adding tables for that specific period.

RE-ASSESSMENT					
Period of sales>>>		dd MMM yyyy to dd MMM yyyy			
Type	Product	UN Code	CoC Nr	Buyer	Volume/ Number

SURVEILLANCE 1					
Period of sales>>>		dd MMM yyyy to dd MMM yyyy			
Type	Product	UN Code	CoC Nr	Buyer	Volume/ Number

SURVEILLANCE 2					
Period of sales>>>		dd MMM yyyy to dd MMM yyyy			
Type	Product	UN Code	CoC Nr	Buyer	Volume/ Number

SURVEILLANCE 3					
Period of sales>>>		dd MMM yyyy to dd MMM yyyy			
Type	Product	UN Code	CoC Nr	Buyer	Volume/ Number

SURVEILLANCE 4					
Period of sales>>>		dd MMM yyyy to dd MMM yyyy			

Type	Product	UN Code	CoC Nr	Buyer	Volume/ Number