

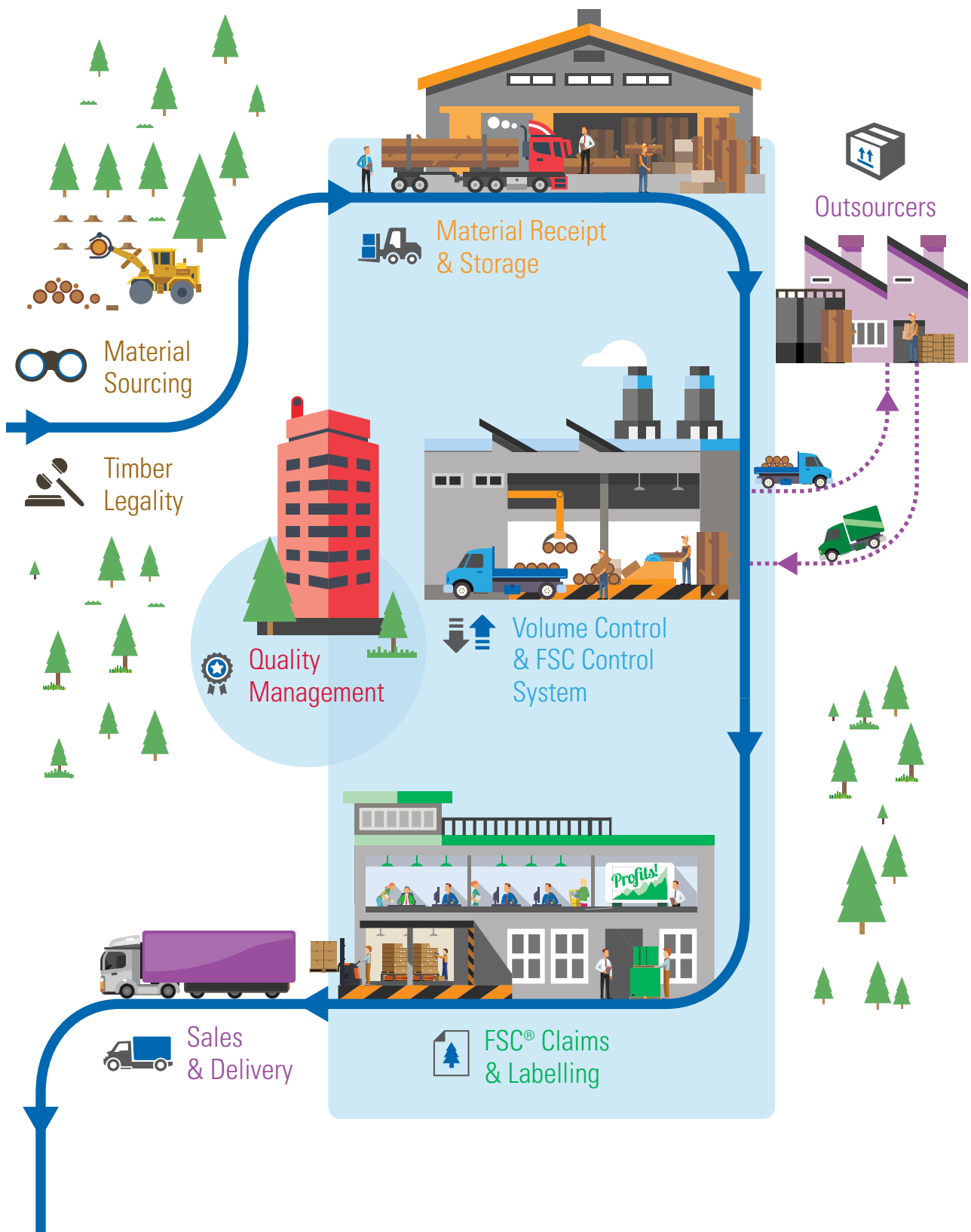


Choose certainty.
Add value.

FSC® Chain of Custody Requirements Checklist

Ensure that you meet the requirements
of FSC® CoC certification.

The Chain of Custody (CoC) from forest to customer



FSC® Chain of Custody Requirements Checklist

To become FSC® Chain of Custody (CoC) certified, companies must be audited to meet the requirements of the CoC Standard, FSC-STD-40-004, available here (<https://ic.fsc.org/standards.340.htm>) and summarised below.



Material sourcing



Input specifications

Record all input material by category upon receipt by product group and input claim (e.g. FSC 100%, FSC Mixed, FSC Recycled, FSC Controlled Wood).



Supplier validation

Keep a list of input material suppliers, and check the validity of their FSC Claims (www.info.fsc.org).



Input verification

Additional verification is required for controlled, pre-consumer, and post-consumer inputs (see Standard for details).

Timber legality

The company shall ensure that its FSC certified products conform with all applicable timber legality legislation, and shall collaborate with its direct customer and customers further down in that chain to whom these legislation apply. This includes the following:



Procedures

Having procedures in place to ensure the import and/or export of FSC certified products conform with all applicable trade and custom laws.



Timber legality legislation

Ensuring that FSC certified products containing pre-consumer reclaimed wood (except reclaimed paper) are sold to companies located in countries where timber legality legislation applies.



Information request

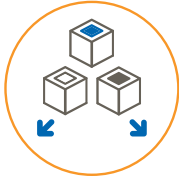
To provide information to customers upon request to demonstrate compliance with timber legality legislation. The information could include information on species and country of harvest and compliance with trade and custom laws.

Material receipt & storage



Identification of input

Verify if invoices include material quantity, FSC category and the supplier's FSC CoC code upon receipt of material.



Segregation

Inputs to be clearly sorted by FSC Product Group.

Outsourcers



Preconditions for outsourcers

The company shall maintain legal ownership over the material, establish a contract with the outsourcer and a documented control system.

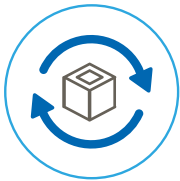


Maintain traceability

The company shall establish procedures to ensure that that the material can be tracked, controlled and is not mixed with non-certified material.

Volume control

The company shall keep track and record all input, output, and material in stock, as well as the losses during processing (conversion factor).



Conversion factors

The factor shall be calculated by dividing output by input material for every processing step under each Product Group. This ensures that material changes in the processing chain are transparent.



Material balances

For every product type, there must be a material accounting record to verify the amount produced with FSC Claims are in line with the amount of eligible material inputs.



Annual volume summaries

Annual volume summaries must be provided for each product group and FSC claim (input received, input in stock, output sold, output in stock).



Determination of FSC claims

For every claim period or job order, determine the FSC Claim using the Control System for that Product Group:

- FSC 100%
(100% input of virgin FSC certified fiber)
- FSC Recycled x%
(mix of recycled material in a percentage system)
- FSC Mix x%
(mix of FSC fiber with FSC Controlled Wood or recycled material in a percentage system)
- FSC Recycled Credit
(mix in a credit system)
- FSC Mix Credit
(mix in a credit system)
- FSC Controlled Wood
(not applicable for labeling)

Selection of FSC® control system

A Chain of Custody Control System must be chosen for each Product Group.



Transfer system

Shall be used for companies dealing with only one type of FSC claim (e.g. FSC 100% or FSC Mix). Typically used for printers, traders, secondary manufacturers and distributors.



Percentage system

Can be used if the company wants to mix different FSC claims in one product. The percentage of FSC material has to be calculated for each production.



Credit system

Can also be used for the purpose of mixing different FSC input claims. Input materials with a certain claim adding their claim as FSC "credits" to a credit account. The FSC "credits" can be used when the company wants to sell such product with a FSC claim.

Quality management



Records

Maintain up-to-date records and retain these for at least five years.



Responsibilities

Identify staff person responsible for conformance, and ensure all staff are aware of CoC procedures.



Training

Develop and implement a staff training plan on CoC procedures.



Commitment

Pledge commitment of the company to Occupational Health and Safety.



Procedures

Develop procedures for implementing CoC management.

FSC® claims & labelling

Labels on the products must comply with the FSC requirements (included in the FSC Standard FSC-STD-50-001. The following FSC labels can be used:



"FSC mix" label

For products with 'FSC Mixed Credit' or 'FSC Mixed XX%' Claim. Threshold for labeling is $\geq 70\%$



"FSC 100%" label

Can be used on all products with 100% FSC input. It can only be used in a transfer system.



"FSC recycled" label

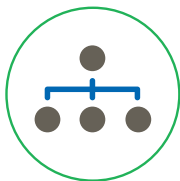
Applies to products with 'FSC Recycled Credit' or 'FSC Recycled XX%' Claim. Threshold for labeling is $\geq 85\%$.

Sales & delivery



The company must ensure that their sales and delivery documents meet the respective requirements for all outputs sold with FSC Claims, i.e. Inclusion of FSC Chain of Custody code, FSC claim and product information.

Scope of the COC system



Product groups

For the FSC system, the company must define clearly which products are covered by the scope of the certificate. Therefore, FSC has defined "Product groups, which shall be used by the company. Examples are roundwood, wooden tables, bleached mechanical pulp, paperboard, books, etc. Detailed product groups are listed in the FSC Standard FSC-STD-40-004a.



Outsourcing

Organisations can apply for inclusion of the outsourced process in their CoC certificate if the requirements are met (see standard for details).



Demonstrate the origin of your wood and paper products

www.tuv-sud.com/systemcertification

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