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FSC STANDARD

FSC CHAIN OF CUSTODY STANDARD FOR PROJECT CERTIFICATION

FSC-STD-40-006 (Version 1-0) EN

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Approved June 2006
42nd meeting of the FSC Board of Directors

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The Forest Stewardship Council (FSC) is an independent, not for profit, non-government organisation based in Bonn, Germany.

The mission of the Forest Stewardship Council is to support environmentally appropriate, socially beneficial, and economically viable management of the world's forests.

FSC develops, supports and promotes international, national and regional standards in line with its mission; evaluates, accredits and monitors certification bodies which verify the use of FSC standards; provides training and information; and promotes the use of products that carry the FSC logo.

Summary

This standard specifies the requirements for FSC certification of a project, and for use of the FSC Trademarks in promotional claims about projects that use FSC-certified wood material/products. For the purposes of this standard a project is defined as a renovation or one-off production of a single object or a set of similar or related objects of any size or scale. A project could, for example, be an office building, a sub-division of houses, a civil engineering project, event infrastructure (concert stages, seating), a sailboat, etc..

The objective of this standard is to provide a set of minimum requirements for consistent assessment of projects for which the project manager or owner wishes to make promotional claims regarding the sourcing or content of FSC-certified wood.

This standard does not provide FSC requirements for chain of custody certification for individual companies involved in projects as traders or manufacturers of products covered by this standard. Companies who wish to become FSC-certified should apply to an FSC-accredited certification body for assessment against an appropriate FSC chain of custody standard.

Notes on use of this standard

All aspects of this standard are considered to be normative, including the scope, effective date, references, terms and definitions, tables and annexes, unless otherwise stated.

Compliance with this standard provides a consistent, international basis for claims about the sourcing of wood material/products for specific projects. It thus can provide the basis for independent, third-party verification suitable for demonstrating compliance with Green Building specifications.

Notes on development of this standard

Version 1-0 was approved at the 42nd meeting of the FSC Board of Directors, in June 2006.

The procedures followed in the development of this standard were designed to comply with the ISEAL Code of Good Practice for Setting Social and Environmental Standards (2004), and thereby to demonstrate compliance with the applicable requirements of *ISO/IEC Guide 59 Code of good practice for standardization*, and the WTO Technical Barriers to Trade (TBT) Agreement Annex 3 *Code of good practice for the preparation, adoption and application of standards*.

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A Scope

This standard is applicable for projects using FSC-certified and/or post-consumer reclaimed wood material/products for which third party verification and/or approval of the use of the FSC trademarks is desired.

Entities/companies may be included in the scope of the project if they have been contracted/sub-contracted to purchase, transform and/or install FSC-certified wood material/products specifically for the project. This could include contractors/sub-contractors working on or off the project site. These entities/companies would not be required to hold their own valid FSC Chain of Custody certificate, however all FSC-certified wood materials and/or products sourced by them or for them which is used in the project would have to be sourced from valid FSC Chain of Custody certificate holders if it is to be recognised as FSC-certified for the purposes of this standard.

In this respect, this standard may only be applied to timber and pre-assembled/manufactured product suppliers (e.g. builders merchants) if they are also acting as subcontractors, manufacturing a component specifically for the project (e.g. bespoke staircase) and/or installing the timber or product on-site for the project.

B Standard effective date

Version 1-0 of FSC-STD-40-006 FSC Chain of Custody standard for Project Certification was approved by the FSC Board of Directors at their 42nd meeting in June 2006 and is effective for use as of July 1, 2006.

C References

FSC-DIS-40-006 Building & Construction Sector Discussion Paper

FSC-DIS-40-007 Stakeholder feedback and proposals

FSC-STD-01-002 FSC glossary of terms

FSC-STD-30-010 FSC controlled wood standard for forest management enterprises

FSC-STD-40-005 FSC standard for company evaluation of controlled wood

D Terms and Definitions

Terms and definitions are provided in *FSC-STD-01-002 FSC glossary of terms*. Key definitions relating to this standard are provided in Annex 1 and are underlined in the text below the first time they appear.

Part 1: Quality system requirements

1. Project manager and project members

- 1.1 The person or company leading the project (the leading entity) shall appoint one person (or position) as project manager.
- 1.2 For projects in compliance with the requirements for partial project certification, all entities/companies purchasing, transforming and/or installing FSC-certified wood material/products for the project are referred to as project members for the purposes of this standard.
- 1.3 For projects in compliance with the requirements for full project certification, all entities/companies purchasing, transforming and/or installing *any* wood material/products for the project are referred to as project members for the purposes of this standard.
- 1.4 Employees of project members who are participating in the project are referred to as key personnel for the purposes of this standard.

2. Responsibilities

- 2.1 The project manager shall have overall responsibility for ensuring that the project and project members are in compliance with all aspects of this standard.
- 2.2 The project manager shall ensure that project members and key personnel are trained to know and understand their responsibilities in order to implement the requirements of this standard (see section 4 below).
- 2.3 Project members shall verify the FSC status (FSC-pure, FSC-mixed, post-consumer reclaimed, other reclaimed or FSC Controlled) of all wood material/products specified, purchased and/or received for the project by their company/key personnel as outlined in sections 7 and 8 of this standard.

3. Documented procedures

- 3.1 The project manager shall ensure that project members have written procedures and/or work instructions in order to implement the requirements specified in this standard.

4. Training

- 4.1 The project manager shall specify the training requirements for key personnel of each project member as required to implement the requirements of this standard.
- 4.2 Training shall be provided to key personnel of each project member as specified.

5. Records and documentation

- 5.1 The project manager is responsible for providing the certification body with detailed plans for the project which identify the specifications (including product, species, FSC status), quantity (e.g. volume or dimension) and cost of the wood material/products specified for the project (including wood used for bracing, form boards, etc.).
- 5.2 The project manager shall ensure that the records described in 5.3 - 5.5 below are accurate, complete, up-to-date and accessible for the duration of the project.

- 5.3 A record of project members shall be maintained and shall include at least the following:
- a) the name of each project member with a description of their involvement in the project;
 - b) a list of the key personnel for each project member with a description of their responsibilities for the project.
- 5.4 A record of wood sourcing shall be maintained and shall include at least the following:
- a) specifications of wood material/products including product, species, FSC status, and quantity;
 - b) invoices for wood material/product including the name of the project, name and contact details of the supplier, FSC registration code where relevant, and for full project certification, the cost and/or volume (or measurements that can be used to calculate volume) of the material/products¹;
 - c) project member and employee(s) responsible for the purchase, transformation and installation of the wood material/products;
 - d) proof of FSC-certified status (FSC-pure, FSC-mixed, post-consumer reclaimed, other reclaimed, FSC Controlled) for all wood material/products².
- 5.5 A record of the training provided to key personnel in relation to implementation of this standard shall be maintained (see section 4 above).

Part 2: Wood sourcing

6. Material inputs

- 6.1 For partial project certification at least some FSC-pure and/or -mixed wood materials/products shall be used in the project.³
- 6.2 For full project certification, all wood material/product used for the project shall be from one of the following categories: FSC-pure, FSC-mixed, post-consumer reclaimed, other-reclaimed, or FSC Controlled.
- 6.3 For full project certification the following wood sourcing requirements shall be met:
- a) a minimum of 50% of the cost or volume of wood material/products used for the project shall be FSC-pure or -mixed, and/or post-consumer reclaimed⁴;

NOTE: This applies to all wood materials/products used in the final project, but can also include wood used in the construction of the project including concrete forming boards, bracing, and other temporary but non-rented construction applications.

- b) All wood material/product used for the project which is not FSC-certified or post-consumer reclaimed shall be 'other reclaimed' material⁵ and/or FSC Controlled according to the requirements outlined in *FSC-STD-40-005 FSC standard for company evaluation of controlled wood*.

¹ See 6.3 below for further explanation regarding the inclusion of cost or volume of wood material/products.

² For FSC-pure, FSC-mixed and FSC Controlled wood (where relevant), chain-of-custody certificate codes on the invoices shall be used as proof of their FSC-certified status.

³ FSC encourages 100% of non-FSC certified wood to be sourced from post-consumer reclaimed, other reclaimed and/or FSC Controlled wood sources, however there are no requirements to do so for partial project certification.

⁴ See Annex 2 for categories of post-consumer reclaimed material.

⁵ See Annex 2 for categories of other reclaimed material.

7. Material specifications

- 7.1 The project manager shall ensure that project members have written specifications for the purchase of all *FSC-certified material* which shall include the following requirements:
- a) the company supplying the FSC-certified material shall be in possession of a valid FSC chain of custody or joint forest management and chain of custody certificate issued by an FSC-accredited certification body⁶;
 - b) the material to be supplied shall be identified as FSC-pure or FSC-mixed;
 - c) the material to be supplied shall be covered by the scope of the supplying company's FSC chain of custody or joint forest management and chain of custody certificate⁷;
 - d) the transport documentation and invoices issued for the FSC-certified material shall include the name of the project, name and contact details of the supplier, FSC registration code, and for full project certification, the cost and/or volume (or measurements that can be used to calculate volume) of the material/products.
- 7.2 The project manager shall ensure that project members have written specifications for the purchase of all *reclaimed material* which shall include the following requirements:
- a) categories of reclaimed wood material shall be described in accordance with the definitions of wood material provided in Annex 2;
 - b) all post-consumer reclaimed material shall be independently verified with respect to its quantity and compliance with the specified definitions, or, if unverified post-consumer reclaimed material is purchased for the project, then the purchasing project member shall be able to demonstrate to the certification body that all material claimed to be 'post-consumer' meets the definition of 'post-consumer reclaimed material' used for this standard;

NOTE: The project member must provide the certification body with a credible guarantee that all the material supplied as post-consumer reclaimed meets the FSC definition.
 - c) the shipping documentation and invoices issued for independently verified material shall include the name of the project, name and contact details of the supplier, the supplying company's FSC registration code or equivalent proof of independent verification, and for full project certification, the cost and/or volume (or measurements that can be used to calculate volume).
- 7.3 The project manager shall ensure that project members have defined, documented and implemented procedures which ensure the implementation of 6.3b above, where relevant.

8. Receipt and storage of material

- 8.1 The project manager shall ensure that the requirements described in 8.2 - 8.4 below are met. These apply to all wood material/product supplied for the project, both to the project site as well as to the worksites of project members, where relevant.

⁶ A complete and up to date list of all valid FSC registration codes can be checked at www.fsc-info.org. The validity and scope of a particular certificate can be confirmed with the certification body if required. The contact details of all FSC-accredited certification bodies are available at www.fsc.org or by contacting accreditation@fsc.org.

⁷ This should be confirmed by the buyer. The possession of a chain of custody certificate does not guarantee that all of a supplying company's products are FSC-certified.

- 8.2 All wood material/product that has been supplied as *FSC pure or FSC-mixed* shall be checked on arrival to ensure that it is identifiable as such and is accompanied by shipping documents that include the correct and valid FSC chain of custody registration code or joint forest management and chain of custody registration code;
- 8.3 All wood material/product that has been supplied as *post-consumer or other reclaimed* shall be checked on arrival to ensure that it is identifiable as such and is accompanied by shipping documents that include a valid FSC registration code or equivalent identification as post-consumer or other reclaimed material;
- 8.4 All wood material/product that has been supplied as *FSC Controlled* shall be checked on arrival to ensure that it is identifiable as such. Where relevant the project manager shall ensure that shipping documents include the correct and valid FSC chain of custody or controlled wood registration code⁸.
- 8.5 Wood material/products stored at the project site and the worksites of the project members, where relevant, shall be clearly identifiable as to its FSC status (FSC pure, FSC mixed, post-consumer reclaimed, other reclaimed, or FSC Controlled).

Part 3: Requirements for project registration

9. Requirements for FSC Applicant Project registration

- 9.1 A project may be approved by an FSC-accredited certification body as an FSC Applicant Project once the following requirements have been met:
- a) A system is in place for maintaining accurate, complete, up-to-date and accessible records as outlined in Section 5 above.
 - b) FSC-certified (pure and/or mixed) wood material/products have been specified for the project;
 - c) Orders/purchases of FSC-certified (pure and/or mixed) wood material/products have been made from suppliers with a valid FSC chain of custody registration code or joint forest management and chain of custody registration code;
 - d) A system is in place for ensuring that all post-consumer reclaimed wood material/products purchased for the project are independently verified with respect to their quantity and comply with the definitions provided in Annex 1⁹;
- 9.2 For projects aiming for full project certification, the following additional requirements shall also be met:
- a) A system is in place for ensuring that all other-reclaimed wood material/products purchased for the project meet the definition provided in Annex 2;
 - b) A system is in place for verifying that any wood material/products purchased for the project which is not FSC-certified and non-reclaimed (post-consumer or other) are in line with the requirements specified in *FSC-STD-40-005 FSC standard for company evaluation of controlled wood*;

⁸ FSC is in the process of developing systems and procedures for certification of FSC Controlled wood. For more information, please visit the controlled wood website www.fsc.org/controlled_wood or contact us at policy.standards@fsc.org.

⁹ If the company is purchasing unverified post-consumer reclaimed wood material/products, then the purchasing company is able to demonstrate that all material claimed to be 'post-consumer' meets the definition of 'post-consumer reclaimed material' used for this standard (see Annex 1).

- 9.3 The project manager of the approved FSC Applicant Project may be issued an FSC project registration code¹⁰ with the status of applicant, which shall be included with all approved FSC Promotional Claims made about the project (see Section 12 below).
- 9.4 No FSC certificate shall be issued for the project until the requirements of Full or Partial Project Certification have been met (see Section 10 below).

10. Requirements for FSC Full or Partial Project Certification

- 10.1 For full or partial FSC project certification the project manager shall demonstrate to the FSC-accredited certification body that the following requirements have been met:
- a) The project has been finalised¹¹;
 - b) All requirements of this standard have been met.
- 10.2 For projects meeting these requirements, the FSC-accredited certification body may issue an FSC Project Certificate to the project manager, which shall indicate the scope of the certificate as either Full or Partial Project Certification.

Part 4: Promotional use of the FSC Trademarks and FSC Label

11. Conditions of use

- 11.1 Project managers/project owners may make promotional use of the FSC trademarks if the project has been approved as an FSC applicant project or an FSC-certified project by an FSC-accredited certification body, in line with the requirements of this standard.
- 11.2 FSC promotional claims shall only be made about the FSC applicant project or FSC-certified project. FSC promotional claims shall not be made about any parties associated with the project (e.g. project manager, project members, project owner).
- 11.3 FSC promotional claims shall only be made *by* the project managers and/or the project owners pending approval by the FSC-accredited certification body. FSC promotional claims shall not be made by any other parties associated with the FSC applicant or FSC-certified project.
- 11.4 The project managers or project owners shall obtain the FSC accredited certification body's approval for FSC promotional claims made after the project certificate has been issued. Such claims shall be in compliance with FSC's trademark requirements for promotional use.
- 11.5 The project managers/project owners of FSC applicant projects or FSC-certified projects shall be in compliance with FSC's trademark requirements and other relevant requirements for labelling (i.e. graphic requirements) for promotional use.

12. FSC Promotional Claims

- 12.1 All FSC promotional claims shall include:
- a) the year that the applicant project registration code or certificate was issued by the FSC-accredited certification body, and
 - b) the project registration code.

¹⁰ E.g. XXX-PRO-##### where XXX is the certification body's 2-5 letter code (e.g. SGS), PRO are the initials for project, and ##### is a unique 6 number code issued by the certification body for the applicant project.

¹¹ For the purposes of this standard, a project shall be considered finalised once no further wood material/products will be used or added to the project.

- 12.2 Where an applicant project registration code has been issued, project managers/project owners may be authorised to make the following claims ‘FSC-certified wood specified for this project, 2006 XXX-PRO-#####’ or “Sourcing responsible forest products, 2006 XXX-PRO-#####”.
- 12.3 Where a full project certificate has been issued, project managers/project owners may be authorised to make claims about the whole project as FSC certified (e.g. FSC certified airport, 2006 XXX-PRO-#####) and about specific items in the scope of the certified project (e.g. ‘FSC-certified office containing FSC-certified flooring and windows, 2006 XXX-PRO-#####’).
- 12.4 Where a partial project certificate has been issued, project managers/project owners shall only make claims about the specific items in the scope of the certified project and as approved by the respective FSC accredited certification body (e.g. ‘The window frames and doors of this building are FSC certified, 2006 XXX-PRO-#####’, ‘The parquet flooring of this ballet school is FSC certified, 2006 XXX-PRO-#####’).
- 12.5 FSC promotional claims for projects with full or partial certification may be affixed directly on the project for which the claim is made (e.g. plaques, signs, etc.).
- 12.6 Use of the FSC trademarks on stationery is not permitted for any party to the project (e.g. project manager, project members, project owner, etc.).
- 12.7 Where a third party (e.g. the final project owner) wishes to make FSC promotional claims about the certified project, a formal document (e.g. invoice, signed declaration) shall be issued by the project certificate holder stating the issue date of the formal document, the certificate registration code, the scope of the certificate, and the year that the certificate was issued. This formal document shall be verified by the FSC-accredited certification body.

NOTE: The third party shall request authorisation for use of the FSC Trademarks from a Trademark Service Provider (e.g. FSC nominated agent), in compliance with the requirements for promotional use of the FSC Trademarks.

13. Use of the FSC Label

- 13.1 Use of the FSC Label may be authorised by the FSC-accredited certification body for the project managers/owners of a project which has obtained full or partial project certification.
- 13.2 The FSC Label shall always be accompanied by an appropriate FSC promotional claim (see section 12 above).
- 13.3 For registered FSC applicant projects, use of the FSC label is not permitted.

Part 5: Other considerations

14. Renovation projects

- 14.1 For projects which cover a renovation, all requirements of this standard shall apply to all new wood material/products used in the renovation project.
- 14.2 For renovations or changes to a previously FSC-certified project, where FSC-certified wood has been specified and the FSC trademarks are to be used, a new project shall be established with a new applicant project registration code.

Annex 1: Terms and definitions

Chain of custody. The path taken by raw materials, processed materials and products, from the forest to the consumer, including all successive stages of processing, transformation, manufacturing and distribution.

FSC Controlled wood. Wood or wood fibre which is identified by a company for the exclusion of wood that is harvested from areas where traditional or civil rights are violated; harvested from non FSC-certified forests having high conservation values which are threatened by forest management activities; harvested from genetically modified (GM) trees; wood that has been illegally harvested; or natural forest that has been converted to plantations or non-forest use in accordance with *FSC-STD-30-010 FSC controlled wood standard for forest management enterprises*.

FSC-mixed material. Virgin wood or fibre which is linked to FSC-certified material and which is sold as FSC-mixed by the holder of a valid FSC chain of custody or joint forest management and chain of custody certificate.

FSC-pure material. Virgin or fibre wood which originates from an FSC-certified forest and is sold as 'pure material' by the holder of a valid FSC chain of custody or joint forest management and chain of custody certificate.

Full project certification. Full project certification requires that a minimum of 50% of the cost or volume of all wood material/products for the project are FSC-certified (pure and/or mixed) and/or post-consumer reclaimed and that all of the remaining wood used for the project is 'other reclaimed' and/or FSC Controlled.

Key personnel. Employees of project members whose responsibilities include purchasing, transforming and/or installing wood material/products for a project being assessed for FSC certification.

Other reclaimed material. Wood and/or wood fibre that is reclaimed from a product, by-product or co-product during or after manufacture which cannot be re-used on-site in the same manufacturing process and which is reclaimed before the product reaches the end-consumer. Other reclaimed wood fibre does *not* include mill-broke, trim and scrap which may be re-used on-site in the same manufacturing process.

Partial project certification. Partial project certification requires that at least *some* FSC-certified (pure and/or mixed) wood material/products are used for the project however there is no minimum threshold and no restrictions on the sources of the remaining wood material/products. For partial project certification, only specific claims about the FSC-certified components of the project may be permitted (e.g. 'This house was built with FSC-certified flooring, doors, and window-frames, 2006.')

Post-consumer reclaimed material. Wood and/or wood fibre that is reclaimed from a product after that product has been used for its intended end-use purpose by individuals or businesses, and has reached the end of its useful life for that end-use.

Project. A renovation or one-off production of a single object, or two or more similar or related objects of any size/scale.

Project manager. The person/position who takes responsibility for ensuring that the project being assessed for FSC project certification complies with all relevant aspects of this standard.

Project members. Entities/companies purchasing, transforming and/or installing wood material/products for a project being assessed for FSC project certification (e.g. contractors, subcontractors including joiners, carpenters, cabinet makers, etc.).

Annex 2: Categories of reclaimed wood material

<p>Post-consumer wood sources</p> <p>Municipal Sources Commercial (Retail, Office, Small Business)</p> <p>Construction and Demolition Debris¹</p> <p>Defibrillated and solid wood recovered from landfills, transfer stations, and Material Recovery Facilities (MRFs)²</p> <p>Industrial Packaging and Administrative wastes (Does not include process wastes)</p> <p>Institutional (Schools, Prisons) Residential (Single Family Homes, Multi-Family Dwellings)</p>	<p>Post-consumer wood material</p> <p>Commercial Transport Packaging including pallets, crates, cases, cable at the end of their useful life³</p> <p>Construction and Demolition Debris including doors, flooring, old cabinets, mouldings, and dimensional lumber, discarded wood packaging e.g. pallets cable drums⁴. Wood reclaimed through "Deconstruction" e.g. salvaged dimensional lumber and architectural elements</p> <p>Damaged Stock and Rejected Products manufactured from post-consumer wood products, including deconstructed building materials, or wood reclaimed from construction and demolition (C&D) debris</p> <p>Used telephone poles, railroad ties, building materials, furnishings, cabinets, shop shelving etc. that have been used for their intended purpose by residential, commercial or industrial consumers</p> <p>Sawdust, off-cuts, shavings and other generated during the re-milling of post-consumer wood products, deconstructed building materials, or wood reclaimed from C&D debris</p>	<p>Not accepted as reclaimed wood material</p> <p>Industrial Scrap i.e. a by-product of a given process which has properties allowing it to be reused on-site by being incorporated back into the same manufacturing process</p> <p>Forestry Waste Yarded Unmerchantable Material (YUM)⁶</p>
<p>Other reclaimed wood sources</p> <p>Municipal Sources Commercial Institutional</p> <p>Industrial Sources By-products (process waste) of primary manufacturing</p> <p>By-products from converters and secondary manufacturing</p>	<p>Other reclaimed wood material</p> <p>Damaged stock, rejected products, overstock, discontinued items not used for their intended purpose</p> <p>Offcuts, shavings, sawdust, and scrap from manufacturing and converting wood into products</p> <p>Scrap generated during primary and intermediate steps in producing an end product by succeeding companies where fresh/virgin wood or non-industrial salvaged wood is used.</p>	<p>NOTES</p> <p>¹ Construction and Demolition Debris is not considered "municipal" waste in the US, but for the purposes of this standard FSC it will not be separated.</p> <p>² Wood Waste generated at MRFs, Landfills, and Transfer Stations originated from other municipal sources listed above, but is mentioned separately for clarification. This source may contain other reclaimed wood.</p> <p>³ In the US, "Durable Goods" are defined as products that have a life-span of three years or longer, but that distinction is not relevant for the purpose of this standard. Wood Transport packaging is more logically categorised as a durable good.</p> <p>⁴ C&D debris will inevitably contain some pre-consumer wastes, such as end cuts from dimensional lumber, flooring, and molding, and rejected building materials.</p>