



NEPCon Chain of Custody Standard for Forest Management Enterprises

Title: NEPCon Chain of Custody Standard for Forest Management Enterprises

Approved by: Forest and Climate Programmes Manager

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A Scope

This standard is applicable for NEPCon FSC™ certified Forest Management Enterprises (FMEs) selling only standing timber, stumpage, logs chips and/or NTFPs produced within a FMU covered by the scope of the certificate. FME certificate scopes that include primary or secondary processing facilities shall include an evaluation against the full FSC Chain-of-Custody (CoC) standard: FSC-STD-40-004. Refer to that separate FSC CoC standard.

B References

FSC-STD-20-007a	FSC Forest Certification Reports
FSC-STD-40-004	FSC Standard for Chain of Custody Certification
FSC-TMK-50-001	FSC Requirements for the use of the FSC trademarks by FSC Certificate Holders

C Terms and definitions

CoC:	Chain of Custody
FME:	Forest management enterprise
FSC:	Forest Stewardship Council™
Large scale operation:	>10.000 hectares
NTFP:	Non Timber Forest Products

FSC definitions associated with this Standard can be found in the FSC Glossary of Terms FSC-STD-01-002 (December 2009).

D Standards and Requirements

1 Quality Management

- 1.1 FME shall define the personnel/position(s) responsible for implementing the CoC control system.
- 1.2 All relevant staff shall demonstrate awareness of the FME's procedures and competence in implementing the FME's CoC control system.
- 1.3 FME procedures/work instructions shall provide effective control of FSC certified forest products (including NTFPs) from standing timber until ownership is transferred at the forest gate. Note: For large scale operations and Group Managers, CoC procedures covering all relevant CoC criteria shall be documented. Including:
 - 1.3.1 Procedures for physical segregation and identification of FSC certified from non-FSC certified material.
 - 1.3.2 Procedures to ensure that non-FSC certified material is not represented as FSC certified on sales and shipping documentation.
 - 1.3.3 Procedures to include FME FSC certificate registration code and FSC claim (FSC 100%) on all sales and shipping documentation for sales of FSC certified products.

Note: In cases where it is not possible or practical to include the FME's certificate registration code on shipping documents, the FMEs procedures shall provide for a clear, auditable link between the material included in the shipment, a FMU included in the scope of the certificate and the applicable sales documentation (i.e. harvest or procurement contract) that includes the required information detailed in 1.3.3

- 1.3.4 Recordkeeping procedures to ensure that all applicable records related to the production and sales of FSC certified products (e.g. harvest summaries, sales summaries, invoices, bills of lading) are maintained for a minimum of 5 years.
- 1.3.5 Procedures to ensure compliance with all applicable FSC/NEPCo trademark use requirements.

2 Certified Material Handling and Segregation

- 2.1 FME shall have a CoC control system in place to prevent the mixing of non-FSC certified materials with FSC certified forest products from the evaluated forest area, including:
 - 2.1.1 Physical segregation and identification of FSC certified from non-FSC certified material.
 - 2.1.2 A system to ensure that non-FSC certified material is not represented as FSC certified on sales and shipping documentation.
- 2.2 FME shall identify the sales system(s) or "Forest Gate", for each FSC certified product covered by the CoC system: i.e. standing stock; sale from log yard in the forest; sale at the buyer's gate; sale from a log concentration yard, etc.
- 2.3 FME shall have a system that ensures that FME products are reliably identified as FSC certified (e.g. through documentation or marking system) at the forest gate.
- 2.4 FME shall ensure that certified material is not mixed with non-FSC certified material at any stage, up to and including the sale of the material.

3 Certified Sales and Record keeping

- 3.1 For material sold with FSC claim the FME shall include the following information on sales and shipping documentation (see note 1.3.3 above):
- 3.1.1 FME FSC certificate registration code, and
 - 3.1.2 FSC certified claim: FSC 100%

Note: Only FSC 100% (100% FSC certified material originating from the forest under evaluation) claims are allowed within the scope of a FM/COC certificate. If the FME plans to produce and sell products with an FSC claim that are manufactured from both FSC certified and non-FSC certified material or combine FSC certified material from the forest under evaluation with FSC certified material from another FSC certified supplier than a separate COC certificate must be obtained from an FSC accredited certification body.

- 3.2 FME shall maintain certification production and sales related documents (e.g. harvest summaries, invoices, bills of lading) for a minimum of 5 years. Documents shall be kept in a central location and/or are easily available for inspection during audits.
- 3.3 FME shall compile an annual report on FSC certified sales for NEPCon containing monthly sales in terms of volume of each FSC certified product sold to each customer. This report shall be made available to NEPCon staff and auditors during regular audits or upon request.

4 Outsourcing

Note: Outsourcing requirements do not apply to harvesting and/or transportation conducted by contractors. Outsourcing allowed within the scope of an FM/COC certificate is limited to handling, storage and/or short-term primary processing. Processing is restricted to production of FSC 100% products manufactured from material originating exclusively from FME's forests under evaluation (e.g. custom sawing). A separate CoC certificate that includes outsourcing in the scope must be obtained for all other subcontracted processing arrangements.

- 4.1 FME shall obtain approval from NEPCon prior to initiating outsourcing of handling (e.g. storage, concentration yards) or processing of FSC certified material to subcontractors.
- 4.2 The FME control system shall ensure that CoC procedures are followed at subcontracted facilities for outsourcing. FME shall collect signed outsourcing agreements covering all applicable FSC outsourcing requirements per FSC-STD-40-004 FSC Standard for Chain of Custody Certification.

A reference outline of outsourcing documented procedures is available on request.

5 FSC/NEPCon Trademark Use

Note: Use of FSC and/or NEPCon trademarks for promotion or product labeling is contingent on conformance with the following standards: FSC-STD-50-001 *FSC requirements for the use of the FSC trademarks by FSC Certificate Holders*. Standard references are included in parenthesis below. Trademarks include the Forest Stewardship Council and NEPCon names, acronyms (FSC), logos, labels, and seals.

General

- 5.1 FME shall have procedures in place that ensure all on-product and off-product FSC/NEPCon trademark use follows the applicable policies:
- 5.2 FME shall have procedures in place and demonstrates submission of all FSC/NEPCon claims to NEPCon for review and approval prior to use, including:
 - 5.2.1 On-product use of the FSC label/RAC seal;
 - 5.2.2 Promotional (off-product) claims that include the FSC trademarks ("Forest Stewardship Council", "FSC", checkmark tree logo) and/or the NEPCon trademarks (names and seal).
- 5.3 FME shall have procedures in place and demonstrates that all trademark review and approval correspondence with NEPCon is kept on file for a minimum of 5 years:

Off product promotional use

- 5.4 When FSC trademarks are used for promotion of FMUs, FME shall limit promotion to FMUs covered by the scope of the certificate.
- 5.5 In cases that the NEPCon trademarks are used:
 - 5.5.1 The FSC trademarks shall not be at a disadvantage (e.g., smaller size);
 - 5.5.2 The FSC checkmark tree logo shall be included when the RAC seal is in place.
- 5.6 If the FSC "promotional panel" is used, the following elements shall be included: FSC checkmark logo, FSC trademark license code, FSC promotional statement, FSC web site address. Note: the promotional panel is a prescribed layout with a border available to certificate holders on the FSC label generator site.
- 5.7 In cases that the FSC trademarks are used with the trademarks (logos, names, identifying marks) of other forestry verification schemes (SFI, PEFC, etc.), NEPCon approval shall be in place
- 5.8 Use of the FSC trademarks in promotion of the FME's FSC certification shall not imply certain aspects are included which are outside the scope of the certificate.
- 5.9 Use of the FSC trademarks on stationery templates (including letterhead, business cards, envelopes, invoices, paper pads) shall be approved by NEPCon to ensure correct usage.
- 5.10 In cases that the FSC trademarks are used as part of a product name, domain name, and/or FME name, NEPCon approval shall be in place.

Product labelling

- 5.11 FME shall have a secure system in place for labelling products that ensures the following:
 - 5.11.1 Only those products originating from forests covered by the scope of a valid FSC certificate are FSC-labelled.
 - 5.11.2 Only those products that meet the eligibility requirements per the CoC standard requirements for FSC-labelling are FSC-labelled.
 - 5.11.3 Only the FSC 100% label is used.
- 5.12 The FSC trademark license code assigned by FSC shall be used in the FSC label.
- 5.13 FME shall not use the FSC labels together with the logos or names of other forestry verification schemes.
- 5.14 The FSC label shall be applied to products in such a way that it is clearly visible.

About NEPCon

NEPCon is an international, non-profit organisation. We work to foster sustainable land use and climate-friendly solutions.

We empower people and organisations to be part of the solution in tackling some of the greatest challenges facing mankind - such as climate change and the loss of our natural heritage. We do this through certification services, capacity building and innovation projects.

NEPCon is an accredited FSC Certification Body providing FSC Forest Management and Chain of Custody certification to thousands of forest operations and timber supply chain companies.

Our tailored, international FSC Expert training courses fulfil FSC's formal requirements for FSC Lead Auditor training. We are actively engaged in the FSC system and in projects that aim to facilitate FSC certification.

NEPCon also provides services within PEFC, Sustainable Biomass Partnership (SBP), LegalSource and Carbon Footprint Management (CFM) certification.

A unique perspective



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