**Get started with your FSC® CoC procedure!**
This document is not an official FSC document but an *indicative* FSC CoC procedure template with generic examples of how companies typically comply with FSC's CoC certification requirements according to FSC-STD-40-004 developed by FSC Denmark (FSC® F000208).

**It can be used by organizations to draft their FSC- CoC procedures and guides the user through all requirements.**

The template contains:

* examples on how to use this template to design yours CoC procedures (page 3)
* Fields for the organizations to fill in basic information about their company, their products and FSC certification (page 4).
* All FSC requirements (the green fields ) in the same order as in the current FSC- CoC standard ([FSC-STD-40-004 V3-1 EN](https://translate.google.com/translate?hl=en&prev=_t&sl=da&tl=en&u=https://dk.fsc.org/dk-dk/presse-og-downloads/standard)) (page 5-39).
* Most relevant requirements from the standard for use of trademarks for FSC certified companies ([FSC-STD-50-001 (V2)](https://translate.google.com/translate?hl=en&prev=_t&sl=da&tl=en&u=https://dk.fsc.org/dk-dk/presse-og-downloads/standard)) - also in green fields (pages 40-41 ) .
* examples how companies typical choose to fulfil the FSC CoC requirements

In FSC's official standard ([FSC-STD-40-004 V3-1 EN](https://translate.google.com/translate?hl=en&prev=_t&sl=da&tl=en&u=https://dk.fsc.org/dk-dk/presse-og-downloads/standard)) in annex E page 43 you can find a complete glossary of all terms / concepts.

**Note:** It is optional if an organization wishes to use this template to prepare its FSC- CoC procedures. FSC Denmark assumes no liability for any consequences that organizations might have to use the template. It is always the organization's certification body (or group administrator with regards to group certification) that evaluates the procedures and determines whether they are covering FSC's CoC requirements**.**

**Note:** The standard for the purchase of FSC Controlled Wood ([FSC-STD-40-005 V3-1 EN](https://translate.google.com/translate?hl=en&prev=_t&sl=da&tl=en&u=https://dk.fsc.org/dk-dk/presse-og-downloads/standard)), the standard for reclaimed materials used in FSC product groups ([FSC-STD-40-007 V2-0 EN](https://translate.google.com/translate?hl=en&prev=_t&sl=da&tl=en&u=https://dk.fsc.org/dk-dk/presse-og-downloads/standard)) and the standard for certification of Multiple sites ([FSC-STD-40-003 V2-1 EN](https://translate.google.com/translate?hl=en&prev=_t&sl=da&tl=en&u=https://dk.fsc.org/dk-dk/presse-og-downloads/standard)) are not included in this document. Thus, the document does not contain the requirements of these standards.

**Note:** In addition to this template there are a number of generic attachments such as product group lists, supplier lists, listing of training and other required documents that your organization can freely use and customize. Download them on fsc.dk/downloads (CoC-certification).

**Note:** After you complete this procedure template with descriptions of how your organization will meet the different requirements, we encourage you to keep all headlines (PART I, II, etc., and 1, 2, 3, etc.) and your own descriptions, but delete all pull-outs from the FSC standard. In this way, you get a brief FSC-CoC procedure with a structure that fits the standard, and the descriptions become your internal FSC manual / traceability procedures.

Content

Content 2

 How to use this template 3

About the organisation 4

PART I: Universal requirements 5

1 CoC management system 5

2 Material sourcing 10

3 Material handling 13

4 FSC material and products records 14

5 Sales 16

6 Compliance with timber legality legislation 19

7 FSC core labour requirements 21

PART II: Verification of FSC claims 23

8 Establishment of product groups for the control of FSC claims 23

9 Transfer system (Only required if your organisation is getting certified to this system) 25

10 Percentage system (Only required if your organisation is getting certified to this system) 26

11 Credit system (Only required if your organisation is getting certified to this system) 29

PART III: Additional requirements 32

12 FSC labelling (Only required if your organisation plan to label your FSC certified products with the FSC logo) 32

13 Outsourcing (Only required if your organisation outsource activities covered by the FSC certificate) 33

PART IV: Qualification criteria for individual, multi-site and group CoC certification 36

14 Qualification for individual CoC certification (only completed if your organization is required to have an individual CoC certification ) 36

15 Qualification for multi-site CoC certification (only completed if your organization is required to have a multi- site CoC certification) 37

16 Qualification for Group CoC Certification (only completed if your organization needs a group - CoC certification) 39

Requirements for FSC Certified Companies Use of FSC Trademarks 40

17 Main requirements from the FSC trademark standard (FSC-STD-50-001 V2) 40

\*Only completed if relevant for your certification setup

How to use this template

Below each **green field** there is a white field. The white field is intended for the company to use to formulate its specific procedures to ensure compliance with the requirement stated above in green box. This is in other words your space to explain how your company fulfils the FSC requirements one by one. In the right-hand column references can be added to other documents and documents that are relevant to the individual requirements and the individual procedure.

In each white field, generic examples of how organizations typically choose to comply with the requirements are provided. These are meant as inspiration as you get started with your own procedure.

**Below you will find two examples of** how to fill in the white fields with specific procedures:

|  |  |
| --- | --- |
|  | **References to external documents, internal documents and the like.** |
| 1.1 The organization shall implement and maintain a CoC management system adequate to its size and complexity to ensure its continuous conformity to all applicable certification requirements, including the following: |  |
| 1. appoint a management representative who has overall responsibility and authority for the organization’s conformity to all applicable certification requirements
 |  |
| In the organization ABC, Kasper Kaspersen is appointed by the management as the lead responsible for ABC’s FSC certification. Kasper Kaspersen has experience with iso-certification and FSC certification from previous employers and courses. | See Appendix A for a complete overview of the Certification Officer and those responsible for each procedure area as well as daily performance features. |

|  |  |
| --- | --- |
| * 1. The organization shall commit to occupational health and safety (OHAS). At a minimum, the organization shall appoint an OHAS representative, establish and implement procedures adequate to its size and complexity, and train its staff on OHAS.

NOTE: Other certifications and enforcement of local legislation on OHAS that cover the elements required in Clause 1.4 may be used as evidence of conformity to this requirement (i.e. the organization may be considered as automatically meeting Clause 1.4.). |  |
| Organization ABC's OHAS procedures are outlined in the quality manual "Security Procedures", in which security representatives, procedures, etc. is identified and described in detail.  | Quality Manual "Security Procedures" in the joint Drive and in the lunch room. |

About the organisation

|  |  |
| --- | --- |
| Name of the organisation |  |
| Address and contact info |  |
| Description of the organisation |  |
| Which types of products will be FSC certified? |  |
| Certification type (individual, multi-site or group certification): |  |
| Description of the certification system (transfer, percentage or credit)[[1]](#footnote-1): |  |
| References to relevant standards: |  |

PART I: Universal requirements

|  |  |
| --- | --- |
|  | **References to external documents, documents and the like.** |
| CoC management system |  |
| * + 1. The organization shall implement and maintain a CoC management system adequate to its size and complexity to ensure its continuous conformity to all applicable certification requirements, including the following:
 |  |
| 1. appoint a management representative who has overall responsibility and authority for the organization’s conformity to all applicable certification requirements;
 |  |
| *Organizations typically choose to fulfill this requirement by assigning this responsibility to an employee who has the necessary skills and possibly relevant experience.**Furthermore a table is created identifying the lead responsible for each part of the company certification as stated as main heading in this document.*  | *See Appendix A for a complete overview of the Certification Officer and those responsible for each procedure area as well as daily performance.* |
| 1. implement and maintain up-to-date documented procedures covering the certification requirements applicable to the scope of the certificate;
 |  |
| *Organizations typically choose to meet this requirement by always having updated written procedures available to both relevant staff in the daily work and certification body in the context of main evaluations and audits.* *Organizations typically choose to introduce a procedure that ensures that the procedures are reviewed periodically to ensure that they are updated in relation to the organizations' daily routines, IT systems, the FSC- CoC standard requirements and any deviations that issued by the certification body in the context of main evaluations and audits.* *Organizations typically also always choose create version numbers for the different versions of the procedures so that earlier versions can always be found.* |  |
| 1. define the key personnel responsible for the implementation of each procedure
 |  |
| *Organizations typically choose to fulfill this requirement by developing and maintaining a schedule / overview of the main administrators of the individual procedures and the organization's certification as a whole. This to ensure that contact information is always available to the certification body in the context of the main evaluations and audits.* *Organizations usually also choose to identify "daily responsible / executives" for the individual procedures through the indication of function / job descriptions for these in the overview table. Organizations typically also choose to make sure that all employees have access to the list. See example of such a table in the collection of annex templates. The above should be described in the procedure.* | *Annex A* |
| 1. train staff on the up-to-date version of the organization’s procedures to ensure their competence in implementing the CoC management system;
 |  |
| *Organizations typically choose to fulfill this requirement by creating and maintaining an overview list of the names of staff trained. This list should be available to the certification body during main evaluations and audits. The information that is typically registered in the form is: names of participants, signature, Date, Place, document version and name of instructor. In the same list, organizations also often choose to register when participants have been given a basic introduction to FSC. See example of such a list format in the folder "Annex templates". Organizations typically choose to gather relevant employees for an annual review / training in the procedures and always train employees to be introduced to the procedures between the annual training programs individually. Also prior to the first major evaluation, organizations typically choose to review the procedures with relevant employees and thus complete the training. The above is described in the procedure.* | *Annex B* |
| 1. maintain complete and up-to-date records of the documents that are relevant to demonstrate the organization’s conformity with all applicable certification requirements which shall be retained for a minimum period of five (5) years. At a minimum, the organization shall keep records of the following documents as applicable to the certificate scope: procedures, product group lists; training records; purchase and sales documents; material accounting records; annual volume summaries; trademark approvals; records of suppliers, complaints, and outsourcing; control of non- conforming products; verification program records for reclaimed material, and records related to a due diligence program for controlled material and FSC Controlled Wood.
 |  |
| *Organizations typically choose to fulfill this requirement by archiving the above documents and documentation electronically and / or in paper editions so that they are always available to the certification body in the context of main evaluations and audits, and explicitly include the above requirements in all procedural parts where the above documents and documentation is included and mentioned.* *The above is described in the procedure.* | *Example:* *Internal Drive (FSC), FSC folder or similar.* |
| * 1. The organization shall apply the eligibility criteria specified in Part IV to define its eligibility for single, multisite, or group CoC certification.
 |  |
| *Organizations typically choose to meet this requirement by orientating themselves in Part IV and determine which certification type the organization should apply for. This is done in collaboration with the certification company. Once a certification type has been determined, it is described in the procedure which system is choosen and how the organisaiton meet the requirements for qualification for that specific type of certification.*  |  |
| * 1. The organization shall commit to the FSC values as defined in FSC-POL 01-004 Policy for the Association of Organizations with FSC.
 |  |
| *Organizations must comply with this requirement by always having a signed* *self-declaration* *achieved in their FSC folder. The organization may be asked to show the signed declaration during main evaluations and audits.* *Furthermore the organization must ensure that 1.3 is implemented through due diligence systems and the like.* *You can find the* *self-declaration* *in the "Annex templates" folder.* | *Annex C* |
| * 1. The organization shall commit to occupational health and safety (OHAS). At a minimum, the organization shall appoint an OHAS representative, establish and implement procedures adequate to its size and complexity, and train its staff on OHAS.

NOTE: Other certifications and enforcement of local legislation on OHAS that cover the elements required in Clause 1.4 may be used as evidence of conformity to this requirement (i.e. the organization may be considered as automatically meeting Clause 1.4.) |  |
| *Organisations typically meet this procedure by referring to existing OHAS procedures and to their fulfillment of legislative requirements on the area in general. The organization must ensure that the general OHAS procedures are available to the certification body during the main assessment and audits.*  | *Quality Manual "Security Procedures" in the joint Drive and in the lunch room.* |
| * 1. The organization shall adopt[[2]](#footnote-2) and implement a policy statement, or statements, that encompass the FSC core labour requirements. The policy statements shall be made available to stakeholders (i.e. affected and interested stakeholders) and to the organization’s certification body.
 |  |
| *The organization shall comply to this requirement by introducing or adapting a policy statement or statements, that encompass the labour requirements and make them available to relevant stakeholders.* | *Example: See policy concerning child labour, forced labour, non-discrimination and freedom of association and right to collective bargaining* |
| * 1. The organization shall maintain an up-to-date self-assessment in which it describes how the organization applies the FSC core labour requirements to its operations. The self-assessment shall be submitted to the organization’s certification body.
 |  |
| *The organization shall comply with this requirement by doing the self-assessment and ensure proper documentation according to annex D in the FSC CoC-standard and include a description of this process in the FSC manual.* | *See filled out self-declaration and documentation* |
| * 1. The organization shall ensure that complaints received regarding the organization’s conformity to the requirements applicable to the scope of the organization’s CoC certificate are adequately considered, including the following:
1. acknowledge receipt of the complaint to the complainant within two (2) weeks of receiving the complaint
2. investigate the complaint and specify its proposed actions in response to the complaint within three (3) months. If more time is needed to complete the investigation, the complainant and the organization’s certification body shall be notified;
3. take appropriate actions with respect to complaints and any deficiencies found in processes that affect conformity to the certification requirements;
4. notify the complainant and the organization’s certification body when the complaint is considered to be successfully addressed and closed
 |  |
| *Organizations typically choose to comply with this requirement by including the above description / requirements word by word (but adjusted from “the organization shall-format to “we will”-format) in their procedures and archiving all relevant documents, communications and documentation related to this requirement.* |  |
| * 1. The organization shall have procedures in place to ensure that any non-conforming products are identified and controlled to prevent their unintended sale and delivery with FSC claims. Where non-conforming products are detected after they have been delivered, the organization shall undertake the following activities
1. notify its certification body and all affected direct customers in writing within five business days of the non-conforming product identification, and maintain records of that notice;
2. analyse causes for the occurrence of non-conforming products, and implement measures to prevent their reoccurrence;
3. cooperate with its certification body in order to allow the certification body to confirm that appropriate actions were taken to correct the non-conformity
 |  |
| *Organizations typically choose to comply with this requirement by including the above description / requirements word by word (but adjusted from “the organization shall-format to “we will”-format) in their procedures and archiving all relevant documents, communications and documentation related to this requirement.* |  |
| * 1. The organization shall support transaction verification conducted by its certification body and Assurance Services International (ASI), by providing samples of FSC transaction data as requested by the certification body.

NOTE: Pricing information is not within the scope of transaction verification data disclosure. |  |
| *Organizations typically choose to comply with this requirement by including the above description / requirements word by word (but adjusted from “the organization shall-format to “we will”-format) in their procedures and archiving all relevant documents, communications and documentation related to this requirement.* |  |

|  |
| --- |
| * 1. The organization shall support fibre testing conducted by its certification body and ASI by surrendering samples and specimens of materials and products, and information about species composition for verification upon request.
 |
| *Organizations typically choose to comply with this requirement by including the above description / requirements word by word (but adjusted from “the organization shall-format to “we will”-format) in their procedures and archiving all relevant documents, communications and documentation related to this requirement.* |

|  |
| --- |
| * 1. The organization may demonstrate compliance with other certifications schemes as evidence of conformity to Section 7 ‘FSC core labour requirements’.

NOTE: FSC International will review the compatibility of these schemes with the FSC core labour requirements and the extent of their overlap with requirements in Section 7. |
| *Organizations typically choose to use this possibility by including description of relevant certification concerning labour requirement and documentation in the self-assessment.* |

|  |  |
| --- | --- |
|  | **References to external documents, documents and the like.** |
| Material sourcing |  |
| * 1. The organization shall maintain up-to-date information about all suppliers who are supplying materials used for FSC product groups, including names, certification code (if applicable), and materials supplied.
 |  |
| *Organizations typically choose to fulfill this requirement by* *compiling and maintaining a supplier list with the required information.* *This is typically updated when new suppliers are introduced, or when existing suppliers are dropped or their listing needs to be updated with new certification-relevant information.* *The list is usually delivered to the person responsible for receipt of goods / check of delivery notes and the person responsible for checking purchase invoices. Both use the list to verify that the information* *on the documents matches the supplier's certificate information.* *The above is described in the procedure.* *You can find* *an example of a vendor list in* *the "Annex templates" folder.* | Annex D |
| * 1. In order to confirm any changes that might affect the availability and authenticity of the supplied products, the organization shall regularly verify the validity and product groups scope of the certificates of their active FSC-certified suppliers through the FSC certificate database (info. fsc.org).

NOTE: Other FSC platforms synchronized with the FSC certificate database (i.e. the trademark portal) may support the organization’s conformity to this requirement by sending automatic notifications to the organization in the case of a change in the certificate scope of its supplier |  |
| *Organizations typically choose to meet this requirement by* *introducing regular verification checks of their suppliers continued FSC certification on info.fsc.org.* *The check typically involves a review that the information in the current supplier list for each vendor matches the vendor's certificate information in info.fsc.org (Certificate Search).* *If there are discrepancies, the supplier list is updated and handed over to the right employees.* *This applies to certificates that have expired/terminated* *and certificates with new or changed information.* *Typically, organizations choose to* *save* *screenshots as pdf or print to ensure documentation for their audit.* *Some companies also use trademark portal (trademarkportal.fsc.org) to list/monitor their suppliers (certificate watch function), thereby receiving automatic information through changes in suppliers' certificate status and information.* *The above is described in the procedure.* |  |
| * 1. The organization shall check the supplier’s sale or delivery documentation (or both) to confirm that:

the supplied material type and quantities are in conformity to the supplied documentation;the FSC claim is specified;the supplier’s FSC Chain of Custody or FSC Controlled Wood code is quoted for material supplied with FSC claims |  |
| *Organizations typically choose to comply with this requirement by* *introducing a procedure for checking delivery notes and invoices.* *Most often delivery notes are checked in connection to the receipt of goods/products* *by the person in the storage facility, while* *invoices* *are checked by accountants or purchasing departments.* *Normally the* *procedure* *is to check that the required information on the documents matches the information of the supplier* *in the supplier list.* *In case of discrepancies, usually procedure is described to ensure that new documents are requested from the supplier, and that these new documents are checked before product/goods are used in production.* *Until then, organizations typically* *quarantine* *these* *products/items by moving them aside and marking them as problematic.**The above is described in the procedure.* |  |
| * 1. The organization shall ensure that only eligible inputs and the correct material categories are used in FSC product groups as defined in Table B.(in [FSC-STD-40-004 V3-1](https://dk.fsc.org/dk-dk/presse-og-downloads/standard))
 |  |
| *Organizations typically choose to fulfill this requirement* *by making it clear* *in their internal procedure* * *which FSC* *claims* *the* *products they* *sell/produce*
* *what FSC claim types are acceptable as inputs for these products (FSC 100%, FSC MIX, FSC MIX credit or FSC Recycled)*

*Most* *organizations* *incorporate the FSC claims collected to a product into their purchasing IT systems as part of either the product name or line item. This way it is ensured that inputs are registered with the correct* *claim.* *In the case of non-modified commodities, this generally ensures that the goods are sold with the purchased* *claim* *and that the organization thus lives up to 2.4.* *In the case of production, where various inputs with various* *claim types* *included, organisations typically set up their IT systems in a way, where the system ensures that the product sold is made of qualified inputs.* *Example: If the organization get an order for FSC 100% furniture, it is ensured that only FSC 100% input can be used.* *Often organizations use Table B in FSC-STD-40-004, which shows which inputs can be included in the various FSC* *claims* *and build their procedure over the table's instructions.**In the procedure the organization should describe in words how 2.4 is met.*  |  |
| * 1. Organizations sourcing non-FSC-certified reclaimed material for use in FSC product groups shall conform to the requirements of FSC-STD-40-007*.*
 |  |
| *This requirement only applies to companies introducing reclaimed materials into the FSC system. Organizations typically choose to fulfill this requirement* *by describing how they live up to FSC-STD-40-007* *in addition to the* *CoC* *procedure.*  |  |
| * 1. Organizations sourcing non-FSC-certified virgin material for use in FSC product groups as controlled material shall conform to the requirements of FSC-STD-40-005.
 |  |
| *This requirement only applies to companies introducing controlled wood materials into the FSC system. Organizations typically choose to fulfill this requirement* *by describing how they live up to FSC-STD-40-005 in addition to the* *CoC* *procedure.* |  |
| * 1. Organizations that reclaim materials from primary or secondary processing at their own site may classify the material as the same or lower material category as the input from which it was derived. Materials reclaimed from secondary processing may also be classified by the organization as pre-consumer reclaimed material, except materials that are discarded by a manufacturing process but that can be reused on site by being incorporated back into the same manufacturing process that generated it.
 |  |
| *This requirement is optional and enables organisations to reclaim materials form their products and pass them on as FSC certified. If the organization wish to make use of this possibility, it must be described how the materials are reclaimed and how it is ensured that they met the criteria for reclaimed materials.*  |  |
| * 1. The organization may classify material held in stock at the time of the main evaluation by the certification body and material received between the date of the main evaluation and the issue date of the organization’s CoC certificate as eligible input, provided that the organization is able to demonstrate to the certification body that the materials meet the FSC material sourcing requirements.
 |  |
| *This is an opportunity that you as an* *organization* *should be aware of and describe in its procedure if you wish to make use of it.**This is typically done by explaining internal traceability on the materials and being able to document it.* |  |

|  |  |
| --- | --- |
|  | **References to external documents, documents and the like** |
| Material handling |  |
| * 1. I In cases where there is a risk of non-eligible inputs entering FSC product groups, the organization shall implement one or more of the following segregation methods:
1. physical separation of materials;
2. temporal separation of materials;
3. identification of materials.
 |  |
| *Most organizations* *choose to meet this requirement by introducing physical separation (a) where FSC certified materials are kept separate from other materials through unique locations or other segregation.* *Other* *organizations ensure separation by separating materials temporarily, that is, for example, storing / producing FSC-certified materials for a specific period of time where only FSC materials are used / handled (b).* *Other organizations distinguish FSC certified materials from non-FSC certified materials via markings on, for example, the materials or their storage packaging, bar codes or other identifiers like unique numbers (c).* *Organizations that solely use FSC-certified materials do not usually need to apply separation methods but should instead in their procedure describe the course of action in case non-certified materials enter the facility.* *The chosen method(s) is described in the procedure.* |  |

|  |  |
| --- | --- |
|  | **References to external documents, documents and the like** |
| FSC material and products records |  |
| * 1. For each product group or job order, the organization shall identify the main processing steps involving a change of material volume or weight and specify the conversion factor(s) for each processing step or, if not feasible, for the total processing steps. The organization shall have a consistent methodology for calculating conversion factor(s) and shall keep them up to date.

NOTE: Organizations that produce custom manufactured products are not required to specify conversion factors before manufacturing, but they shall maintain production records that enable conversion factors to be calculated. |  |
| *Organizations typically meet this requirement by calculating a conversion factor for their FSC certified products and explaining how this is made. They then include this in their procedure along with the conversion factors.**At the same time, organizations typically choose to include a description of their production processes and steps in the procedure.* |  |
| * 1. The organization shall maintain up-to-date material accounting records (e.g. spreadsheets, production control software) of materials and products in the scope of the FSC certificate, including:
1. inputs: supplier’s sales document number, date, quantities, and material category including the percentage or credit claim (if applicable);
2. outputs: sales document number, date, product description, quantities, FSC claim, and applicable claim period or job order;
3. FSC percentage calculations and FSC credit accounts.
 |  |
| *Organizations typically meet this requirement by registering the information listed at (a), (b) and (c) in their IT system, an Excel or similar.* *For example, many people choose to add the input and output product FSC claim into the line item text. This makes them able to pull stats on the amount bought and sold during a specific period of time.* *The above is described in the procedure.* |  |
| * 1. Organizations that are certified to FSC and other forestry certification schemes and that have inputs and outputs that simultaneously carry claims from these schemes shall demonstrate that the quantities of products are not inappropriately counted multiple times.

NOTE: This can be done by establishing a single accounting record for these materials which clearly identifies the quantities of materials and products and the respective certification claim(s) applied to outputs. When this is not possible, the organization should enable the certification body’s assessment of this requirement by other means. |  |
| *Organizations typically comply with this requirement,* *in alignment with the note above in 4.3* *,* *"by establishing a single accounting record for these materials which clearly identifies the quantities of materials and products and the respective certification claim(s) applied to outputs. When this is not possible, the organization should enable the certification body’s assessment of this requirement by other means.”* |  |
| * 1. The organization shall prepare reports of annual volume summaries (in the measurement unit commonly used by the organization), covering the period since the previous reporting period, demonstrating that the quantities of output products sold with FSC claims are compatible with the quantities of inputs, any existing inventory, their associated output claims, and the conversion factor(s) by product group.

NOTE: Organizations that make custom manufactured products (e.g. woodworkers, building contractors, construction companies) may present the annual FSC summary reports as an overview of the job orders or construction projects instead of by product group. |  |
| *Organizations typically comply with this requirement by creating/updating a volume summary per product group per FSC-claim prior to their annual audit. If one product group contain more than one FSC claim, these are separated into two lines in the volume summary.**The volume summary normally includes:* * *FSC inputs received*
* *FSC inputs in stock*
* *FSC outputs in stock*
* *FSC outputs sold*

*If a conversion factors is applicable (in the case of production) this is taken into account.* *The above is described in the procedure.* |  |

|  |  |
| --- | --- |
|  | **References to external documents, documents and the like** |
| Sales |  |
| * 1. The organization shall ensure that sales documents (physical or electronic) issued for products sold with FSC claims include the following information:
1. name and contact details of the organization;
2. information to identify the customer, such as name and address of the customer (except for sales to end consumers);
3. date when the document was issued;
4. product name or description;
5. quantity of products sold;
6. the organization’s FSC certificate code associated with FSC-certified products and/ or FSC Controlled Wood code associated with FSC Controlled Wood products;
7. a clear indication of the FSC claim for each product item or the total products as specified in Table C. (i [FSC-STD-40-004 V3-1](https://dk.fsc.org/dk-dk/presse-og-downloads/standard))
 |  |
| *Organizations typically choose to comply with this requirement by detailing in their procedure that the information listed from and a) even g) must always be shown in sales documents for FSC or FSC Controlled Wood certified products.* *Typically, it is described whether this happens automatically through an IT system or if an employee does it manually.* |  |
| * 1. Organizations at the end of the supply chain selling FSC finished and labelled products (e.g. retailers, publishers) may omit the percentage or credit information in sales documentation (e.g. using “FSC Mix” claim only instead of “FSC Mix 70%” or “FSC Mix Credit”). In this case, however, this information is lost and subsequent organizations in the supply chain are not permitted to use or reinstate the percentage or credit information related to these products.
 |  |
| *This is an option that certain organizations may make use of, if approved by their certification body.* *In that case it should be described in words in the procedure.* |  |
| * 1. If the sales documentation issued by the organization is not included with the shipment of the product and this information is relevant for the customer to identify the product as being FSC-certified, the related delivery documentation shall include the same information as required in Clause 5.1 and a reference linking it to the sales documentation.
 |  |
| *In case this requirement is applicable to the organization, 5.1 should be adjusted to also cover shipping documents.*  |  |
| * 1. The organization shall ensure that products sold with an FSC 100%, FSC Mix, or FSC Recycled claim on sales documentation do not carry any labels from other forestry certification schemes.

**NOTE:** FSC-certified product may simultaneously carry the FSC claim and the claim of other forestry certification schemes on sales and delivery documents, even if the product is FSC labelled. |  |
| *This is typically done by adding this requirement to part 5.1.* |  |
| * 1. Organizations may identify products exclusively made of input materials from small or community producers by adding the following claim to sales documents: “From small or community forest producers”. This claim can be passed on along the supply chain by certificate holders
 |  |
| *If applicable, this option may be used and added in the procedure under 5.1.* |  |
| * 1. The organization may only sell products with the ‘FSC Controlled Wood’ claim on sales and delivery documents if the products are raw or semi-finished and the customer is FSC certified.
 |  |
| *If the organization sells FSC Controlled Wood, this requirement is applicable. Typically, it is then done through inserting it into the description of 5.1.* |  |
| * 1. If the organization is unable to include the FSC claim and/or certificate code in sales or delivery documents (or both), the required information shall be provided to the customer through supplementary documentation (e.g. supplementary letters). In this case, the organization shall obtain permission from its certification body to implement supplementary documentation in accordance with the following criteria:
1. there shall exist clear information linking the supplementary documentation to the sales or delivery documents;
2. there is no risk that the customer will misinterpret which products are or are not FSC certified in the supplementary documentation;
3. where the sales documents contain multiple products with different FSC claims, each product shall be cross-referenced to the associated FSC claim provided in the supplementary documentation.
 |  |
| *This is an opportunity that organizations may, under certain circumstances and after approval from their certification bodies, make use of.* *In that case, it is written in the procedure for 5.1 how the option is used and criteria 5.7 a), b) and c) are observed.* |  |
| * 1. Organizations that supply custom manufactured FSC products (e.g. woodworkers, building contractors, construction companies) that do not list the FSC-certified products on the sales documents as required by Clause 5.1 may issue supplementary documents to the sales documents issued for construction or other related services. The supplementary document shall include the following:
1. reference information sufficient to link the service invoice(s) to the supplementary document;
2. a list of the FSC-certified components used with the related quantities and FSC claims;
3. the certificate code of the organization.
 |  |
| *This is an opportunity that organizations may, under certain circumstances and after approval from their certification bodies, make use of.* *In that case, it is written in the procedure for 5.1 how the option is used and criteria 5.8 a), b) and c) are observed.* |  |
| * 1. The organization may opt to downgrade an FSC output claim as presented in Figure A (i [FSC-STD-40-004 V3-1](https://dk.fsc.org/dk-dk/presse-og-downloads/standard)). The FSC label shall correspond to the FSC claim made on sales documents, except in the case of retailers selling finished and labelled products to end-consumers.

**NOTE:** Products that are 100% made of reclaimed materials can only be claimed as FSC Recycled |  |
| *This is an opportunity that organizations may make use of use by following Figure A. If the organization wish to use the option to downgrade, this should be descripted in 5.1.*  |  |

|  |  |
| --- | --- |
|  | **References to external documents, documents and the like** |
| Compliance with timber legality legislation |  |
| * 1. The organization shall ensure that its FSC-certified and controlled wood products or timber conform to all applicable timber legality legislation. At a minimum, the organization shall:
		+ - 1. have procedures in place to ensure the import and/or export and commercialisation of FSC- certified and controlled wood products by the organization conform to all applicable trade and customs laws[[3]](#footnote-3) (if the organization exports and/or imports FSC products);
 |  |
| *Organisations typically meet this requirement by referring to existing procedures and workflow within the company that ensures that the organization comply with trade and customs regulations to which they are subject.* |  |
| * + - * 1. upon request, collect and provide information on species (common and scientific name) and country of harvest (or more specific location details if required by legislation) to direct customers and/or any FSC-certified organizations further down the supply chain that need this information to comply with timber legality legislation. The form and frequency of providing this information may be agreed upon between the organization and the requester, as long as the information is accurate and can be correctly associated with each material supplied as FSC certified or FSC Controlled Wood.

**NOTE:** Information on the sub-national regions or concessions of harvest is required where the risk of illegal harvesting between concessions of harvest in a country or sub-national region varies. Any arrangement conferring the right to harvest timber in a defined area is considered a concession of harvest.**NOTE:** If the organization does not possess the requested information on species and country of origin, the request shall be passed on to the upstream suppliers until the information can be obtained. |  |
| *Organisations typically comply with this requirement by writing into their procedure that they will send / provide the information provided in 6.1 b) at the request of customers.* |  |
| * + - * 1. provide proof of compliance with relevant trade and customs laws;
 |  |
| *Organizations typically comply with this requirement by making sure they have and maintain documents, processes and similar that document that they meet the laws.*  |  |
| * + - * 1. ensure that FSC-certified products containing pre-consumer reclaimed wood (except reclaimed paper) being sold to companies located in countries where timber legality legislation applies **either**:
			1. only include pre-consumer reclaimed wood materials that conform to FSC Controlled Wood requirements in accordance with FSC-STD-40-005; **or**
			2. inform their customers about the presence of pre-consumer reclaimed wood in the product and support their due diligence system as required by applicable timber legality legislation.

**NOTE:** Organizations applying option d (i) above may apply the requirements for co-products outlined in FSC-STD-40-005 |
| *If applicable, organizations typically comply with this requirement by adding to their procedure that they will live up to 6.1 D i ) and ii) and how.*  |

|  |  |
| --- | --- |
| FSC core labour requirements[[4]](#footnote-4) |  |
| * 1. In the application of the FSC core labour requirements, the organization shall give due consideration to the rights and obligations established by national law, while at the same time fulfilling the objectives of the requirements.
 |  |
| *Central to the FSC core labour requirements is their interplay with applicable national law. At all times, organizations are expected to comply with applicable national law. However, in some situations, national law allows action that is prohibited by the FSC core labour requirements or gives rights to the organization that may result in behaviour that contravenes the principles of the FSC core labour requirements. In those situations, the organization is expected to give due consideration to the rights and obligations established by national law, while at the same time fulfilling the objectives of the requirements. How to achieve that balance is not always clear and is best accomplished by an explanation offered by the certificate holder in the self-assessment. In rare cases, the response may require an analysis regarding compliance with applicable law to provide clarity to the certification body, and that analysis should be included as part of the response (text is from annex D in FSC-STD-40-004, which explain how companies comply with the FSC labour requirements).* | *See filled-out self declaration and related documentation* |
| * 1. The organization shall not use child labour.
		+ 1. The organization shall not employ workers below the age of 15, or below the minimum age as stated under national, or local laws or regulations, whichever age is higher, except as specified in 7.2.2.
			2. In countries where the national law or regulations permit the employment of persons between the ages of 13 to 15 years in light work, such employment should not interfere with schooling nor be harmful to their health or development. Notably, where children are subject to compulsory education laws, they shall work only outside of school hours during normal day-time working hours.
			3. No person under the age of 18 is employed in hazardous or heavy work except for the purpose of training within approved national laws and regulations.
			4. The organization shall prohibit the worst forms of child labour.
 |  |
| *Organizations must comply with the above by having a statement / policy that is available to stakeholders and that includes the FSC's requirements regarding child labour, and maintain a self-assessment in accordance with annex D in FSC-STD-40-004 with accompanying documentation for compliance and implementation of the requirement in its own organization. Organizations typically choose to have a process description for this in the FSC procedure as well.* | *See filled-out self declaration and related documentation* |
| * 1. The organization shall eliminate all forms of forced and compulsory labour.
		+ 1. Employment relationships are voluntary and based on mutual consent, without the threat of a penalty.
			2. There is no evidence of any practices indicative of forced or compulsory labour, including, but not limited to, the following:
* physical and sexual violence
* bonded labour
* withholding of wages /including payment of employment fees and or payment of deposit to commence employment
* restriction of mobility/movement
* retention of passport and identity documents
* threats of denunciation to the authorities.
 |  |
| *Organizations must comply with the above by having a statement / policy that is available to stakeholders and that includes the FSC's requirements regarding forced labour, and maintain a self-assessment in accordance with annex D in FSC-STD-40-004 with accompanying documentation for compliance and implementation of the requirement in its own organization. Organizations typically choose to have a process description for this in the FSC procedure as well.* | *See filled-out self declaration and related documentation* |
| * 1. The organization shall ensure that there is no discrimination in employment and occupation.
		+ 1. Employment and occupation practices are non-discriminatory.
 |  |
| *Organizations must comply with the above by having a statement / policy that is available to stakeholders and that includes the FSC's requirements regarding discrimination, and maintain a self-assessment in accordance with annex D in FSC-STD-40-004 with accompanying documentation for compliance and implementation of the requirement in its own organization. Organizations typically choose to have a process description for this in the FSC procedure as well.* | *See filled-out self declaration and related documentation* |
| * 1. The organization shall respect freedom of association and the effective right to collective bargaining.
		+ 1. Workers are able to establish or join worker organizations of their own choosing.
			2. The organization respects the full freedom of workers’ organizations to draw up their constitutions and rules.
			3. The organization respects the rights of workers to engage in lawful activities related to forming, joining or assisting a workers’ organization, or to refrain from doing the same, and will not discriminate or punish workers for exercising these rights.
			4. The organization negotiates with lawfully established workers’ organizations and/ or duly selected representatives in good faith and with the best efforts to reach a collective bargaining agreement.
			5. Collective bargaining agreements are implemented where they exist.
 |  |
| *Organizations must comply with the above by having a statement / policy that is available to stakeholders and that includes the FSC's requirements regarding free association and collective bargaining, and maintain a self-assessment in accordance with annex D in FSC-STD-40-004 with accompanying documentation for compliance and implementation of the requirement in its own organization. Organizations typically choose to have a process description for this in the FSC procedure as well.* | *See filled-out self declaration and related documentation* |

PART II: Verification of FSC claims

NOTE: Examples of application of product group and FSC control system requirements are given in Annex A and B page 28-30 in the FSC-CoC standard [FSC-STD-40-004 V3-1](https://translate.google.com/translate?hl=en&prev=_t&sl=da&tl=en&u=https://dk.fsc.org/dk-dk/presse-og-downloads/standard)).

|  |  |
| --- | --- |
|  | **References to external documents, documents and the like** |
| Establishment of product groups for the control of FSC claims |  |
| * 1. The organization shall establish product groups for the purpose of controlling FSC output claims and labelling. Product groups shall be formed by one or more output products that:
1. belong to the same product type in accordance with [FSC-STD-40-004a](https://dk.fsc.org/dk-dk/presse-og-downloads/standard),
2. are controlled according to the same FSC control system
 |  |
| *Organisation typically comply with this requirement by grouping their FSC-certified products based on criteria 8.1 a) and b) and by creating a product group list, see 8.3.*  | *See product group list Annex E* |
| * 1. The following additional conditions apply for the establishment of product groups under the percentage and/or credit system:
1. all products shall have the same conversion factor. If not, they may still be grouped under the same product group, but the applicable conversion factors shall be applied to the corresponding products for the calculation of the amount of output products that can be sold with FSC percentage or FSC credit claims;
2. all products shall be made of the same input material (e.g. pine lumber) or same combination of input materials (e.g. a product group of veneered particle boards, where all products are made of a combination of particle board and veneer of equivalent species).

**NOTE:** An input material and/or species of wood of a product group may be substituted by another material and/or species provided that they are equivalent. Variations of material or product dimension or shape are accepted within the same product group. Different types of wood pulp are considered as equivalent input materials, except virgin and reclaimed wood fibres that are not equivalent input materials.**NOTE:** Virgin and reclaimed wood fibres can be combined in the same credit account in the case of products that are made with both materials (mixed fibres). However, for 100% recycled products, the FSC credit shall only be taken from the reclaimed input materials. The same applies to 100% virgin fibre products, where the credits shall only be taken from virgin input materials.  |  |
| *Organizations with a percentage or credit system typically choose to comply with this requirement by evaluating their FSC-certified products based on criteria 8.2 a) and b), and then deciding which products can be grouped into the same product groups. In case of doubt, the organization may request its certification body to evaluate whether the product groups and the products covered may be accepted prior to certification.* |  |
| * 1. The organization shall maintain an up-to-date list of product groups specifying for each:
1. the product type(s) of the output products in accordance with FSC-STD-40-004a;
2. the applicable FSC claims for the outputs. The organization may also indicate products that are eligible to carry the FSC Small and Community Label if the organization wants this information to be public in the FSC certificate database;
3. the species (including scientific and common names), where the species information designates the product characteristics.
 |  |
| *Organisations typically comply with this requirement by providing a product group list with information 8.3 a), b) and c). This would normally be in a spreadsheet.* | *See Appendix E Product Group List* |

|  |  |
| --- | --- |
|  | **References to external documents, documents and the like** |
| Transfer system[[5]](#footnote-5) (Only required if your organisation is getting certified to this system) |  |
| * 1. For each product group, the organization shall specify claim periods or job orders for which a single FSC claim shall be made.
 |  |
| *Organisations typically comply with this requirement by setting up their IT production or sales systems in such a way, that they can be used to pull specific claim periods for products or specific orders with an FSC claim attached.*  |  |
| * 1. For claim periods or job orders in which inputs belong to a single material category carrying an identical FSC claim, the organization shall determine this to be the corresponding FSC claim for the outputs.
 |  |
| *Organisations typically choose to comply with this requirement by introducing a setup into their sales and production systems which ensures, that if a product is made of inputs, all of which have the same FSC claim (eg FSC 100%), the product is sold with claim and be labeled according to this claim, in this example with the "FSC 100%" label (if the product is to be labeled).* |  |
| * 1. For claim periods or job orders in which inputs of different material categories or associated percentage claims or credit claims are combined, the organization shall use the lowest FSC claim per input volume as the FSC claim for the outputs, as indicated in Table D ([FSC-STD-40-004 V3-1](https://dk.fsc.org/dk-dk/presse-og-downloads/standard)).
 |  |
| *Organisations typically choose to comply with this requirement inserting into their sales and ordering systems that if a product is made from two or more materials with different claim times, the claim connected to that product is downgraded to the lowest input. (e.g. a product made from FSC MIX 70% and FSC 100% is downgraded to the lowest common denominator, in this case "FSC MIX 70%". The product is as a result labeled with the FSC Mix label, if labelled.* *Organizations typically choose to insert Table D in their procedure in the relevant locations.* |  |

|  |  |
| --- | --- |
|  | **References to external documents, documents and the like** |
| Percentage system[[6]](#footnote-6) (Only required if your organisation is getting certified to this system) |  |
| * 1. For each product group, the organization shall specify claim periods or job orders for which a single FSC percentage claim shall be made.
 |  |
| *Organisations typically comply with this requirement by setting up their IT production or sales systems in such a way, that they can be used to pull specific claim periods for products or specific orders with an FSC claim attached.* |  |
| * 1. For FSC Mix and FSC Recycled inputs, the organization shall use the percentage claim or credit claim stated on the supplier’s sales or delivery documentation (or both) to determine the quantity of claim-contributing inputs.

**NOTE:** Material supplied with a credit claim shall be used by its full quantity as claim-contributing input. |  |
| *Organisations typically choose to comply with this requirement by using the FSC claim for the raw materials (credit or percentage), as appears from the supplier invoices when calculating the FSC input amount.* *How this in done in day to day work is described in the procedure under the heading of e.g. production or creation of job orders.*  |  |
| * 1. The organization shall calculate and record the FSC% for each claim period or job order by using the following formula;

FSC% = QC x 100 QTFSC% = FSC percentageQ = Quantity of claim-contributing inputs QT = Total quantity of forest-based inputs |  |
| *Organisations typically choose to comply with this requirement by using the formula in the calculation of the FSC claim for the combined product and insert a specific description of this in their procedure under for example production / order creation.* |  |
| * 1. When the percentage system is applied at the level of multiple physical sites, the percentage shall be calculated based on an average FSC% of the inputs received by all sites. The conditions for the application of the percentage system at the level of multiple physical sites are the following:
1. the percentage calculation shall only be applied to products within the same product group;
2. all sites shall be within the scope of a single or multi-site certificate with a common ownership structure;
3. all sites shall be located within the same country or the Eurozone;
4. all sites shall use the same integrated management software;
5. each site participating in a cross-site percentage calculation shall have an FSC percentage (FSC%) of at least 50%.
 |  |
| *This is an option that certain organizations may make use of if approved by their certification body. In that case, it should be described in the procedure.* |  |
| * 1. For each product group, the organization shall calculate the FSC% based on:
1. the input to the same claim period or job order (single percentage); **or**
2. the input to a specified number of previous claim periods (rolling average percentage)
 |  |
| *Organisations typically choose to comply with this requirement by specifying that they calculate the percentage after either a) or b) above and enter a specific description of this in their procedure under, for example, production / order creation.* *At the same time, it is implemented in a systematic manner into company workflows.* |  |
| * 1. The time period over which the input percentage is calculated shall not exceed 12 months, unless otherwise warranted by the nature of the business and approved by the FSC-accredited certification body.
 |  |
| *Organisations typically choose to comply with this requirement by describing I their method for calculating FSC percentages and implementing it in a systematic manner.* |  |
| * 1. Organizations using the single percentage method may apply the calculated FSC% to the FSC claim of the output products produced either during the same claim period/ job order or in the following claim period.
 |  |
| *Organisations typically choose to comply with this requirement by describing I their method for calculating FSC percentages and implementing it in a systematic manner.* |  |
| * 1. Organizations using the rolling average percentage method shall apply the calculated FSC% from the specified number of previous claim periods to the FSC claim of the output products produced in the following claim period.
 |  |
| *Organisations typically choose to comply with this requirement by describing I their method for calculating FSC percentages and implementing it in a systematic manner.* |  |
| * 1. Organizations applying the FSC percentage in the following claim period according to Clauses 10.7 and 10.8 shall ensure that fluctuations in the supply of input materials are not used to increase the amount of output products sold with FSC claims. Organizations shall demonstrate in their annual volume summary reports that the amount of products sold with FSC claims are compatible with the amount of claim-contributing inputs received and their conversion factors within the reporting period.
 |  |
| *Organisations typically choose to comply with this requirement by describing I their method for calculating FSC percentages and implementing it in a systematic manner.* |  |
| * 1. The organization can sell the total output of a claim period or job order with an FSC Mix or FSC Recycled percentage claim that is identical to or lower than the calculated FSC%).
 |  |
| *Organisations typically choose to comply with this requirement / option by describing it in their procedure for sales, calculation of FSC percentage and the like.*  |  |

|  |  |
| --- | --- |
|  | **References to external documents, documents and the like** |
| Credit system[[7]](#footnote-7) (Only required if your organisation is getting certified to this system) |  |
| * 1. **Establishment of credit accounts**

For each product group, the organization shall set up and maintain an FSC credit account according to which additions and deductions of FSC credits shall be recorded |  |
| *Organisations typically choose to comply with this requirement by keeping a credit account in an excel sheet or similar which is updated when purchasing products that provide FSC credits. FSC credits are then deducted from the account in the sheet in connection with FSC- sale.* *Products that provide FSC credits are : FSC certified materials, post- consumer recycled materials and pre-consumer recycled materials (paper only).* |  |
| * 1. The organization shall maintain credit accounts of either input materials or output products.
 |  |
| *Organisations typically choose to comply with this requirement by keeping a credit account in an excel sheet or similar which is updated when purchasing products that provide FSC credits. FSC credits are then deducted from the account in the sheet in connection with FSC- sale.* *Products that provide FSC credits are : FSC certified materials, post- consumer recycled materials and pre-consumer recycled materials (paper only).* |  |
| * 1. The credit system may be applied at the level of a single or multiple physical sites. The conditions for the establishment of a centralized credit account covering multiple sites are the following:
1. credits shall be shared within the same product group;
2. all sites shall be within the scope of a single or multi-site certificate with a common ownership structure;
3. all sites shall be located within the same country or the Eurozone;
4. all sites shall use the same integrated management software;
5. each site participating in a cross-site credit account shall contribute at least 10% of the input credits used by its own site in a 12-month period.
 |  |
| *This is an option that certain organizations may make use of if approved by their certification body. In that case, it should be described in the procedure.* |  |
| Credit account administration* 1. For FSC Mix and/or FSC Recycled inputs, the organization shall use the percentage claim or credit claim stated on the supplier’s sales or delivery documentation (or both) to determine the quantity of claim-contributing inputs.

**NOTE:** Material supplied with a credit claim shall be used by its full quantity as claim-contributing input. |  |
| *Organisations typically choose to comply with this requirement by using the raw material's percentage or credit FSC claim , as shown in supplier invoices, in calculating how many credits can be credited to the credit account. Typically, a specific description of this is entered in their procedure under, for example, the purchase / administration of a credit account.* |  |
| * 1. When the credit system is applied to assembled wood products, and where inputs of different quality are combined, high-quality components that are sourced as controlled material or FSC Controlled Wood shall not represent more than 30% of the product group’s composition (by volume or weight). In the context of this Clause, the following criteria define quality:
1. all products that are made of chip and particles of wood are considered as having the same quality;
2. solid wood components are considered as having a higher quality than components of chip and particles of wood;
3. solid hardwood is considered as having higher quality than softwood.
 |  |
| *Organisations typically choose to comply with this requirement by inserting it into the description of the administration of credit account, production and the like, and then implement it in a systematic manner.* |  |
| * 1. The organization shall not accumulate more FSC credit in the credit account than the sum of FSC credit that has been added during the previous 24 months. (This means that credits which were not used for output claims within this period expire.) The FSC credit that exceeds the sum of credits entered into the account within the previous 24-month period shall be deducted from the credit account at the start of the following month (at the 25th month after they have been added to the account)
 |  |
| *Organisations typically comply with this requirement by identifying a method for ensuring that credits older than 24 months can easily be identified and deleted, either automatically or manually. This method is described in the procedure and implemented in company workflows systematically.*  |  |
| * 1. The determination of output credit quantities shall be achieved by multiplying the input quantities by the applicable conversion factor(s) specified for each component of the product group.
 |  |
| *Organisations typically choose to comply with this requirement by identifying the method through which they will ensure that input credits are multiplied by conversion factor(s) before being added to the credit account. This is normally described in the procedure under administration of credit account or similar and implemented in company workflows in a systemic manner.*  |  |
| Sale of output with credit claims* 1. When products are sold with FSC Mix or FSC Recycled credit claims, the organization shall convert the quantity of input materials into credits according to Clause 11.7 and deduct them from the FSC credit account.
 |  |
| *Organisations typically choose to comply with this requirement by identifying the method through which they will ensure that input credits treated in coherence with 11.7 and added to the credit account prior to FSC sales taking place and consequently have the credits deducted from the credit account.* *This is normally described in the procedure under administration of credit account or similar and implemented in company workflows in a systemic manner.* |  |
| * 1. The organization shall only sell products with FSC credit claims if there are credits available in the corresponding credit account.
 |  |
| *Organisations typically choose to comply with this requirement by identifying a method to identify that credit accounts are never drawn into minus or close to minus.* *This is normally described in the procedure under administration of credit account or similar and implemented in company workflows in a systemic manner.* |  |
| * 1. The organization may supply the portion of the output quantity that has not been sold as FSC Mix Credit as FSC Controlled Wood, on the basis of a corresponding FSC Controlled Wood credit account.

**NOTE:** FSC Controlled Wood credit accounts are not needed when the FSC Mix Credit account covers the whole organization’s production. |  |
| *This is an option for companies selling both FSC Mix and FSC controlled wood. If applicable, the method for moving credits from the FSC Mix credit account to the FSC Controlled wood account is identified and described in the procedure, typically under administration of credit accounts.*  |  |

PART III: Additional requirements

|  |  |
| --- | --- |
|  | **References to external documents, documents and the like** |
| FSC labelling (Only required if your organisation plan to label your FSC certified products with the FSC logo) |  |
| * 1. The organization may apply the FSC label on FSC-certified products following the requirements specified in [FSC-STD-50-001](https://dk.fsc.org/dk-dk/presse-og-downloads/standard). The type of FSC label shall always correspond to the FSC claim made on sales documents, as specified in Table E (i [FSC-STD-40-004 V3-1](https://dk.fsc.org/dk-dk/presse-og-downloads/standard)).
 |  |
| *Organisations typically choose to comply with this requirement by describing the most important requirement in their procedure under the heading "Trademark Use", (requirements for when and how a product / product packaging may be labelled, approval process, minimum size, trademark portal access etc.). The description most often has a reference to FSC-STD-50-001.* |  |
| * 1. Only FSC products that are eligible for FSC labelling may be promoted with the FSC trademarks
 |  |
| *Organisations typically choose to comply with this requirement by writing it into the procedure word by word under the heading “Trademark Use”.* |  |
| * 1. Products exclusively made of input materials from small and/or community producers are eligible to carry the FSC Small and Community Label.
 |  |
| *If the organization buys the above input materials, they normally typically choose to comply with this requirement/apply this option by writing it into the procedure word by word under the heading “Trademark Use”.* |  |

|  |  |
| --- | --- |
|  | **References to external documents, documents and the like** |
| Outsourcing (Only required if your organisation outsource activities covered by the FSC certificate) |  |
| * 1. The organization may outsource activities within the scope of its certificate to FSC-CoC-certified and/or non-FSC-CoC-certified contractors.

**NOTE:** The organization’s outsourcing arrangements are subject to a risk analysis by the certification body and sampling for on-site audit purposes. |  |
| *Organisations typically choose to comply with this requirement / apply this option by making a specific procedure description for outsourcing where it is clearly defined which activities can be outsourced according to the scope of the organizations' certification.* |  |
| * 1. Activities that are subject to outsourcing agreements are those that are included in the scope of the organization’s CoC certificate, such as purchase, processing, storage, labelling and invoicing of products

**NOTE:** Storage sites are exempt from outsourcing agreements where they constitute stopping places as part of transportation or logistic activities. However, if an organization contracts a service provider to store goods that have not yet been sold to a customer, this is considered as an extension of the storage site of the organization and therefore subject to an outsourcing agreement. |  |
| *See 13.1.* |  |
| * 1. Prior to outsourcing activities to a new contractor, the organization shall inform its certification body about the outsourced activity, name, and contact details of the contractor
 |  |
| *Organisations typically choose to comply with this requirement option by writing it into the procedure word by word under a heading for “outsourcing” and creating a list of subcontractors outsourced to.* | *See Annex F: List of subcontractors* |
| * 1. The organization shall establish an outsourcing agreement with each non-FSC-certified contractor, specifying at a minimum that the contractor shall:

conform to all applicable certification requirements and the organization’s procedures related to the outsourced activity;not make unauthorized use of the FSC trademarks (e.g. on the contractor’s products or website);not further outsource any processing;accept the right of the organization’s certification body to audit the contractor;notify the organization within the period of 10 business days if the contractor is included in the list of organizations that are disassociated from FSC, in accordance with the FSC-POL-01-004, and therefore subsequently ineligible to provide outsourcing services to FSC-certified organizations. |  |
| *Organisations typically choose to comply with this requirement by using the free template made by FSC, which can be downloaded here: fsc.dk/downloads (CoC certification) and have their subcontractor sign it and send it to their certification body.* | *See Annex G: Outsourcing agreement* |
| * 1. The organization shall provide documented procedures to its non-FSC certified contractor(s) that ensure the following:

the material under the contractor’s responsibility shall not be mixed or contaminated with any other material during the outsourced activity;the contractor shall keep records of inputs, outputs, and delivery documentation associated with all material covered by the outsourcing agreement;if the contractor applies the FSC label to the product on behalf of the organization, the contractor shall only label the eligible products produced under the outsourcing agreement. |  |
| *Organisations typically choose to comply with this requirement by making procedures that include the above and having their subcontractors implement them.* |  |
| * 1. The organization shall maintain legal ownership of all materials during outsourcing.

**NOTE:** Organizations are not required to re-take physical possession of the products following outsourcing (e.g. products may be shipped directly from the contractor to the organization’s customer). |  |
| *Organisations typically choose to comply with this requirement by describing in in their outsouring procedure.*  |  |
| * 1. The organization shall identify the invoices of materials sent for outsourcing following the requirements specified in Clause 5.1. Contractors are not required to identify the sales or delivery documents (or both) of materials after outsourcing.
 |  |
| *Organisations typically choose to comply with this requirement by describing in in their outsouring procedure.*  |  |
| * 1. The organization may act as an FSC-certified contractor providing services to other contracting organizations. In this case, the organization shall include the outsourcing services under the scope of its FSC certificate ensuring that all applicable certification requirements are met.
 |  |
| *Organisations typically to comply with this requirement/this option by contacting their certification body and requesting to have oursourcing services included in their certificate.* |  |
| * 1. The FSC-certified contractor shall ensure that they have a copy of the invoice(s) from the delivering supplier(s) and, if not identical, from the billing supplier(s) that include(s) information sufficient to link the invoice(s) and related transport documentation to each other.

NOTE: Information on prices can be censored.not take physical possession of the materials before outsourcing).  |  |
| *Organisations typically choose to comply with this requirement by describing in in their outsouring procedure.*  |  |
| * 1. When the organization provides FSC-certified outsourcing services to non-FSC-certified contracting organizations, it is acceptable that the contracting organization buys the raw material for the outsourced processes. To ensure that the CoC is not broken, the material shall be transported directly from an FSC-certified supplier to the organization (i.e. the non-certified contracting organization shall not take physical possession of the materials before outsourcing). The output product shall be finished, FSC labelled, and branded with the name, label, or other identifying information of the contracting organization.
 |  |
| *Organisations typically choose to comply with this requirement by describing in in their outsouring procedure.*  |  |

PART IV: Qualification criteria for individual, multi-site and group CoC certification [[8]](#footnote-8)

|  |  |
| --- | --- |
|  | **References to external documents, documents and the like** |
| Qualification for individual CoC certification (only completed if your organization is required to have an individual CoC certification ) |  |
| * 1. An organization is eligible for single CoC certification if the scope of the certificate includes a single site or multiple sites (two or more sites) that conform to the following criteria:
1. one site under the scope of the single CoC certificate is:
2. acting as the certificate holder;
3. responsible for invoicing of certified and non-certified materials or products covered by the scope of the certificate to external clients;
4. controlling the use of the FSC Trademarks.
5. all sites under the scope of the single CoC certificate are:
6. operating under a common ownership structure;
7. managed under the direct control of the certificate holder;
8. in an exclusive business relationship with each other for the output materials or products covered by the scope of the certificate;
9. located in the same country
 |  |
| *Organisations typically choose to comply with this requirement by briefly describing that they meet the criteria above, for example at the start of their procedures.* |  |
| * 1. For single CoC certification, all sites included in the scope of certification shall conform to all applicable certification requirements specified in [FSC-STD-40-004](https://dk.fsc.org/dk-dk/presse-og-downloads/standard). The requirements specified in [FSC-STD-40-003](https://dk.fsc.org/dk-dk/presse-og-downloads/standard) do not apply.

**NOTE**: In this scenario, all applicable certification requirements as defined in FSC-STD-40-004 shall be evaluated by the certification body at all sites included in the scope of the certificate within each audit (i.e. no sampling applies.  |  |
| *Organisations typically choose to comply with this requirement by ensuring that all sites to be included in the certification are covered by the certification procedures.* |  |

|  |  |
| --- | --- |
|  | **References to external documents, documents and the like** |
| Qualification for multi-site CoC certification (only completed if your organization is required to have a multi- site CoC certification) |  |
| * 1. An organization is eligible for multi-site certification if the scope of the certificate includes two or more sites or legal entities (referred to as ‘participating sites’ in FSC-STD-40-003) that conform to the following criteria:
1. all participating sites and the organization that holds the certificate are linked through common ownership; **or**
2. all participating sites:
3. have a legal and/or contractual relationship with the organization; **and**
4. have common operational procedures (e.g. same production methods, same product specifications, integrated management software); **and**
5. are subject to a centrally administered and controlled management system established by the organization that has authority and responsibilities beyond those related solely to certification, including at least one of the following elements:
* centralized purchase or sales function of forest products;
* operation under the same brand name (e.g. franchise, retailer).
 |  |
| *Organisations typically choose to comply with this requirement by briefly describing that they meet the criteria above, for example at the start of their procedures.* |  |
| * 1. Based on the requirements of Clause 15.1, the following organizations are not eligible for multi- site CoC certification:
1. organizations that do not have authority over the admission or removal of participating sites from the certificate scope;
2. associations;
3. non-profit organizations that have for-profit members.
 |  |
| *Organisations typically choose to comply with this requirement by ensuring that all sites to be included in the certification are covered by the certification procedures.* |  |
| * 1. For multi-site CoC certification, all participating sites included in the scope of the certificate shall conform to all applicable certification requirements specified in [FSC-STD-40-004](https://dk.fsc.org/dk-dk/presse-og-downloads/standard) and [FSC-STD-40-003](https://dk.fsc.org/dk-dk/presse-og-downloads/standard).

NOTE: Multi-site CoC certificates are evaluated by the certification body based on a defined sampling methodology as specified in [FSC-STD-20-011](https://dk.fsc.org/dk-dk/presse-og-downloads/standard). |  |
| *Organisations typically choose to comply with this requirement by briefly describing that they meet the criteria above (a) or b)), for example, at the start of their procedures.* |  |

|  |  |
| --- | --- |
|  | **References to external documents, documents and the like** |
| Qualification for Group CoC Certification (only completed if your organization needs a group - CoC certification) |  |
| * 1. A group CoC certificate may be established including two or more independent legal entities (named as participating sites according to FSC-STD-40-003) in the scope of the certificate if the following eligibility criteria are met:
1. Each participating site shall qualify as ‘small’ as defined by:
2. No more than 15 employees (full-time equivalent); **or**
3. No more than 25 employees (full-time equivalent) **and** a maximum total annual turnover of US$ 1,000,000.

**NOTE:** The annual turnover criteria is only applicable to organizations that have for-profit activities. The total annual turnover of non-profit organizations is calculated based on the sales of forest-based products rather than based on revenues of all goods and services.1. All participating sites shall be located in the same country as the organization that holds the certificate.

**NOTE:** FSC-PRO-40-003 authorizes FSC National Offices to define nationally specific eligibility criteria for group CoC certification. National eligibility criteria approved by FSC supersede those in Clause 16.1 a) above and are published on the FSC website (in FSC-PRO-40-003a). |  |
| *Organisations typically choose to comply with this requirement by describing these criteria in the certification procedures under "Basic Criteria for Group Certification" or similar.* |  |
| * 1. For group CoC certification, all participating sites included in the scope of the certificate shall conform to all applicable certification requirements specified in [FSC-STD-40-004](https://dk.fsc.org/dk-dk/presse-og-downloads/standard) and [FSC-STD-40-003](https://dk.fsc.org/dk-dk/presse-og-downloads/standard).

**NOTE:** Group CoC certificates are evaluated by the certification body based on a defined sampling methodology as specified in [FSC-STD-20-011](https://dk.fsc.org/dk-dk/presse-og-downloads/standard). |  |
| *Organisations typically choose to comply with this requirement by ensuring that all sites to be included in the certification are covered by the certification procedures.* |  |

Requirements for FSC Certified Companies Use of FSC Trademarks

|  |  |
| --- | --- |
|  | **References to external documents, documents and the like** |
| Main requirements from the FSC trademark standard (FSC-STD-50-001 V2)  |  |
| 1.2 In order to use these FSC trademarks, the organization shall have a valid FSC trademark licence agreement and hold a valid certificate.  |  |
| *Organisations typically choose to comply with this requirement by ensuring that they have a signed license agreement and a valid certificate at all times.* | *Se Annex H: Underskrevet licensaftale* |
| 1.3 The FSC trademark licence code assigned by FSC to the organization shall accompany any use of the FSC trademarks. It is sufficient to show the code once per product or promotional material. |  |
| *Organisations typically choose to comply with this requirement by including the above in their trademark usage procedure.* |  |
| 1.4 The FSC logo and the ‘Forests For All Forever’ marks shall include the trademark symbol ® in the upper right corner when used on products or materials to be distributed in a country where the relevant trademark is registered. The symbol ® shall also be added to ‘FSC’ and ‘Forest Stewardship Council’ at the first or most prominent use in any text; one use per material is sufficient (e.g. website or brochure). For use in a country where the trademark is not yet registered, use of the symbol TM is recommended. The Trademark Registration List document is available in the FSC trademark portal and marketing toolkit. See also Annex 1 (download at <https://trademarkportal.fsc.org> (Ressource Center)). |  |
| *Organisations typically choose to comply with this requirement by including the above in their trademark usage procedure* |  |
| 1.5 The organization shall either have an approved trademark use management system in place or submit all intended uses of FSC trademarks to its certification body for approval. Please see Annex A for further information on trademark use management system. |  |
| *Organisations typically choose to comply with this requirement by including the above in their trademark usage procedure.* |  |
| 1.6 The products which are intended to be labelled with the FSC on-product label or promoted as FSC certified shall be included in the organization’s certificate scope and shall meet the eligibility requirements for labelling, as stipulated by the respective FSC standard. |  |
| *Organisations typically choose to comply with this requirement by including the above in their trademark usage procedure.* |  |
| 3.4 Only the FSC label artwork provided by the trademark portal, or otherwise issued and approved by the certification body or FSC, shall be used. Access to the trademark portal is arranged by the organization’s certification body. |  |
| *Organisations typically choose to comply with this requirement by including the above in their trademark usage procedure.* |  |
| In addition to the above mentioned requirements the organisation must also comply with all other requirements in [FSC-STD-50-001 (V2)](https://dk.fsc.org/dk-dk/presse-og-downloads/standard). For more guidance and help (in Danish) go to: [fsc.dk/logo](https://dk.fsc.org/dk-dk/certificering/brug-af-fscs-varemaerker) and for generic trademark procedures in English contact FSC Danmark. |  |

1. See description of all three systems on respectively, pages 18, 19 and 21 in the [FSC- CoC standard](https://translate.google.com/translate?hl=en&prev=_t&sl=da&tl=en&u=https://dk.fsc.org/dk-dk/presse-og-downloads/standard) [↑](#footnote-ref-1)
2. May develop a new policy or use an existing one. [↑](#footnote-ref-2)
3. Trade and customs laws include, but may not be restricted to:

• Bans, quotas and other restrictions on the export of timber products (e.g. bans on the export of

unprocessed logs or rough-sawn lumber)

• Requirements for export licences for timber and timber products

• Official authorisation that entities exporting timber and timber products may require

• Taxes and duties applying to timber product exports. [↑](#footnote-ref-3)
4. Source: FSC report on generic criteria and indicators based on ILO Core Conventions principles (2017). [↑](#footnote-ref-4)
5. See introduction to the transfer system page 18 in [FSC-STD-40-004 V3-1](https://translate.google.com/translate?hl=en&prev=_t&sl=da&tl=en&u=https://dk.fsc.org/dk-dk/presse-og-downloads/standard) [↑](#footnote-ref-5)
6. See introduction to the percentage system on page 19 in [FSC-STD-40-004 V3-1](https://dk.fsc.org/dk-dk/presse-og-downloads/standard) [↑](#footnote-ref-6)
7. See introduction to the credit system on page 21 in [FSC-STD-40-004 V3-1](https://dk.fsc.org/dk-dk/presse-og-downloads/standard) [↑](#footnote-ref-7)
8. An overview of the different certification types can be found on pages 26-27 in [FSC-STD-40-004 V3-1](https://dk.fsc.org/dk-dk/presse-og-downloads/standard) [↑](#footnote-ref-8)