

SCS LegalHarvest Verification: SCS 合法采伐验证

Chain of Custody Adapted Standard: China 产销监管链适用标准 (整个国家)

Date approved 批准日期: July 6, 2011

	Indicator 指标	Verifiers 证明文件	Responsible Division 执行机构	Reference to Legislation 法律条文
Principle 1: The entity shall have a system for maintaining and improving quality. 企业应有一套体系以维持和提高质量				
C1.1 The entity shall maintain up-to-date procedures that clearly delegate responsibilities by: a. Assigning one person overall responsibility for compliance to this Standard; b. Ensuring all applicable requirements of this Standard are addressed in documented (written) procedures and/or work instructions; c. Designating responsible positions or individuals for each component of the CoC system; d. Including examples of forms, records and documents along with instructions for completing and filing them; and Including a process for annually reviewing and updating procedures to current practices. 1.1 企业应更新委派工作职责的程序，通过： a. 指定一个体系负责人； b. 文件体系中应包括本标准中所有的要求； c. 指定体系中每部分人员的职责和权限； d. 程序中包括年度审核和更新体系				
1.1.1	The entity shall assign one person overall responsibility for compliance to this standard 指派一名人员负责遵照本标准	<ul style="list-style-type: none"> Letter of Appointment 任命书 	Administration Division 行政部门	
1.1.2	The entity shall have documented (written) procedures and/or work instructions covering all	<ul style="list-style-type: none"> LHV CoC management system procedures 管理体系文件 	Administration Division 行政部门	

	requirements of this standard.企业应编制书面的程序文件或作业指导书，并涵盖本标准的所有要求			
1.1.3	Designating responsible positions or individuals for each component of the CoC system 指定体系中每部分人员的职责和权限	<ul style="list-style-type: none"> LHV_CoC management system procedures 管理体系文件 	Administration Division 行政部门	
1.1.4	Procedures shall include examples of forms, records and documents along with instructions for completing and filing them; and a process for annually reviewing and updating procedures to current practices. 程序中需包括所用文件表格、记录的模板；以及年度审核上述文件的细节和对当前实践的更新	<ul style="list-style-type: none"> LHV_CoC management system procedures 管理体系文件 	Administration Division 行政部门	
C1.2 All relevant staff are trained on how to maintain the integrity of verified material throughout the production and or distribution process. 所有相关的员工要接受培训，保证来源合法				
1.2.1	The entity shall conduct staff training.企业应开展员工培训	<ul style="list-style-type: none"> Training records 培训记录 Staff interviews 员工访问 	Administration Division 行政部门	
1.2.2	The entity shall maintain training records 企业应保存培训记录文件	<ul style="list-style-type: none"> Training records 培训记录 	Administration Division 行政部门	
C1.3 The entity shall have a publicly-posted policy endorsed by top management, that states the preference for all purchases and sales of timber products to be of known origin (country of harvest) and legally harvested. 企业应公告由最高负责人签署的公司政策，要求提倡所有购买和销售的林产品都是已知来源地（来源国）和合法采伐的				
1.3.1	A policy stating the preference for all purchase and sales of timber products to be of known origin(country of harvest) and legally harvested shall be publicly posted.企业应指定一项政策优先采购、销售已知来源的和合法采伐的	<ul style="list-style-type: none"> Purchasing policy 公布的采购政策 	Purchasing Division 采购部门	

	林产品			
1.3.2	This policy shall be signed by top management. 该政策应由最高管理者签发	<ul style="list-style-type: none"> Purchasing policy 采购政策 	Purchasing Division 采购部门	
<p>C1.4 The entity shall have a publicly available mechanism for processing internal and external complaints and recommendations regarding its wood purchasing program and policies. Minimum elements should include:</p> <p>a. Procedures for evaluating and responding to complaints and making recommendations within 30 days of receipt.</p> <p>b. A policy by which orders may be canceled, or products already received may be returned, when there is evidence that the product or wood components were procured in violation of applicable standards and/or legal harvest and transportation laws.</p> <p>企业应有一个公开的机制来处理来自内部和外部针对木材销售政策的投诉问题。这个机制最少应包括以下：</p> <p>a. 包括评估和回复投诉程序，在 30 天内提出建议。</p> <p>b. 当有证据证明所采购产品违反相关的标准、合法采伐和运输法定，要立即取消定单或退回收到的货物</p>				
1.4.1	The entity shall have written procedures on evaluating and responding to complaints and making recommendations within 30 days of receipt 企业应有程序文件说明在收到投诉后的 30 天内给与答复	<ul style="list-style-type: none"> Complaints procedures and/or policies. 纠纷机制 	Administration Division 行政部门	
1.4.2	The entity shall have written policies and/or procedures that facilitate canceling or returning orders if there is evidence that wood products/components violate this standard or applicable harvest and transport laws.若产品或木质组分违反了相关标准或法律，应有专门的书面政策和程序文件方便取消或归还订单。	<ul style="list-style-type: none"> Complaints procedures and/or policies.纠纷机制 	Administration Division 行政部门	
<p>C1.5 The entity shall keep an up-to-date register of all applicable business registration, tax, transport, and export laws and maintain records of their compliance. 企业应满足相应的商业注册、税务、运输和出口法律，并要保存符合所有相关法律的记录</p>				
1.5.1	The company shall be a legal entity, licensed to conduct wood	<ul style="list-style-type: none"> Company business license 企业 	Administration Division 行政部门	《中华人民共和国公司

	processing activities. 企业须是一个合法组织，并具有木材加工合法经营资格	<p>营业执照副本 (由工商局颁发) (Business Registration Certificate, issued by the industry and commerce administration authority)</p> <p>For forest based timber processing:</p> <ul style="list-style-type: none"> Timber processing license 木材经营 (加工) 许可证 (Timber Processing Certificate issued by the Forestry Administration above county level) (县级以上林业部门颁发) 	Local government 当地政府部门	法》(2005年修订) The Company Law of the People's Republic of China (revised in 2005)
1.5.2	The entity shall keep a register of all applicable laws to which they must adhere for legal operations, including, but not limited to laws pertaining to business registration, taxes, product transport and export. 企业在运作过程中应满足所有相关法律要求，包括但不限于商业注册、税务、产品运输和出口等	<ul style="list-style-type: none"> Company register of applicable laws. 相关法律登记证明 Business tax register, listing applicable laws regarding business taxes 税务登记证 (列明相关税法) 	Local industrial and commercial bureau 当地工商局	
1.5.3	The entity shall maintain records that demonstrate compliance with listed laws 企业应保留能够证明满足相关法律的记录	<ul style="list-style-type: none"> Records pertaining to laws in the above register, including evidence of receipt of payments, taxes and relevant fees. 与上述法律相关的记录，包括收据、税费单据等 		
C1.6 The entity maintains complete and organized documents and records demonstrating compliance to all sections of this Standard for at least 5 years. 企业要保存所有的相关记录最少五年				
1.6.1	The entity shall maintain documents for at least 5 years. 所有的文件企业应至少保留5年	<ul style="list-style-type: none"> Record Retention Policies 记录保存政策 Dated records 有日期的记录 	Administration Division 行政部门	

Principle 2: The entity correctly classifies timber products upon purchase and receipt. 企业在购买和接收林产品时 (应) 正确分类				
C2.1 All LHV timber/wood products shall be identified on the shipping documents with:				
a. The claim “LHV” linked to the line item;				
b. Valid chain of custody code linked to the line item.				
所有 LHV 声明的木制品都应能通过供应商发票或运输单据来识别，而且要包含能追溯到产品描述的一个有效的产销监管链代码				
2.1.1	The ‘LHV’ claim and valid chain of custody code shall be appropriately used on shipping documents for products to be classified as LHV. 验证产品的运输文件上须注明‘LHV’的声明和有效的编码。	<ul style="list-style-type: none"> Shipping documents, such as Bills of Lading, Packing Slips, Internal transfer slips, etc. 运输文件,如装箱单、内部流转单等 	Sales Department or shipping department 销售部门或运输部门	
C2.2 The validity of LHV chain of custody codes shall be regularly confirmed with SCS. 应定期与认证机构确认产销监管链证书的有效性				
2.2.1	The entity shall regularly confirm the validity of LHV chain of custody codes with SCS 企业应向 SCS 定期确认产销监管链编码的有效性	<ul style="list-style-type: none"> Evidence of the correct LHV code in the SCS database. 在 SCS 数据库中的正确记录证据 	SCS 认证机构	
Principle 3: The entity shall employ a secure system of physical separation for all verified products to be sold as SCS LegalHarvest Verified (LHV). 对所有 SCS-LHV 验证的产品，企业应采用一套安全的物理分选系统				
C3.1 The entity shall clearly identify LHV wood staged or stored on-site by:				
a. Marking secure units with a unique distinguishing mark; and/or				
b. Keeping LHV wood in a demarcated area physically separate from non-LHV material.				
企业应在存放现场控制认证的林产品：				
a. 用易于区分的标识来划分一个独立的区域；				
b. 确定合法验证木材与非合法验证材分开存放				
3.1.1	The entity shall have a procedure for separate storage of LHV materials from non-LHV materials. 针对验证原料单独存储的程序	<ul style="list-style-type: none"> Separation procedure 隔离程序文件 	Storage Department 仓储部门	
3.1.2	All verified materials shall be kept in a demarcated, physically separate area from non-LHV	<ul style="list-style-type: none"> Physical location of LHV materials LHV 原料的物理存放位 	Storage Department 仓储部门	

	materials. 所有的验证原料都应与非验证原料区分或单独	置 <ul style="list-style-type: none"> Evidence that the material separation procedure is being followed. 隔离程序的执行文件 		
C3.2 The entity clearly identifies LHV wood throughout manufacturing and/or processing by: a. Physically separating lines of production; and/or b. Planning and implementing production activities at clearly distinct times. SCS LHV 的林产品在生产过程中： a. 独立的生产线； b. 在不同的时间生产				
3.2.1	The entity shall have a procedure on separation of verified materials during processing 企业应制定一套生产过程中隔离验证原料的程序文件	<ul style="list-style-type: none"> Separation procedure 隔离程序文件 Evidence that the separation procedure is being followed during processing. 	Manufacturing Division 生产部门	
Principle 4: The entity shall maintain up-to-date records on timber products distributed and/or sold with an LHV claim. 企业应随时更新贴有 LHV 声明的林产品的销售记录				
C4.1 The entity shall maintain a general description of the product and of each wood-based component contained within it. 企业应保持每个产品的信息和产品中的木材成分情况				
4.1.1	The entity shall maintain a description for each verified product and list of the wood based components, and make these lists available to the auditor 企业应保存验证产品信息描述并保留产品中木质组分的清单，以便审核员审查 <i>* This is a requirement of the Lacey Act.</i>	<ul style="list-style-type: none"> Bill of materials 原料清单 	Manufacturing Division 生产部门	
4.2 For each product, the entity shall record the scientific name (genus and species) of each wood-based component. 企业应保存每种产品使用原料的学名（种和属）				
4.2.1	The entity shall record the scientific	<ul style="list-style-type: none"> Tree species list of each verified 	Manufacturing Division	

	name (genus and species) of each wood-based component.企业应保留每个木质组分的学名，包括种和属 <i>* This is a requirement of the Lacey Act.</i>	product component 验证产品中的树种清单 (学名、属、种)	生产部门	
4.3 For each product, the entity shall record the country of harvest of each wood-based component. 企业应保存每个木材成分的来源国				
4.3.1	The entity shall record the country of harvest of each wood-based component.企业应记录产品中所有木质成分的来源国 <i>* This is a requirement of the Lacey Act.</i>	<ul style="list-style-type: none"> Wood source record, by product or wood component. 产品或木质组分的木材来源记录 	Purchasing Department 采购部门	
C4.4 For each product, the entity shall maintain all applicable records demonstrating the legal sale, transport and/or export of each wood-based component 企业应保留产品中每个木质成分相关的所有销售、运输和出口的合法证据				
4.4.1	The entity shall maintain all applicable records demonstrating the legal sale, transport and/or export of each wood-based component.企业应保留所有相关合法文件，如销售、运输和出口文件等	<ul style="list-style-type: none"> Shipping invoices, bill of lading or receipts 销售、运输、出口等文件 <p>Records include, but are not limited to:这些文件记录包括 (不限于) :</p> <ul style="list-style-type: none"> Packing list 装箱单 Invoices 发票 Bill of lading 跟箱单 Customs declaration form 海关申报表 Receipts of payment for Export VAT and Consumption Tax for Wood 出口增值税付款单据和木材消费税 	Sales Department or shipping department 销售或运输部门	

		<ul style="list-style-type: none"> • Sales contract 销售合同 • Shipping order 运输指令单 • Verification form of inward remittance (Exchange Control Administration)内部汇款审核表 (外汇管理部门) • Delivery order 提货单 • Quarantine Certificate for both import and export of forestry products, issued by each port's Entry and Exit Inspection and Quarantine Agency.林产品进出口检疫证书 (每个入港和出港和检疫部门颁发的) 		
Principle 5: The entity maintains an up-to-date account of all input and output quantities of LHV products. 企业应保留关于 LHV 产品的所有投入和产出数量的最新记录				
C5.1 All LHV timber products or wood component purchases, inventory in stock, and final sales to customers shall be calculated on a monthly basis. 每月一次统计购买、库存、最终销售的数量				
5.1.1	The entity shall keep an account of the verified products monthly. 企业应保留验证产品月度账目报告	<ul style="list-style-type: none"> • Materials purchasing monthly report 原料采购月度报告 • Materials in stock monthly report 原料存储月度报告 • Finished products storage monthly report 成品存储月度报告 • Sales monthly report 月度销售报告 	Account Division 财务部门	
C5.2 The entity shall provide conversion factors for all LHV products to demonstrate how input volumes are converted to output volumes during any process of transformation. 企业应计算出所有 LHV 产品的出材率				
5.2.1	The entity shall calculate the ratio	• Conversion factor calculations	Manufacturing	

	of input to output volumes and provide the conversion factors for verified products' processing transformation. 企业应计算验证产品在加工过程中的出材率	出材率的计算	Department 生产部门	
Principle 6: The entity shall have a system for identifying LHV wood components and products that are sold, shipped and/or transferred to other entities. 企业应建立一套有关销售给、运送到或转让给其它公司的 LHV 木材组分和产品的识别系统				
C6.1 The entity shall mark LHV verified products with its unique verification code. 企业应使用验证码标记 LHV 产品。				
6.1.1	The verified products shall be marked with its unique verification code. 验证产品应标记完整的验证码	<ul style="list-style-type: none"> Verification code on the products 产品上的验证码 	Storage department 仓储部门	
C6.2 The entity shall clearly and correctly identify each verified product on invoices and shipping documents by including its unique verification code and linking it to the product line item description. 企业应根据发票和运输单据上的验证编码和联系到生产线的文字描述清晰正确地检验每个产品。				
6.2.1	The invoices and shipping documents shall be marked with the verification code. 发票和运输文件上应标记验证码	<ul style="list-style-type: none"> Invoice and shipping documents 查看运输文件和发票 	Sales Department or shipping department 销售部门或运输部门	
6.2.2	All the verified products shall have the traceability in the whole processing. 所有验证产品应有可追溯性	<ul style="list-style-type: none"> Check all relevant document of the verified products 查看验证产品的所有相关文件 	Administration Division 行政部门	
C6.3 The entity shall ensure that labels or marks referring to the legality of the product are removed from products prior to shipment (other than the entity's verification code). 企业应在运输前移除所有的标签或标记 (除了企业的验证编码)。				
6.3.1	All labels or marks indicating legality shall be removed from products before shipment. 确保所有产品在运输前去掉关于合法性的标签或标志。	<ul style="list-style-type: none"> On-site product check 现场查看产品 	Storage department 仓储部门	