

BM TRADA Chain of Custody (CoC) Guidance Information



Contents

1. Introduction to Chain of Custody Certification	3
2. Aims of Chain of Custody Certification.....	3
3. FSC Chain of Custody Basic Requirements	3
4. Chain of Custody Control Systems (FSC & PEFC)	3
4.1. FSC Transfer System / PEFC Physical Separation Method.....	3
4.2. FSC Percentage System / PEFC Percentage Method	4
4.3. FSC Credit System / PEFC Volume Credit Method.....	4
5. Additional FSC / PEFC Requirements	4
5.1 FSC Controlled Wood	4
5.2. PEFC Wood from Non Controversial Sources Section.....	5
5.3. FSC Reclaimed Material	5
5.4 FSC - Use of Minor Components.....	5
5.5. FSC - Outsourcing	5
6. Multisite Certification	5
7. The BM TRADA Chain of Custody Certification Process	7
7.1. Application.....	7
7.2. Gap Analysis – Optional Service	7
7.3. Main Evaluation.....	8
7.4. Certification Decision	8
7.5. Certificate Issuance.....	8
7.6 Annual Routine Surveillance	8
7.7 Re-Evaluation.....	8
7.8 Non-conformities	8
8. The BM TRADA Chain of Custody Audit Process.....	8
8.1. Opening Meeting.....	9
8.2. Procedures	9
8.3. Critical Control Points You will be expected to identify all areas of your system where there is any possibility for the uncontrolled mixing of certified and uncertified products. These areas are referred to as Critical Control Points (CCPs). This will include, but is not limited to:	9
8.4. Training	9
8.5. Record Keeping	9
8.7. Product Groups	10
8.8. Material Sourcing	10
8.9. Complaints	10
8.10. Receipt and Storage	10
8.11. Sales and delivery.....	10
8.12. Volume Control	10
9. Use of Trademarks	11
9.1. FSC Trademarks.....	11
9.2. PEFC Trademarks	11
10. Forest Products Chain of Custody Certification - Only Applicable to BM TRADA UK clients	11
11. Directory of FSC / PEFC Standards & BM TRADA Technical Documents.....	12
11.1 FSC Standards.....	12
11.2 PEFC Standards	12
11.3 BM TRADA Forest Products Scheme Document	12
12. Fees for Certification.....	13
13. Further Information Contact:.....	13

1. Introduction to Chain of Custody Certification

Demand for chain of custody certification has grown dramatically in recent years to the extent that, for many companies, the ability to prove that a timber product has been derived from a well-managed source is now a key factor in the specification of timber and paper products.

There are currently two independent chain of custody certification programmes, the **FSC** (Forest Stewardship Council) scheme and the **PEFC** (Programme for the Endorsement of Forest Certification) scheme. BM TRADA Certification is accredited to offer chain of custody certification to both schemes. We also offer certification for an independent BM TRADA Forest Products Chain of Custody scheme, for timber products that originate from forest conformity schemes not currently covered by FSC or PEFC.

Note: All FSC standards referred to in this document are publically available free of charge. You can download standards directly from this document by holding the CTRL key on your keyboard and clicking on the available links.

2. Aims of Chain of Custody Certification

Chain of Custody certification is the unbroken path which timber and paper products take from the forest to the consumer, including all stages of processing, manufacturing, transportation and distribution.

Chain of Custody certification provides third party, independent verification that the certified timber or paper products originate from well-managed forests, and, verifies that these products are not mixed with products from uncertified forests at any point in the supply chain, except under strict controls.

Chain of Custody certification is required whenever a company takes legal ownership of the product, and wishes to make claims to third parties that the product originates from a certified forest.

3. FSC Chain of Custody Basic Requirements

If you require FSC Chain of Custody certification you will be evaluated by BM TRADA to the requirements of The FSC Chain of Custody Standard **FSC-STD-40-004 V2-1**. This standard sets out the universal requirements for FSC Chain of Custody Certification. Each organisation which takes ownership of the timber, wood product or fibre must have systems to monitor the purchase, handling and sales of FSC material in accordance with the requirements of the above standard.

You can download a copy of this standard by following the link below:

<http://www.fsc.org/fsccertification.html>

4. Chain of Custody Control Systems (FSC & PEFC)

Before certification you will be required to define your system for making Chain of Custody claims on outputs. Both FSC and PEFC have defined three alternative control systems and use specific terminology for these systems. Below is an overview of the different systems; however you must ensure that you have read and understood and implemented the requirements as detailed in the appropriate standards applicable to the control systems.

4.1. FSC Transfer System / PEFC Physical Separation Method

This type of control system is used if you:

- Receive products with a FSC or PEFC claim and process them without altering the composition of certified timber or fibre in the product.
- Trade in, package or finish products without any alteration to the certified content of the product. They also include processes where products are manufactured or assembled without changing the composition of the raw material.
- Are only using FSC Mix raw material (from credit or percentage control system)
- Are using 100% verified post-consumer reclaimed material
- Are combining within a single product, materials covered by different FSC/PEFC Claims but who do not want to make complex calculations. For example if you produce books with FSC Mix text, FSC Recycled cover and FSC 100% end papers you can use the FSC Mix label as the lowest common denominator.

For more details on FSC Transfer System please refer to The FSC Chain of Custody Standard FSC-STD-40-004 V2-1 Part II, Section 7

4.2. FSC Percentage System / PEFC Percentage Method

This system is used for companies that wish to make percentage claims. A percentage claim implies that the product contains a mixture of certified raw material and other non-certified material. These materials can be mixed in a controlled manner to produce a finished product or production batch in which there is a known content of certified material. The percentage claim may be based on either a single product or averaged across a number of products produced within a defined production batch.

An advantage of the percentage system is that, provided the products meet the claimed percentage level, all of the outputs from the production batch can be sold with a percentage claim. If the trademarks are not being used, then a percentage claim that is appropriate to the actual percentage content can be made.

The percentage system can be used for FSC Mix and FSC Recycled product groups. It is not applicable for trading activities related to finished products and can only be applied on the level of a single, physical (storage, distribution, manufacturing, etc.) site.

For more details on FSC Percentage System please refer to The FSC Chain of Custody Standard FSC-STD-40-004 V2-1 Part II, Section 8

4.3. FSC Credit System / PEFC Volume Credit Method

This system is used for companies that wish to make credit claims. The credit system again involves the mixing of certified and non-certified raw material. It is based on the monitoring of the volume or weight of certified raw material that is purchased to manufacture a batch of products as this value will determine the total amount of finished product that can be sold as certified. The remaining products in the batch are sold as non-certified.

The credit system can be used for FSC Mix and FSC Recycled product groups. It is neither applicable for print processes nor for trading activities related to finished products, such as kitchen units. The credit system can only be applied on the level of a single, physical (storage, distribution, manufacturing, etc.) site.

For more details on FSC Credit System please refer to The FSC Chain of Custody Standard FSC-STD-40-004 Part II, Section 9

Note: With this system you can only label a volume of your product group equal to the amount of FSC input.

5. Additional FSC / PEFC Requirements

In addition to the basic requirements and control systems in sections 3 and 4 above there are a number of other FSC / PEFC standards which will apply if you are processing **controlled wood**, **reclaimed materials** or if you are **outsourcing activities / services**. These additional requirements are shown in more detail below.

5.1 FSC Controlled Wood

Timber or fibre included with an FSC percentage or credit claim that does not originate from an FSC certified supplier or forest may be referred to as Controlled Wood if it meets the requirements of **FSC Standard FSC-STD-40-005 V2-1**. If you wish to use Controlled Wood as part of either a Percentage or Credit claim you must meet the requirements of this Standard. In addition you will need to provide BM TRADA with a list of the non-certified suppliers with the description of the wood supplied, species and volume of wood supplied

To count as FSC Controlled Wood, a material's forest of origin must be risk assessed against FSC's Controlled Wood standards and found to be at a low risk of being:

- Illegally Logged
- Harvested from areas where there is violation of traditional or civil rights
- Harvested from forests in which high conservation values are threatened by management activities
- Harvested from areas being converted from forests and other wooded ecosystems to plantations or non-forest uses
- Harvested from forests in which genetically modified (GM) trees are planted

You can download a copy of the FSC Controlled Wood standard by following the link below:

<http://www.fsc.org/fsccertification.html>

You can also download a FSC Controlled Wood fact sheet by following the link below:

<http://www.fsc.org/cw.html>

5.2. PEFC Wood from Non Controversial Sources Section

Timber or fibre included with a PEFC claim that does not originate from a PEFC certified supplier or forest is referred to as Wood from Controversial Sources. If you want to include timber that is not PEFC certified as part of a Percentage or Credit Claim you must meet the requirements of **PEFC International Standard PEFC ST 2002:2010 Chain of Custody of Forest Based Products – Requirements (First Edition 26th November 2010)** and PEFC ST 2001:2008 PEFC Logo usage rules – requirements (Second Edition 26th November 2010).

5.3. FSC Reclaimed Material

Reclaimed timber or fibre can be included as part of an FSC claim. If you wish to use reclaimed materials as part of an FSC claim you must meet the requirements of **FSC-STD-40-007 V2-0 (Sourcing reclaimed material for use in FSC Product Groups or FSC Certified Projects)**.

You can download a copy of this FSC Standard by following the link below:

<http://www.fsc.org/fsccertification.html>

5.4 FSC - Use of Minor Components

FSC allows for the use of minor components, comprising of less than 5% of the total wood volume or weight of a product, such as backing paper, jointing dowels etc in certified finished products that cannot be traced back to an FSC certified source.

Such minor components which form below 5% of the total wood volume or weight of a product, and where it is not possible to find an acceptable FSC or Controlled Wood supply, will require an application for minor component derogation through BM TRADA.

For further information on applications for minor component derogation please refer to **FSC-PRO-40-004 V2-2 Minor Components Derogation Applications and Evaluations** by following the link below

<http://www.fsc.org/fsccertification.html>

A copy of the minor component derogation application form can be found in **Annex 1** at the back of the above standard

Wood face veneers and CITES listed species are however never exempt and must always be FSC certified or FSC Controlled Wood.

Minor components are referenced under FSC-STD-40-004 V2-1 Part IV, Supplementary Requirements (Section 13).

5.5. FSC - Outsourcing

If another company carries out part of your manufacturing process, such as timber treatment or print finishing, then they must be included in the scope of your Chain of Custody certification, provided you retain ownership of the products throughout. The products do not have to come back to you before delivery to your customer.

If you are outsourcing it is critical that you complete BM TRADA Certification form (available on the BM TRADA Web Site www.bmtrada.com) **CC06 1f COC Request for Quote form Appendix A** stating the required details of all outsourced processes.

Outsourcing is referenced under FSC-STD-40-004 V2-1 Part IV, Supplementary Requirements (Section 13).

6. Multisite Certification

If your organisation has a central office and a network of two or more sites then you have the option of either applying for single site or multisite certification.

When applying for multisite certification it is important to clearly identify the central office which is responsible for controlling the Chain of Custody systems and conducting internal audits of all participating sites annually.

If your organisation has, for example, a central office and a manufacturing unit located together at one address and another manufacturing unit located at another address then the two factories are classified as participating sites and the central office is a separate entity in the certification structure, despite the fact that the central office can be physically located at the same address as one of the manufacturing unit.

On the next page are 3 examples of multisite structures and 2 examples of **non** multisite structures:

Example 1 - Central Office + 2 Participating Sites (2 locations)



Location = London
(Central Office & Manufacturing Unit)

+



Location = Liverpool
(Manufacturing Unit)

= Classified as Multisite

Example 2 - Central Office + 2 Participating Sites (3 locations)



Location = London
(Central Office)

+



Location = Liverpool
(Manufacturing Unit)

+



Location = Glasgow
(Manufacturing Unit)

= Classified as Multisite

Example 3 - Central Office + 2 Participating Sites (2 locations)



Location = London
(Manufacturing Unit containing a
Small Central Office department)

+



Location = Liverpool
(Manufacturing Unit)

= Classified as Multisite

Example 4 – Central Office + 1 Participating Site (1 Location)



Location = London
(Central Office & Manufacturing Unit)

= Not Classified as Multisite

Example 5 - Central Office + 1 Participating Site (2 Locations)



Location = London
(Office only)

+



Location = Liverpool
(Manufacturing Unit)

= Not Classified as Multisite

In addition, to be recognised as a multiple site operation and in order to be eligible to apply for Chain of Custody multi site certification your organisation should satisfy the following criteria:

- The central office shall be, or act on behalf of, an independent legal entity which represents the multi-site organization.
- All participating sites have a legal and/or contractual relationship with the central office requiring regular reporting and communication with the central office.
- All participating sites are subject to a common, centrally administered and documented internal control and reporting system, which is subject to continual surveillance by the central office.
- Participating sites are producing or handling essentially the same kinds of products, and producing or handling them according to fundamentally the same methods or procedures;

If your organisational structure meets examples 1-3 above and you can decide to apply for either single site **or** multisite certification. If you decide to apply for multisite certification you must meet the requirements of the Multisite standard **FSC-STD-40-003 V1-0 Standard for Multi-site Certification of Chain of Custody Operations** in addition to the requirements of FSC-STD-40-004 V2-1.

You can download a copy of the FSC Multisite standard by following the link below:

<http://www.fsc.org/fsccertification.html>

Under multisite certification BM TRADA shall audit the central office at the Main evaluation, Re-evaluation and annually as part of the surveillance audits. Participating sites will be audited on a sampling basis.

If your organisational structure meets examples 4-5 above then you are only able to apply for single site certification. Under single site certification all locations will have to be audited at the Main evaluation, Re-Evaluation and annually as part of the surveillance audits. No sampling of locations is permitted.

7. The BM TRADA Chain of Custody Certification Process

Before you apply for certification ideally you should have completed the following steps:

- Ensuring that your suppliers have their own valid Chain of Custody certification and that the certification covers the material they are (or will be) selling you
- Set up your Chain of Custody Management System to meet the requirements of the applicable standard(s)
- Define the product groups that will be sold with an FSC label

Once the above steps are complete you will be in a position to apply for certification with BM TRADA.

7.1. Application

Following receipt of a completed Request for Quotation form (available from the BM TRADA Web Site www.bmtrada.com and if applicable Appendix A (Outsourcing only), a member of our sales team will review your details and certification requirements. Based upon the information provided and the review, a quotation for the Chain of Custody Certification service will be sent to you along with the FSC License Agreement and a copy of the BM TRADA Certification Contract.

Upon receipt you should review, and if in agreement accept the quotation and the BM TRADA Contract by signing and dating the Acceptance of Quotation.

In addition you must read, sign and date the FSC License Agreement.

The signed Acceptance of Quotation and FSC License Agreement must be returned to BM TRADA.

Once we have received your accepted quote we will allocate an auditor and contact you to arrange a date for the main evaluation.

7.2. Gap Analysis – Optional Service

BM TRADA can offer the service of a Gap Analysis. While this is not mandatory, it is a useful exercise.

The Gap Analysis takes the form of a single day visit to your site. The auditor will use the visit to conduct an overview of your processes, systems and existing procedures, and identify what products you wish to make claims about. The auditor will advise you of the relevant standards and will use the visit to confirm your outsourced services.

The Gap Analysis does not take the form of consultancy and the auditor cannot provide you with specific guidance on the development and implementation of your own system.

7.3. Main Evaluation

A main evaluation of your organisation (and a sample of sites / outsourced processes) will be conducted by a BM TRADA Chain of Custody auditor to ensure that you have an implemented management system that meets the requirements of the applicable FSC/PEFC standards. The main evaluation will be conducted on site.

Upon completion of the main evaluation the auditor will write a report that details information about your systems and highlights the findings from the main evaluation. The auditor will make their recommendation for certification in the audit report.

It is important to note that this is only a recommendation for certification and does not allow you to make any Chain of Custody claims at this point.

Details of what will be covered in a main evaluation audit can be seen in Section 8 below.

7.4. Certification Decision

A copy of the final audit report and any audit findings will be submitted to our certification team at UK Head Office. Upon receipt the certification team will review the report, the auditor's recommendation and any audit findings and will make a certification decision.

Note: BM TRADA cannot make a positive certification decision or issue a certificate where **major** non conformities have not been closed and where **minor** non conformities have not been addressed and accepted by the auditor.

7.5. Certificate Issuance

Upon a positive certification decision BM TRADA will issue you with your Chain of Custody FSC/PEFC certificate. The certificate will be issued with a 5 year validity period. In addition you will be issued with a unique Chain of Custody certification number and an Online FSC Logo Generator (if you wish to use the FSC Trademark).

At this point you can claim Chain of Custody certification to the standards and scope shown on your certificate. For more information of FSC / PEFC Logos and Trademarks please see section 9 below.

7.6 Annual Routine Surveillance

Following successful completion of the certification process and issue of your Chain of Custody certificate, BM TRADA are required to conduct regular audits to ensure that you maintain your Chain of Custody systems and to ensure that any changes to your organisation are reflected in your certification. These audits are referred to as annual surveillance audits. The first surveillance audit will normally be carried out within six months of your Main Evaluation. Following that, subsequent surveillances are undertaken annually.

7.7 Re-Evaluation

BM TRADA will conduct a full Chain of Custody Re-evaluation audit every 5 years. The Re-evaluation audit must be conducted before the expiry date of your Chain of Custody Certificate. This involves a full review of your systems, and will cover all claims that have been made by your company during the course of the previous five years certification. Please note that as this involves additional audit time, a further charge will be made. This will be detailed in your quotation

7.8 Non-conformities

During the course of your main evaluation, surveillance audits or re-evaluation, your auditor may identify areas of your Chain of Custody system, processes or procedures that do not comply with Chain of Custody standards. In such instances the auditor will issue a Non conformity report. These are categorised (Major or Minor) based on the level of risk posed by the non-conformance. Any Audit Finding Report that is raised will provide you with information regarding the area of non-conformance. You will need to address any non-conformance(s) that is/are raised prior to your certificate being issued in the timescales indicated on the Audit finding report.

Please note that if 5 or more major non-conformances are raised at any FSC surveillance / Re-Evaluation audit your Certificate of Registration will be suspended immediately.

8. The BM TRADA Chain of Custody Audit Process

Detailed below is guidance as to what will be covered during a Main/re evaluation / surveillance audit and the basic requirements you must implement.

8.1. Opening Meeting

Your evaluation/audit will begin with an opening meeting, where the auditor will cover the following:

- Explanation of the certification process
- Confirmation of the scope for your Chain of Custody system.
- Confirmation of the Control System being used (as detailed below).
- Confirmation of your Products Groups & Product Categories and the Product Claims you wish to make.
- Confirmation of the Product Type and/or Species.
- Identification of any outsourced processes carried out by third parties on your behalf.
- Confirmation of the Management Representative who will take overall responsibility for the running of the Chain of Custody system along with other staff members who have specific responsibilities.
- Confirmation of top management's ongoing commitment to maintain the system.

The auditor will then review your management system to ensure compliance with the relevant chain of custody standard(s). Within your system you must ensure that the following areas have been addressed:

8.2. Procedures

The auditor will review your procedures or work instructions covering all activities related to the Chain of Custody system, in line with the applicable Chain of Custody standard requirements.

8.3. Critical Control Points

You will be expected to identify all areas of your system where there is any possibility for the uncontrolled mixing of certified and uncertified products. These areas are referred to as Critical Control Points (CCPs). This will include, but is not limited to:

- Purchasing
- Goods Inwards
- Raw Material Storage and Identification
- Processing and production
- Finished Goods storage and identification
- Stock control
- Sales and distribution
- Labelling and claims

You will be expected to identify all personnel with specific responsibilities for each CCP

8.4. Training

You will be expected to have a training plan and keep training records for all employees that have responsibility for the Chain of Custody system, related to their level of involvement in the system.

8.5. Record Keeping

You must maintain records covering all requirements in the standard(s). Records must be maintained for 5 years from the date of the assessment and should include:

- Purchase and sales documents
 - Training records
 - Production records
 - Volume summaries and stock control records (material balances)
 - Trademark approvals
 - Internal audits
 - Account records
-

8.6. Internal Audits

Companies who are looking to achieve certification are expected to conduct annual internal audits of their systems that address all aspects of PEFC International Standard PEFC ST 2002:2010 Chain of Custody of Forest Based Products – Requirements (First Edition 26th November 2010). It is also a requirement of the FSC Standard for Multi-site operations FSC-STD-40-003 V1-0. This is not a specific requirement for other FSC Standards, however, it is a useful discipline.

8.7. Product Groups

This is an FSC requirement, however it is also a useful exercise for PEFC and Forest Products systems.

- You must produce a publicly available Product Group List.
 - You must specify the Material Category e.g. FSC 100%, FSC Recycled, FSC Mix or XX% PEFC certified.
 - You must define the Product Type based on the Product Classification – See References below.
 - You must define the species according to the Species Classification – See References below.
 - You must specify the Control System being used.
-

8.8. Material Sourcing

You must identify all certified inputs, and use the definitions and categorisation in the applicable standards. You need to confirm that your suppliers hold a valid chain of custody certification and this shall be done using the FSC or PEFC web based databases (www.info.fsc.org) (<http://register.pefc.cz/search1.asp>).

8.9. Complaints

For FSC and PEFC Certification you must keep records of complaints received and appropriate action taken.

8.10. Receipt and Storage

- You must ensure that all certified inputs are identifiable.
 - You must confirm that certified products are correctly referenced on suppliers' delivery documents and invoices.
 - Products carrying the FSC or PEFC label must match the claims on delivery documents and invoices.
 - Your goods inwards staff must be able to demonstrate adequate knowledge and understanding of the requirements for confirming receipt of certified products.
-

8.11. Sales and delivery

The information contained in Delivery and Sales documentation and Invoices is the primary mechanism for making a chain of custody claim. As such it is fundamental that this is managed correctly in line with:

- FSC-STD-40-004 (Version 2.1) Section 6
 - PEFC International Standard PEFC ST 2002:2010 (First Edition 26th November 2010) Section 5.5
 - FP(Forest Products) – scheme requirements, as appropriate
-

8.12. Volume Control

You must provide details of the following:

- **Conversion Factors** - Where there is a change to the material volume or weight the organisation shall specify the methodology for calculating the conversion factor.

If you carry out any processing you must identify the stages of processing undertaken.

- You must specify the conversion factors for:

Either

- Each stage of processing

OR

- The total of all processing stages

Conversion factors must be produced by weight or volume and measured in metric units.

- **Material Balances** - You must define the quantity of certified products that are purchased and sold. These records must be produced in metric units or numbers of items.
 - **Control and use of Trademarks** - You are responsible for correct use of the FSC, PEFC and BM TRADA Trademarks both on and off product in accordance with FSC/PEFC Standards and BM TRADA guidelines shown in section 9 below.
-

9. Use of Trademarks

Both FSC and PEFC Trademarks are available to promote your Chain of Custody claims once you are certified.

9.1. FSC Trademarks

It is the condition of FSC Certification that certificate holders enter into an Agreement with FSC to accept the core principles and criteria of FSC Chain of Custody. As stated in section 5.1. above you will be sent a copy of the FSC License Agreement with our Request for Quotation form. This document must be signed, dated and returned with the Request for Quotation. Certification cannot proceed until this is received. Once we issue you with your Certificate a copy of your signed FSC License Agreement is added to the FSC database. The entry can be checked on the FSC Certificate Holder Portal www.info.fsc.org.

Upon certification you must get approval (from BM TRADA) for all use of the FSC Trademarks prior to final printing or use. You must use the FSC Trademarks in accordance with FSC-STD-50-001 (V1-2) EN

You can download a copy of the FSC Trademark use standard by following the link below:
<http://www.fsc.org/fsccertification.html>

If you wish to use FSC Trademarks you must send all final artworks to logoapproval@bmtrada.com for approval.

Label designs are available from the FSC Certificate Holders Portal www.info.fsc.org. Access is by password which you will be provided with when certified.

9.2. PEFC Trademarks

PEFC Logo Usage Rules are set out in **PEFC ST 2001:2008** (Second Edition 26th November 2010)

PEFC UK is responsible for monitoring the use of the PEFC Trademark in the UK. The PEFC logo must be used in conjunction with a PEFC licence number, which you can obtain from PEFC UK. Licence numbers are issued following successful completion of the initial certification process. If you wish to use PEFC Trademarks you must send all final artworks for approval to:

Alun Watkins PEFC UK LTD Sheffield Technology Parks Cooper Buildings Arundel Street Sheffield S1 2NS	Tel: + 44 (0)114 3072334 Email: awatkins@pefc.co.uk
--	---

10. Forest Products Chain of Custody Certification - Only Applicable to BM TRADA UK clients

In addition to FSC and PEFC chain of custody certification there are other certification schemes and forest management initiatives operating in various parts of the world where, currently there is no route to market for products because of the absence of an independent verification of the chain of custody.

As part of the development process some of these initiatives may have undergone verification by independent forestry consultants to determine if they would comply, for example, with the UK Government's Timber Procurement Policy for timber products that are "legal and progressing towards sustainability".

BM TRADA has developed a scheme that seeks to support such initiatives and as such is prepared to give these schemes unaccredited certification under our **Forest Products** scheme.

Currently there are three Certification schemes and twelve verification programmes included in the Forest Products scheme: For details of the Forest Products Scheme see the Scheme document (CC06.F) and the list of recognised schemes (CC06.G0 copies of which are available from BM TRADA Certification on request.

The scheme seeks to offer verification of chain of custody systems and independently verified forest management initiatives thereby providing a route to a market that is increasingly showing a strong preference for independently certified wood products. It is voluntary and open to enterprises engaged in the purchasing, processing and sale of forest products and is only available to existing BMT Chain of Custody (FSC and or PEFC) Certificate Holders who operate a transfer control system

While the scheme will offer independent certification it is not accredited by an external body at this time. However, an essential element of the forest management initiative is that it is subject to independent evaluation by a credible body. Such evaluation should be able to confirm that the forest management initiative in question is making discernible progress to full forest management certification in due course and the activities and processes at forest level are being independently verified as being in compliance with the forestry laws of that country.

Organisations must be able to demonstrate evidence of receipt of certified wood products through documentation (suppliers' chain of custody certificate if appropriate, verification reports, purchase orders/contracts, delivery notes, invoices etc.).

Chain of custody is fundamentally a management system. The chain of custody criteria that an organisation will have to meet will be essentially the same as those for FSC and PEFC chain of custody systems. Organisations that already have certification under one or both schemes can develop a generic chain of custody procedure manual to cover all systems and this may be integrated into other management schemes that the company may already have such as ISO9001:2008 Quality Management Systems or ISO14001 etc. .

11. Directory of FSC / PEFC Standards & Technical Documents

Listed below is a list of all FSC and PEFC standards and technical documents, which have been mentioned in this document. A link is provided below each standard so that you can download the standard directly.

11.1 FSC Standards

- FSC-STD-40-004 (V2.1) EN - **Chain of Custody Standard**
<http://www.fsc.org/fsccertification.html>
- FSC-STD-40-003 (V1) EN - **Multi-site certification**
<http://www.fsc.org/fsccertification.html>
- FSC-STD-40-005 (V2.1) EN- **Controlled Wood Standard**
<http://www.fsc.org/fsccertification.html>
- FSC-STD-40-006 (V1) EN - **Project Certification Standard**
<http://www.fsc.org/fsccertification.html>
- FSC-STD-40-007 (V2-0) EN - **Recycled / Reclaimed Materials Standard**
<http://www.fsc.org/fsccertification.html>
- FSC-STD-50-001 (V1-2) EN - **Requirements for use of FSC Trademarks**
<http://www.fsc.org/fsccertification.html>

11.2 PEFC Standards

- PEFC International Standard **PEFC ST 2002:2013** Co C of Forest Based Products – Req (Issued 24/05/13)
- **PEFC ST 2001:2008** PEFC Logo usage rules – requirements (Second Edition 26th November 2010)

PEFC have also published a useful Guidance Document & Brochure to accompany the Chain of Custody Standard: **PEFC GD 2001:2011 (First Edition 22/03/11)** Chain of Custody of Forest based products (First Edition 22nd June 2011)

All these documents are downloadable from the PEFC Web Site at:

<http://www.pefc.org/standards/technical-documentation/pefc-international-standards/item/download/98>

11.3 BM TRADA Chain of Custody Systems Forest Products Scheme Document CC06.F Issue 3 (Jan 2013)

BM TRADA Chain of Custody Systems – Forest Products Schemes Recognised **CC06.G**
Issue 1 (January 2013)

- Available on request from BM TRADA Certification Ltd.

12. Fees for Certification

Please note that the fees for certification are dependent on the size, scope and complexity of your organisation and as such are quoted on an individual basis. As stated in section 5 following receipt of a completed Request for Quotation form and if applicable Appendix A (Outsourcing only), a member of our sales team will review your details and certification requirements. Based upon the information provided and the review, a quotation for the Chain of Custody Certification service will be sent to you which will clearly state the fees for certification.

13. Further Information Contact:

If you require any further information on Chain of Custody Certification or if you require a sales visit to discuss your certification needs please do not hesitate to contact us on the details below:

BM TRADA Certification

Stocking Lane
Hughenden Valley
High Wycombe
Bucks.
HP14 4ND

Tel: +44 (0) 1494 569700
Fax: +44 (0) 1494 569701
E-mail: certification@bmtrada.com
website: www.bmtrada.com

Note: This document is guidance to the basic requirements for chain of custody certification with BM TRADA. It does not represent a comprehensive guide for the development of your individual Chain of Custody system. Chain of Custody audits are based on a sample of your systems and procedures.

BM TRADA provides independent certification, testing, inspection, training and technical services around the world. We help customers large and small to prove their business and product credentials and to improve performance and compliance.



certification@bmtrada.com



bmtrada.com



+44 (0) 1494 569700