

FSC STANDARD

FSC Standard for Chain of Custody Certification

FSC-STD-40-004 V2-1 EN



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The Forest Stewardship Council® (FSC) is an independent, not for profit, non-government organization established to support environmentally appropriate, socially beneficial, and economically viable management of the world's forests.

FSC's vision is where the world's forests meet the social, ecological, and economic rights and needs of the present generation without compromising those of future generations.

Foreword

In September 2004, the FSC Board of Directors endorsed “FSC-STD-40-004: FSC chain of custody standard for companies supplying and manufacturing FSC-certified products” (V1-0). During 2005, the FSC International Center has been mandated to monitor the uptake of and review these new standards taking into account experience with practical implementation and to resolve any outstanding issues.

Version 2-0 of FSC-STD-40-004 has been developed following three rounds of public consultations and discussions with the FSC Technical Working Group on Chain of Custody. It takes into account the various recommendations from the three Technical Working Group meetings held between October 2005 and February 2007 as well as the stakeholder inputs obtained on the various public drafts and on the FSC discussion paper “FSC-DIS-01-013: Review and Revision of the FSC Chain of Custody standard”.

Version 2-1 of FSC-STD-40-004 constitutes a minor revision of the standard to maintain the overall consistency of the chain of custody certification system.

Notes on use of this standard

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

The requirements laid down in this standard constitute the minimum requirements for Chain of Custody operations to comply with in order to demonstrate that materials and products purchased, labelled and sold as FSC-certified are authentic and any associated claims are truthful and correct. It is the responsibility of the certification body to raise any additional evidence in order to substantiate its corresponding certification decisions, if this is deemed necessary.

The certification requirements are divided into four parts:

Part I includes the universal requirements for Chain of Custody control which apply to all Chain of Custody operations.

Part II presents the three control systems for making FSC claims on outputs, out of which organizations have to choose one system for each established FSC product group.

Part III contains the requirements and thresholds for using the FSC on-product labels.

Part IV provides supplementary requirements addressing specific situations for Chain of Custody control systems.

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INTRODUCTION

This standard specifies the required elements that shall be complied with for FSC Chain of Custody certification.

FSC Chain of Custody is an information trail about the path taken by products from the forest or, in the case of recycled materials, from the reclamation site to the consumer including each stage of processing, transformation, manufacturing, and distribution where progress to the next stage of the supply chain involves a change of ownership.

Any change of ownership in the supply chain requires the establishment of effective Chain of Custody management systems at the level of the respective organization and their verification by independent certification bodies, if the organization wants to make an FSC claim about their products. Developing and implementing Chain of Custody management systems is a way for organizations to effectively control their processing system and show their customers the origin of the material in their products.

FSC certification of such management systems is designed to provide a credible guarantee to customers, whether business, government or end consumer, that products which are sold with a specified FSC certificate code are originating from well-managed forests, controlled sources, reclaimed materials, or a mixture of these. FSC Chain of Custody certification thereby facilitates the transparent flow of goods made from such materials through the supply chain.

An FSC Chain of Custody certificate provides information on the evaluated sites, processes and product groups from which such products may originate, and references the Chain of Custody standard(s) used in the evaluation by an FSC-accredited certification body.

Compliance with this standard provides a consistent, international basis for independent, third party verification of claims about the sourcing of wood/fibre material and products. It enables suppliers to demonstrate compliance with public or private procurement policies and specifications¹.

A key objective of this standard is to provide a pathway for organizations to both enter the FSC system and/or increase the proportion of FSC-certified input material to 100%.

A Scope

This standard specifies the management and production requirements for Chain of Custody control with respect to sourcing, labelling (where applicable) and sale of products as FSC-certified, thereby providing a range of options for making FSC claims.

The standard is applicable to all Chain of Custody operations trading, processing or manufacturing wood based and non-timber forest products from virgin and/or reclaimed materials including the primary industry sector (harvesting, pre-processing) or, in the case of recycled materials, reclamation sites, the secondary sector (primary and secondary manufacturing), and the tertiary sector (trading, wholesale, retail, print services).

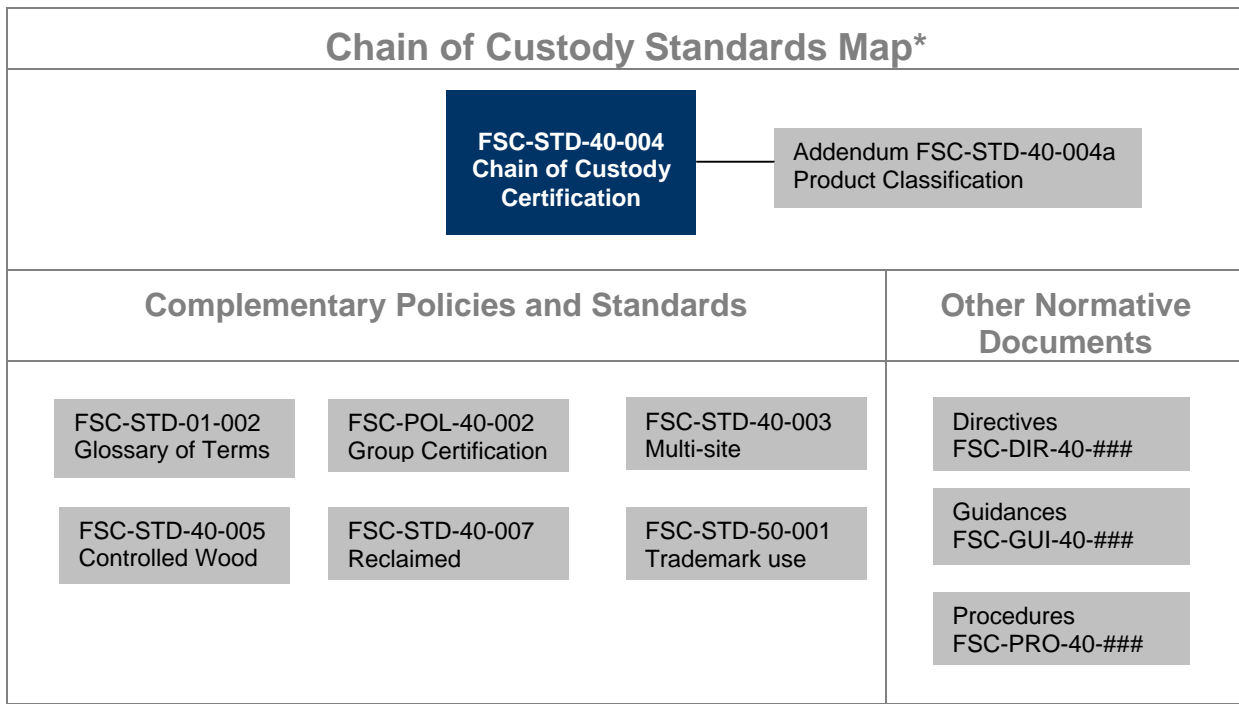
The standard defines and addresses the basic elements of a Chain of Custody management system:

- Quality management: responsibilities, procedures and records
- Product scope: definition of product groups and outsourcing arrangements
- Material sourcing: material specifications
- Material receipt and storage: identification and segregation
- Production control: control of quantities and determination of FSC claims
- Sales & delivery: invoicing and transport documentation
- Labelling: application of FSC labels on-product and labelling thresholds

¹ Examples include the EU Ecolabel scheme for furniture, or the U.S. Green Building "Leadership in Energy and Environmental Design" (LEED) rating system.

It specifies the requirements under each system element that, if successfully implemented, allow organizations to sell and label products as FSC 100%, FSC Mix, or FSC Recycled, or to sell materials as FSC Controlled Wood².

FSC-STD-40-004 is the main standard that applies for the certification of all Chain of Custody operations and may be combined with complementary standards according to the scope of the organization's certificate.



* Download of certification documents in English available at www.fsc.org.

For a product to be claimed as FSC certified (through a product label or sales documentation), there must be an unbroken chain of certified organizations covering every change in legal ownership of the product from the certified forest up to the point where the product is finished or sold to retail.

Chain of Custody certification is therefore required for all organizations in the supply chain of forest-based products that have legal ownership of certified products and perform one or more of the following activities:

- a) Pass on the FSC Claim to subsequent customers through sales and delivery documents;
- b) Apply the FSC label on-product;
- c) Process or transform FSC certified products (e.g. manufacturing, repackaging, relabeling, adding other forest-based components to the product).

NOTE: FSC claims in sales documents are required in cases where subsequent customers want to use the FSC certified products as input for the manufacturing of other certified products or for re-sale as FSC certified.

Organizations that do not perform the activities described above are exempt from Chain of Custody certification, including:

- I. Retailers selling to end-users;
- II. Individual or organizational end-users of FSC certified products;

² Materials or products sold as *FSC Controlled Wood* may not carry any on-product FSC claims, FSC codes, or the FSC trademarks and are not considered to be FSC-certified.

III. Organizations providing services to certified organizations *without taking legal ownership of the certified products*, including:

- Agents and auction houses arranging the trade of certified products between buyer and seller;
- Logistics companies transporting or temporarily storing certified products;
- Contractors operating under an outsourcing agreement according to section 12 of this standard.

NOTE: Even if not required, organizations that use and trade FSC certified products may apply for Chain of Custody certification in order to access the benefits of the FSC certification system.

B Effective date

This standard becomes effective on 01 October 2011. New certification applicants shall be assessed against this standard by 01 October 2011 and all certificate holders shall be in compliance with this standard by 01 October 2012.

C References

The following referenced documents are indispensable for the application of this document. For references without a version number, the latest edition of the referenced document (including any amendments) applies.

FSC-PRO-40-004 Minor components derogation applications

FSC-STD-40-004a FSC Product Classification (Addendum to FSC-STD-40-004)

FSC-STD-40-005 FSC Standard for Company Evaluation of FSC Controlled Wood

FSC-STD-40-007 FSC Standard for Use of Reclaimed Material in FSC Product Groups and FSC-certified Projects

FSC-STD-50-001 Requirements for use of the FSC trademarks by certificate holders

D FSC normative documents superseded and replaced by this standard

Part 3.6 of FSC-MAN-20-001 FSC Accreditation Manual: "Chain of Custody Certification Standards" (2002)

FSC-ADV-40-010 FSC Requirements for Outsourcing (2005) NOTE: Partly replaced by "FSC-STD-20-011 V1-0 Accreditation standard for Chain of Custody evaluations"

FSC-ADV-40-012 Printers – Chain-of-custody and Labelling Specifics (2007)

FSC-POL-40-001 FSC Policy on Percentage Based Claims (2000)

FSC-POL-40-005 FSC Policy for Brokers (2001)

FSC-POL-40-006 FSC Policy for Printing and Publishing (2001)

FSC-STD-40-004 FSC Chain of Custody Standard for Companies Supplying and Manufacturing FSC-certified Products (2008)

FSC-STD-40-004b FSC Species terminology - Addendum to FSC-STD-40-004 (2007)

E Terms and definitions

For the purposes of this international standard, the terms and definitions given in *FSC-STD-01-002 FSC Glossary of Terms* and the following apply:

Assembled products: Products that are constructed from two or more solid wood and/or chip and fibre components, assembled together to form another product. Examples include furniture, shelving units, musical instruments, plywood, blockboard, laminated veneer lumber, laminated flooring, laminated particle board, and printed materials containing different paper components.

Claim period: A period of time which has been specified by the organization for each product group for the purpose of making a specific FSC claim.

Chain of custody: The path taken by raw materials, processed materials, finished products, and co-products from the forest to the consumer or (in the case of reclaimed/recycled materials or products containing them) from the reclamation site to the consumer, including each stage of processing, transformation, manufacturing, storage and transport where progress to the next stage of the supply chain involves a change of ownership (independent custodianship) of the materials or the products.

Chain of Custody operation: Individual, company or other legal entity operating one or more facilities or sites within any 'stage' of the forest product supply chain and issuing invoices for materials or products with an FSC claim that can be used by customers to treat such products as certified or make promotional claims.

Chip and fibre products: All products that use input-wood that has been chipped or defibrillated. Such products include, for example, pulp, paper (including print materials), cardboard, particleboard, fibreboard and orientated strand board (OSB).

Co-product: Material produced during the process of primary manufacturing of another (principal) product, from the same input. Such materials are, for the purposes of this standard, classified depending on the material category from which they are (co-) produced.

Component: An individual and distinguishable part of an assembled product.

Controlled material: Virgin material originating in non FSC-certified forests or plantations from suppliers included in the verification program of organizations certified according to FSC-STD-40-005.

Conversion factor: The ratio between material quantity entering and leaving a given transformation process employed by the organization. The conversion factor is calculated by dividing the output (volume or weight) by the input (volume or weight) and is applied to each individual component of a product group.

Credit account: A record kept by a certified organization operating a credit system which lists entries and withdrawals of volume credits for the purpose of selling products with FSC claims.

Credit claim: Part of an FSC claim for FSC Mix or FSC Recycled products which specifies that the full quantity can be used as FSC input or post-consumer input for subsequent calculations of input percentages or FSC credit. Applicable claims are "FSC Mix Credit" or "FSC Recycled Credit".

Credit system: A Chain of Custody system applied at the product group level which allows a proportion of outputs to be sold with a credit claim corresponding to the quantity of FSC and post-consumer inputs. Considering the applicable conversion factor(s), FSC and post-consumer inputs can be accumulated as FSC credit on a credit account.

Delivery documents: Document accompanying a shipment of goods that lists the description, grade, and quantity of the goods delivered. Delivery documents are also called delivery notes, shipping or transport documents.

Eligible input: Virgin and reclaimed material input that is eligible to enter a specific FSC product group depending on its material category.

[Material category]	[Eligible for product group(s)]
a) FSC 100% material:	FSC 100%, FSC Mix
b) FSC Mix material:	FSC Mix
c) FSC Recycled material:	FSC Mix, FSC Recycled
d) FSC Controlled Wood:	FSC Mix, FSC Controlled Wood
e) controlled material:	FSC Mix, FSC Controlled Wood
f) post-consumer reclaimed material:	FSC Mix, FSC Recycled
g) pre-consumer reclaimed material:	FSC Mix, FSC Recycled

Finished product: Product that receives no further transformation in terms of processing, labelling or packaging prior to its intended end use.

Forestry Conformity Assessment Scheme: A scheme based on the development of standards for forest certification and assessment of operations for trade and production of forest products.

FSC certified material: FSC 100%, FSC Mix or FSC Recycled material that is supplied with an FSC claim by an organization which has been assessed by an FSC-accredited certification body for conformity with FSC Forest Management and/or Chain of Custody requirements.

FSC certified product: FSC certified material that is eligible to carry an FSC label and to be promoted with the FSC trademarks.

FSC claim: Claim made on sales and delivery documents for FSC-certified material or FSC Controlled Wood that specifies the material category and, for FSC Mix and FSC Recycled products, an associated percentage claim or credit claim. The appropriate FSC claims for each product group and Chain of Custody control system are presented below:

[Product groups]	[Control system]	[FSC claim]
FSC 100%	Transfer system	"FSC 100%"
FSC Mix	Percentage system	"FSC Mix x%"
FSC Mix	Credit system	"FSC Mix Credit"
FSC Recycled	Percentage system	"FSC Recycled x%"
FSC Recycled	Credit system	"FSC Recycled Credit"
FSC Controlled Wood	Transfer system	"FSC Controlled Wood"

FSC Controlled Wood: Material originating in non FSC-certified forests or plantations supplied with an FSC claim by a supplier which has been assessed by an FSC-accredited certification body for conformity with FSC Chain of Custody and/or FSC Controlled Wood requirements (FSC-STD-40-005 or FSC-STD-30-010).

FSC credit: Amount of product (volume or weight) that can be sold from a product group with a credit claim. Applicable only when using the credit system.

FSC input: Input of FSC-certified virgin material that counts towards the input percentage or towards the FSC credit for a product group as follows:

- | | |
|---|--|
| a) material with an FSC 100% claim: | counts as the full quantity stated on the supplier invoice; |
| b) material with an FSC Mix x% claim: | counts as the percentage of its quantity that is stated on the supplier invoice; |
| c) material with an FSC Mix credit claim: | counts as the full quantity stated on the supplier invoice; |

FSC 100%: FSC-certified virgin material originating in FSC-certified forests or plantations that has not been mixed with material of another material category throughout the supply chain. FSC 100% products are eligible to be used in FSC 100% or FSC Mix product groups.

FSC Mix: FSC-certified virgin material based on input from FSC-certified, controlled and/or reclaimed sources, and supplied with a percentage claim or credit claim. FSC Mix material is only eligible to be used in FSC Mix product groups.

FSC Recycled: FSC-certified reclaimed material based on exclusive input from reclaimed sources, and supplied with a percentage claim or credit claim. FSC Recycled material or products are eligible to be used in FSC Mix or FSC Recycled product groups.

Input: Raw materials, semi-finished or finished products that are procured or generated by an organization, and physically enter the production process or are traded under the scope of a specific FSC product group.

Input percentage: Percentage of FSC and/or post-consumer input to a product group for a specific claim period. Applicable only when using the percentage system.

Material category: Categories of virgin or reclaimed material that, if eligible input, can be used in FSC product groups:

- a) FSC 100% material
- b) FSC Mix material
- c) FSC Recycled material
- d) FSC Controlled Wood
- e) controlled material
- f) post-consumer reclaimed material
- g) pre-consumer reclaimed material

Minor components: Forest based components of an FSC 100% or FSC Mix assembled product constituting less than 5% of the weight or volume of the virgin and reclaimed materials in the product. Minor components can be exempted from the requirements for Chain of Custody control as specified by this standard.

Non-timber forest product: All forest products except timber, including other materials obtained from trees such as resins and leaves, as well as any other plant and animal products. Examples include, but are not limited to seeds, fruits, nuts, honey, palm trees, ornamental plants and other forest products originating from a forest matrix.

Non-forest based material: Material that comes from outside a forest matrix. Examples are non-wood plant fibres (e.g. flax used in the manufacture of a board classified as a wood-based panel, or of a composite product), synthesized or inorganic materials (e.g. glass, metal, plastics, fillers, brighteners, etc.), but do not include non-timber forest products or salvaged wood. Non-forest based materials used in FSC product groups are exempt from Chain of Custody control requirements.

On-product: Term applied to any label, packaging or marking attached or applied to a product. Examples of on-product labels or marks include product tags, stencils, heat brands, information on retail packaging for small loose products (e.g. pencils), protective packaging and plastic wrap.

Organization³: Individual, company or other legal entity responsible for the implementation of the standard.

Output: Raw materials, semi-finished or finished products that are produced and/or supplied by an organization with an FSC claim.

Percentage claim: Part of an FSC claim for FSC Mix or FSC Recycled products that specifies the percentage of their FSC or post-consumer input, respectively. Buyers of such products must use the percentage claim for subsequent calculations of input percentages or FSC credit.

Percentage system: A Chain of Custody system applied at the product group level which allows all outputs to be sold with a percentage claim that corresponds to the proportion of FSC and post-consumer input over a certain period in time.

Post-consumer input: Input of post-consumer reclaimed and FSC Recycled material that counts towards the input percentage or towards the FSC credit for a product group as follows:

- a) Post-consumer reclaimed material: counts as the full quantity stated on the supplier invoice;

³ In order to remain compatible with ISO definitions, the following terms referring to the supply chain are used: *supplier » organization » customer*.

- b) material with an FSC Recycled x% claim: counts as the percentage of its quantity that is stated on the supplier invoice;.
- c) material with an FSC Recycled credit claim: counts as the full quantity stated on the supplier invoice.

Post-consumer reclaimed material: Material that is reclaimed from a consumer or commercial product that has been used for its intended purpose by individuals, households or by commercial, industrial and institutional facilities in their role as end-users of the product.

Pre-consumer reclaimed material: Material that is reclaimed from a process of secondary manufacture or further downstream industry, in which the material has not been intentionally produced, is unfit for end use and not capable of being re-used on-site in the same manufacturing process that generated it.

Primary manufacturing: Any processing that transforms roundwood into materials other than roundwood. For chip and fibre products, primary manufacturing includes the pulp mill as well as the paper mill stage.

Procedure: A specified way to carry out an activity or process. Procedures can be documented or not.

Product group: A product or group of products specified by the organization, which share basic input and output characteristics and thus can be combined for the purpose of FSC Chain of Custody control, percentage calculations and labelling according to the FSC material categories: FSC 100%, FSC Mix, FSC Recycled or FSC Controlled Wood.

Product type: A general description of outputs based on a categorization or classification system. Examples of product types according to the FSC product classification are: 'logs of coniferous wood', 'wood charcoal', 'chemical wood pulp', 'garden furniture', or 'particle board'.

Promotional: Term applied to all statements, claims, trademarks and such like used to promote products, services or organizations, but which are not physically attached or applied to a product itself.

Reclaimed material: Material that demonstrably would have otherwise been disposed of as waste or used for energy recovery, but has instead been collected and reclaimed as input material, in lieu of virgin material, for re-use, recycling, re-milling in a manufacturing process or other commercial application. Inputs of the following material categories are classified as reclaimed material:

- a) FSC Recycled material;
- b) Post-consumer reclaimed material;
- c) Pre-consumer reclaimed material.

Sales document: Physical or electronic commercial instrument issued by a seller to a buyer. Also called invoice, bill of sale, contract of sale, it identifies both the trading parties and lists, describes, and quantifies the items sold, shows the date of sale, prices and delivery and payment terms. It serves as a demand for payment and becomes a document of title when paid in full.

Salvaged wood: Wood that has been felled and subsequently lost or abandoned. Examples include lake/river salvage (logs/timber that sank to the bottom of a river or lake while being transported), wood from orchard clearance, wood from road clearance and urban harvested wood. For the purposes of FSC Chain of custody Control and labelling salvaged wood is considered as virgin material and shall be controlled for use in FSC product groups.

Scope: The scope of a Chain of Custody certificate defines the organization's sites, product groups, and activities that are included in the evaluation by an FSC-accredited certification body, together with the certification standard(s) against which these have been audited.

Site: A single functional unit of an organization or a combination of units situated at one locality, which is geographically distinct from other units of the same organization. One or more sub-sites may be regarded as part of a site if they are an extension of the main site with no

purchasing, processing or sales functions of their own (e.g. a remote stockholding and despatch site).

Solid wood products: Products that constitute a single, solid piece of wood, such as a log, beam or plank.

Supplier: Individual, company or other legal entity providing goods or services to an organization.

Transfer system: A Chain of Custody system applied at the product group level, which allows outputs to be sold with an FSC claim that is identical to the material category and, if applicable, the associated percentage claim or credit claim with the lowest FSC or post-consumer input per input volume.

Virgin material: Primary (i.e. non-reclaimed) material originating in forests or plantations. Inputs of the following material categories are classified as virgin material:

- a) FSC 100%;
- b) FSC Mix;
- c) Controlled material.

Verbal forms for the expression of provisions

[Adapted from *ISO/IEC Directives Part 2: Rules for the structure and drafting of International Standards*]

“*shall*”: indicates requirements strictly to be followed in order to conform to the standard.

“*should*”: indicates that among several possibilities one is recommended as particularly suitable, without mentioning or excluding others, or that a certain course of action is preferred but not necessarily required. A certification body can meet these requirements in an equivalent way provided this can be demonstrated and justified.

“*may*”: indicates a course of action permissible within the limits of the document.

“*can*”: is used for statements of possibility and capability, whether material, physical or causal.

PART I: Universal Requirements

Part I includes the FSC Chain of Custody requirements which apply to all Chain of Custody operations. The quality management requirements apply for this standard as well as for all complementary policies and standards included in the scope of the organization's chain of custody certificate (e.g. FSC-STD-40-003, FSC-STD-40-005, FSC-STD-40-007, FSC-POL-40-002, FSC-STD-50-001).

1 Quality Management

1.1 Responsibilities

- 1.1.1 The organization shall appoint a management representative as having overall responsibility and authority for the organization's compliance with all applicable requirements of this standard.
- 1.1.2 All relevant staff shall demonstrate awareness of the organization's procedures and competence in implementing the organization's Chain of Custody management system.

1.2 Procedures

- 1.2.1 The organization shall establish, implement and maintain procedures and/or work instructions covering all applicable requirements of this standard, according to its scale and complexity.
- 1.2.2 The organization shall define the personnel responsible for each procedure, together with the qualifications and/or training measures required for its implementation.

1.3 Training

- 1.3.1 The organization shall establish and implement a training plan according to the qualifications and/or training measures defined for each procedure.
- 1.3.2 The organization shall keep records of the training provided to staff in relation to implementation of this standard.

1.4 Records

- 1.4.1 The organization shall maintain complete and up-to-date records covering all applicable requirements of this standard.
- 1.4.2 Retention time for all records and reports, including purchase and sales documents, training records, production records, volume summaries, and trademark approvals, shall be specified by the organization and shall be at least five (5) years.

1.5 Commitment to FSC Values

- 1.5.1 The organization shall demonstrate its commitment to comply with the Values of FSC as defined in the "*Policy for the Association of Organizations with FSC*" (FSC-POL-01-004, initially approved in July 2009).
- 1.5.2 The organization shall declare not be directly or indirectly involved in the following activities:
 - a) Illegal logging or the trade in illegal wood or forest products;
 - b) Violation of traditional and human rights in forestry operations;
 - c) Destruction of high conservation values in forestry operations;
 - d) Significant conversion of forests to plantations or non-forest use;
 - e) Introduction of genetically modified organisms in forestry operations;
 - f) Violation of any of the ILO Core Conventions, as defined in the ILO Declaration on Fundamental Principles and Rights at Work, 1998.

1.6 Occupational Health and Safety

1.6.1 The organization shall demonstrate its commitment to occupational health and safety.

2 Scope of Chain of Custody system

2.1 Product groups

2.1.1 The organization shall establish FSC product groups for all products that will be sold with FSC claims and shall maintain an up-to-date and publicly available FSC product group list with the following information:

- a) specification of the product group as FSC 100%, FSC Mix, FSC Recycled or FSC Controlled Wood⁴;
- b) product type(s) according to the FSC product classification;
- c) species including scientific and common names used as inputs to the product group, if information on species composition is commonly used to designate the product characteristics.

NOTE: To ensure that the scientific and common names of the species are correctly written, the organization should follow the available nomenclature of the Germplasm Resources Information Network (GRIN) Taxonomy Species Online Database (<http://www.ars-grin.gov/cgi-bin/npgs/html/index.pl>)

2.1.2 The organization shall specify for each product group:

- a) the material categories used as input;
- b) the control system used for making FSC claims:
 - i. transfer system;
 - ii. percentage system; or,
 - iii. credit system;
- c) the sites involved in management, production, storage, sale, etc.

2.1.3 For product groups where a percentage or credit system based on claim periods is used, the organization shall ensure that all included products share similar specifications in relation to:

- a) quality of inputs;
- b) conversion factors.

2.2 Outsourcing

2.2.1 The organization shall follow the requirements specified in Part IV, Section 12 of this standard for any outsourced activities covering products included within the FSC product group list.

⁴ The production of FSC 100% product requires the exclusive use of FSC 100% inputs.

For FSC Mix product groups both, FSC input and post-consumer input count towards the input percentage or towards the FSC credit

The production of FSC Recycled products requires the exclusive use of reclaimed material inputs (FSC Recycled, post-consumer and pre-consumer reclaimed material). Only post-consumer input counts towards the input percentage or towards the FSC credit.

An FSC Controlled Wood product group is only possible for trading activities with other FSC certificate holders related to raw or semi-finished materials and when the organization is evaluated against FSC-STD-40-005.

3 Material sourcing

3.1 Input specifications

- 3.1.1 The organization shall adopt and use the definitions and categorization of input materials as specified by this standard.
- 3.1.2 The organization shall categorize all inputs to FSC product groups by their material category: and shall ensure that only eligible inputs are used.

3.2 Supplier validation

- 3.2.1 The organization shall establish and maintain an up-to-date record of all suppliers who are supplying material used for FSC product groups including:
 - a) the supplied product type;
 - b) the supplied material category;
 - c) the supplier's FSC Chain of Custody or FSC Controlled Wood code, if applicable.
- 3.2.2 The organization shall verify the validity and scope of the supplier's FSC certificate for any changes that might affect the availability and authenticity of the supplied products via <http://info.fsc.org>.

3.3 Purchase of non-certified material

- 3.3.1 For the purchase of controlled material, the organization shall comply with the applicable requirements of "FSC-STD-40-005: Standard for Company Evaluation of FSC Controlled Wood".
- 3.3.2 For the purchase of non-certified reclaimed material, the organization shall comply with the provisions of "FSC-STD-40-007: FSC Standard for Sourcing Reclaimed Material for Use in FSC Product Groups or FSC-certified Projects".

3.4 Generating raw material on site

- 3.4.1 Organizations which generate input material for an FSC product group at their own site shall identify the material category and, if applicable, the associated percentage claim or credit claim as follows:
 - a) material produced during the process of primary manufacture of another (principal) product, from the same input, shall be considered as belonging to the same material category as the input from which it was (co-)produced;
 - b) material that is reclaimed from a process of secondary manufacture or a downstream industry source where the material has not been intentionally produced, is unfit for end use and not capable of being re-used on-site in the same manufacturing process that generated it, shall be considered as belonging to the same material category as the input from which it was derived or as pre-consumer reclaimed material.
- 3.4.2 The organization shall classify mixtures of different virgin or reclaimed material categories, where the proportions of the different inputs cannot be identified, by the material category and, if applicable, percentage or credit claim with the lowest FSC or post-consumer input per input volume.

NOTE: Material mixtures of FSC-certified, controlled and/or reclaimed material, where the proportions of the different inputs cannot be identified, shall be classified as 'controlled material'.

4 Material receipt and storage

4.1 Identification of input

- 4.1.1 On receipt of material or prior to further use or processing the organization shall check the supplier invoice and supporting documentation to ensure the following:
- a) the supplied material quantities and quality are in compliance with the supplied documentation;
 - b) the material category and, if applicable, the associated percentage or credit claim is stated for each product item or for the total products;
 - c) the supplier's FSC Chain of Custody or FSC Controlled Wood code is quoted for material supplied with FSC claims.

4.2 Segregation

- 4.2.1 The organization shall ensure that inputs used for FSC product groups remain clearly identifiable and separable by product group⁵ or, if identical inputs are used for more than one FSC product group, by their associated FSC claim⁶.

4.3 Precautions for labelled material

- 4.3.1 For materials received with an FSC label the organization shall ensure the following:
- a) material which will be further processed shall be cleared of any labels or segregation marks before sale;⁷
 - b) material which shall be sold unchanged shall be checked by the organization for being correctly⁸ labelled according to its FSC material category unless the organization does not gain physical possession of the material.
- 4.3.2 For materials received with a label from other forestry conformity assessment schemes, the organization shall ensure that the materials are cleared of any such labels before sale with an FSC claim.

⁵ I.e. separable from input used for other FSC product groups or for non-certified products.

⁶ I.e. identifiable and separable in total from other non-identical input.

⁷ This does not apply in cases where due to product characteristics the label is inseparable (e.g. print materials).

⁸ In cases where the organization identifies or has been informed about mislabelled (improperly or incompletely labelled) products or discrepancies in the accompanying documentation, it shall inform its FSC-accredited certification body and await his approval or guidance on appropriate actions before such products are put on the market.

5 Volume control

5.1 Conversion factors

- 5.1.1 For each product group 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.
- 5.1.2 The organization shall specify the methodology for calculating the conversion factor(s) and ensure that conversion factors are kept up to date.

5.2 Material balances

- 5.2.1 For each product group the organization shall establish a material accounting record to ensure that at all times the quantities produced and/or sold with FSC claims are compatible with the quantities of inputs⁹, ¹⁰ from different material categories, their associated percentage or credit claims, and the product group conversion factor(s). The accounting record shall include at least the following information:
For inputs and outputs:
 - a) invoice references;
 - b) quantities (by volume or weight)¹¹;For inputs:
 - c) material category and, if applicable, percentage claim or credit claim;For outputs:
 - d) FSC claim;
 - e) information to identify the product item in invoices;
 - f) applicable claim period or job order.
- 5.2.2 For each product group the organization shall prepare annual volume summaries providing quantitative information for each material category received/used and product type produced/sold, as follows:
 - a) inputs received;
 - b) inputs used for production (if applicable);
 - c) inputs still in stock;
 - d) outputs still in stock;
 - e) outputs sold.

5.3 Determination of FSC claims

- 5.3.1 The organization shall determine for each claim period or job order the appropriate FSC claim according to one of the following control systems specified for the product group:
 - a) transfer system (Part II, Section 7): applicable to all product groups;
 - b) percentage system (Part II, Section 8): applicable to FSC Mix and FSC Recycled product groups;
 - c) credit system (Part II, Section 9): applicable to FSC Mix and FSC Recycled product groups.

NOTE: For FSC 100% product groups the transfer system shall be applied.

- 5.3.2 For each product group the organization shall carry out calculations of input percentages (under a percentage system) or FSC credit (under a credit system) at the level of a single site.

⁹ Inputs that have not been mixed with inputs of a different material category only need to be recorded in the inventory on physical entry into the (production or other) process specified by the scope of the Chain of Custody certificate. This applies for example where drying processes are employed prior to processing.

¹⁰ Organizations in the certification process may use towards their input calculations material held in their stock at the time of the main assessment as well as material received between the date of the main assessment and the issue date of the organization's FSC Chain of Custody certificate. However, the organization may not sell any material with FSC claims prior to holding an FSC Chain of Custody certificate.

¹¹ If information on volume or weight is not available (e.g. for traders) the number of pieces may suffice.

6 Sales and delivery

6.1 Identification of outputs sold with FSC claims

- 6.1.1 The organization shall ensure that all sales and delivery documents issued¹² for outputs sold with FSC claims include the following information:
- a) name and contact details of the organization;
 - b) name and address of the customer;
 - c) date when the document was issued;
 - d) description of the product;
 - e) quantity of the products sold;
 - f) the organization's FSC Chain of Custody or FSC Controlled Wood code;
 - g) clear indication of the FSC claim for each product item or the total products as follows:
 - i. the claim "FSC 100%" for products from FSC 100% product groups;
 - ii. the claim "FSC Mix x%" where 'x' represents the applicable percentage claim for products from FSC Mix product groups under a percentage system;
 - iii. the claim "FSC Mix Credit" for products from FSC Mix product groups under a credit system;
 - iv. the claim "FSC Recycled x%" where 'x' represents the applicable percentage claim for products from FSC Recycled product groups under a percentage system;
 - v. the claim "FSC Recycled Credit" for products from FSC Recycled product groups under a credit system;
 - vi. the claim "FSC Controlled Wood" for products from FSC Controlled Wood product groups or for products from FSC Mix or FSC Recycled product groups that will not be sold as FSC-certified.
 - h) if separate delivery documents are issued, information sufficient to link the sale and related delivery documentation to each other.

NOTE: For supplies of finished products that meet the labelling thresholds specified in Section 11 the organization may omit the percentage or credit information in sales and delivery documentation. In this case, however, the material has lost its information on FSC or post-consumer input for subsequent customers and therefore may not be further re-sold with FSC claims.

- 6.1.2 The organization shall include the same information as required in clause 6.1.1 in the related delivery documentation, if the sales documentation (or copy of it) is not included with the shipment of the product.
- 6.1.3 Organizations selling semi-finished products with FSC claims shall provide information by sales documentation, delivery documentation and/or supplementary letters on the quantity (volume or weight) of minor components which are exempt from requirements for Chain of Custody control and labelling, if their proportion exceeds 1% of the product volume or weight.

6.2 Labelling of products sold with FSC claims

- 6.2.1 The organization shall ensure that products which carry an FSC label are always sold with the corresponding FSC claim on their sales and delivery documentation.
- 6.2.2 The organization shall ensure that products sold with an FSC claim on sales and delivery documentation do not carry any labels from other forestry conformity assessment schemes.

6.3 Supplying FSC Controlled Wood

- 6.3.1 The organization shall ensure that the sale of FSC Controlled Wood is in compliance with Part 4 of "FSC-STD-40-005: FSC Standard for Company Evaluation of FSC Controlled Wood".

¹² In cases where systems of Electronic Data Interchange (EDI) are employed and no written invoices are issued, alternative evidence shall be provided to demonstrate the FSC status of supplied products equivalent to the information as required by 6.1.1.

PART II: Systems for controlling FSC claims

Part II presents the three systems for making FSC claims on outputs. Organizations shall choose one for each FSC product group:

- Section 7: Transfer system;
- Section 8: Percentage system;
- Section 9: Credit system.

7 Transfer system

The transfer system shall be used for trading activities related to finished products and for the production of FSC 100% product groups. In addition, it can also be used for other FSC product groups in the following situations:

- FSC Mix product groups:
 - mixtures of FSC 100%, FSC Mix and/or FSC Recycled inputs;
 - exclusive use of FSC Mix inputs;
- FSC Recycled product groups:
 - exclusive use of FSC Recycled and/or post-consumer reclaimed material;
- FSC Controlled Wood product groups.

NOTE: Non-Timber Forest Products used for food and medicinal purposes are restricted to the transfer system only.

7.1 Specification of claim periods or job orders

7.1.1 For each product group, the organization shall specify claim periods or job orders for which a single FSC claim shall be made.

NOTE: The minimum length of the claim period shall be the length of time to complete a batch run including receipt, storage, processing, labelling and/or sale of the output product.

7.2 Inputs with identical FSC claims

7.2.1 For claim periods or job orders in which inputs belong to only one material category carrying an identical FSC claim, the organization shall determine this to be the corresponding FSC claim for the outputs.

NOTE: If the input consists of 100% post-consumer reclaimed materials the output FSC claim shall be "FSC Recycled 100%".

7.3 Inputs with different FSC claims

7.3.1 For claim periods or job orders in which inputs of different material categories or associated percentage claims or credit claims are mixed the organization shall use the FSC claim with the lowest FSC or post-consumer input per input volume as the FSC claim for the outputs.

NOTE: Inputs with an 'FSC Mix Credit' claim or an 'FSC Recycled Credit' claim shall be considered as having a lower standing than inputs with an 'FSC 100%' or an 'FSC Recycled 100%' claim, respectively.

8 Percentage system

The percentage system can be used for FSC Mix and FSC Recycled product groups. It is not applicable for trading activities related to finished products and can only be applied on the level of a single, physical (storage, distribution, manufacturing, etc.) site.

8.1 Specification of claim periods or job orders

- 8.1.1 For each product group the organization shall specify claim periods or job orders for which a single FSC percentage claim shall be made.

8.2 Determination of FSC and post-consumer input

- 8.2.1 For FSC Mix and/or FSC Recycled inputs, the organization shall use the percentage claim or credit claim stated on the supplier invoice to determine the quantities of FSC and post-consumer inputs.

NOTE: Material supplied with a credit claim shall be used by its full quantity as FSC input or post-consumer input, respectively.

8.3 Calculation of the input percentage

- 8.3.1 The organization shall calculate and record the input percentage for each claim period or job order using the following formula:

$$\%_{input} = \frac{Q_{FSC} + Q_{post-consumer}}{Q_{total}} \times 100$$

$\%_{input}$ = input percentage

Q_{FSC} = quantity of FSC input

$Q_{post-consumer}$ = quantity of post-consumer input

Q_{total} = total quantity of virgin material and reclaimed material inputs

- 8.3.2 For each product group, the organization shall calculate the input percentage based on:
- the input to the same claim period or job order (single percentage), OR
 - the input to a specified number of previous claim periods (rolling average percentage).

NOTE: FSC claims based on rolling average calculations can only be made once the specified number of previous claim periods has been completed since the setup of the product group under a percentage system.

- 8.3.3 The time period over which the input percentage is calculated shall not exceed 12 months, unless otherwise warranted by nature of the business and approved by the FSC-accredited certification body.

8.4 FSC claims for outputs

- 8.4.1 The organization may sell the total output of a claim period or job order from FSC Mix product groups with a percentage claim that is identical to or lower than the calculated input percentage.¹³
- 8.4.2 The organization may sell the total output of a claim period or job order from FSC Recycled product groups with a percentage claim that is identical to or lower than the calculated input percentage.
- 8.4.3 The organization may sell as FSC Controlled Wood the portion of the output of a claim period that has not been sold with an FSC percentage claim.¹⁴

8.5 Promotion of products

- 8.5.1 The organization shall ensure that the FSC trademarks are not used for the promotion of products which do not meet the thresholds for labelling specified in Part III of this standard.

¹³ E.g., if the input percentage is 80%, then all (100%) of the outputs may be sold with an 'FSC Mix 80%' claim.

¹⁴ The sale of FSC Controlled Wood must be covered by the scope of the organization's CoC certificate.

9 Credit system

The credit system can be used for FSC Mix and FSC Recycled product groups. It is neither applicable for print processes nor for trading activities related to finished products. The credit system can only be applied on the level of a single, physical (storage, distribution, manufacturing, etc.) site.

9.1 Specification of claim periods

- 9.1.1 For each product group, the organization shall set up and maintain an FSC credit account with specified claim periods of up to 3 months according to which additions and deductions of FSC credits shall be recorded.

9.2 Determination of FSC and post-consumer input

- 9.2.1 For FSC Mix and/or FSC Recycled inputs, the organization shall use the percentage claim or credit claim stated on the supplier invoice to determine the quantities of FSC and post-consumer inputs.

NOTE: Material supplied with a credit claim shall be used by its full quantity as FSC input or post-consumer input, respectively.

9.3 Adding FSC credit to the credit account

- 9.3.1 The organization shall add the converted quantity (volume or weight) of FSC and post-consumer inputs as FSC credit to the FSC credit account using the conversion factor(s) specified for each component of the product group.
- 9.3.2 The organization shall add the FSC credit to the credit account after the organization has gained legal ownership and the material category has been verified, and before the material enters the production process.

9.4 Withdrawing FSC credit from the credit account

- 9.4.1 The organization shall deduct the quantity sold and/or labelled as FSC Mix or FSC Recycled from the available FSC credit in the product group credit account.

9.5 Credit account management

- 9.5.1 The organization shall ensure that the FSC credit account is never overdrawn and that records of the remaining FSC credit are clearly visible to relevant staff and maintained updated at all times.
- 9.5.2 The organization shall not accumulate more FSC credit in the credit account than the sum of new FSC credit that has been added during the previous 12 months. Any FSC credit that exceeds this total new FSC credit shall be deducted at the beginning of each new claim period from the credit account.

9.6 FSC claims for outputs

- 9.6.1 At any time the organization may sell material from FSC Mix product groups with a credit claim up to the total FSC credit available in the credit account.
- 9.6.2 At any time the organization may sell material from FSC Recycled product groups with a credit claim up to the total FSC credit available in the credit account.
- 9.6.3 The organization may supply as FSC Controlled Wood the portion of the output volume that has not been sold as FSC Mix or FSC Recycled material, on the basis of a corresponding FSC Controlled Wood credit account.¹⁵

¹⁵ See footnote 14 above.

PART III: Labelling

Part III contains the requirements and percentage thresholds for using the FSC labels on-product.

10 General labelling requirements

10.1 Application of FSC labels

10.1.1 Organizations applying an FSC label on-product shall ensure the following:

- a) products shall only be FSC-labelled if they comply with the applicable requirements of this standard;
- b) products shall be labelled in compliance with the relevant FSC on-product labelling standard (see Section C “References”);

11 Eligibility for labelling

11.1 FSC ‘100%’ label

11.1.1 All products from FSC 100% product groups can be labelled with the FSC ‘100%’ label.

11.2 FSC ‘Mix’ label

11.2.1 Products from FSC Mix product groups under a transfer system can be labelled with the FSC ‘Mix’ label if the identified FSC claim for the outputs is one of the following:

- a) an ‘FSC Mix’ percentage claim of at least 70%; or
- b) an ‘FSC Mix Credit’ claim.

11.2.2 Products from FSC Mix product groups under a percentage system can be labelled with the FSC ‘Mix’ label if their applicable percentage claim is at least 70%.

NOTE: Please note Advice # 3 of FSC-DIR-40-004 for the phase-out rule regarding the reduced labelling threshold of 50% for chip and fibre products.

11.2.3 Products from FSC Mix product groups under a credit system can be labelled with the ‘FSC Mix’ label if there is sufficient FSC credit available on the credit account for the product group.

NOTE: The respective product volume or weight shall be deducted from the FSC credit account once the products are labelled.

11.3 FSC ‘Recycled’ label

11.3.1 Products from FSC Recycled product groups under a transfer system can be labelled with the FSC ‘Recycled’ label if the identified FSC claim for the outputs is one of the following:

- a) an ‘FSC Recycled’ percentage claim of at least 85%; or
- b) an ‘FSC Recycled Credit’ claim.

11.3.2 Products from FSC Recycled product groups under a percentage system can be labelled with the FSC ‘Recycled’ label if their applicable percentage claim is at least 85%.

11.3.3 Products from FSC Recycled product groups under a credit system can be labelled with the FSC ‘Recycled’ label if there is sufficient FSC credit available on the credit account for the product group.

PART IV: Supplementary Requirements

Part IV provides supplementary requirements addressing specific situations for Chain of Custody control systems. Compliance is only required if the organization is outsourcing some or all of its activities (Section 12) or makes use of the exemption for minor components (Section 13).

12 Outsourcing

NOTE: Organizations that outsource work on a flexible basis to any one of a number of potential contractors may apply for inclusion of the outsourced process within the scope of their FSC Chain of Custody certificate.

12.1 Pre-conditions for outsourcing

12.1.1 Organizations which wish to include outsourcing within the scope of their FSC chain of custody certificate shall ensure the following:

- a) the organization has legal ownership of all input material to be included in outsourced processes;
- b) the organization does not relinquish legal ownership of the materials during outsourced processing;
- c) the organization has an agreement or contract covering the outsourced process with each contractor. This agreement or contract shall include a clause reserving the right of the FSC-accredited certification body to audit the outsourcing contractor or operation;
- d) the organization has a documented control system with explicit procedures for the outsourced process which are shared with the relevant contractor.

NOTE: Where the outsourced process would not usually involve the physical re-possession of the material following outsourced processing, the organization is not required to re-take physical possession.

12.2 Maintaining traceability and paper trails

12.2.1 The organization's control system for the outsourced process shall ensure that:

- a) the material used for the production of FSC-certified material can be tracked and controlled and can not be mixed or contaminated with any other material during outsourced processing;
- b) the contractor keeps records of inputs, outputs and delivery documentation associated with all FSC-certified material which is processed or produced under the outsourcing contract or agreement.

12.3 Records

12.3.1 The organization shall record the names and contact details of all contractors used for the processing or production of FSC-certified materials.

12.3.2 The organization shall inform its certification body about the names and contact details of any new contractor used for the processing or production of FSC-certified materials prior to outsourcing.

12.4 Invoicing

12.4.1 The organization shall issue the final invoice for the processed or produced FSC-certified material following outsourcing. The invoice shall state the certificate holder's Chain of Custody certificate number.

NOTE: If the organization has not issued the final invoice for the processed or produced FSC-certified material following completion of outsourced processing, then the material shall not be sold with FSC claims.

12.5 Labelling

12.5.1 The organization shall ensure that the contractor only uses FSC labels on products covered by the scope of the outsourcing agreement.

12.6 Promotion

- 12.6.1 The organization shall ensure that the contractor does not use the FSC Trademarks for promotional use.

12.7 Preclusion of subcontracting

- 12.7.1 The organization shall ensure that contractors do not themselves outsource processing, i.e. the material may not pass from one outsourcing contractor to another under the outsourcing agreement.

13 Minor components

NOTE: In justified cases the organization may use inputs which can not be positively identified as eligible input in order to manufacture minor components of FSC 100% or FSC Mix assembled products.

13.1 Specification and volume control

- 13.1.1 For FSC 100% or FSC Mix products, the organization may specify minor components that can be exempt from the requirements for Chain of Custody control and labelling.
- 13.1.2 The organization shall not specify the following components as minor components:
- a) Solid wood veneer used as visible face veneer on top of other materials;
 - b) Components made from species listed in CITES¹⁶ Appendices I, II or III.
- 13.1.3 The organization shall demonstrate that the quantity of material entering minor components which have been identified as exempt from requirements for Chain of Custody control and labelling is less than 5% the weight or volume of the virgin and reclaimed materials in the individual product.
- 13.1.4 In cases where a product contains more than one minor component, in total they shall not exceed 5% of the volume or weight of the product.

13.2 Rationale and action plan

- 13.2.1 For minor components up to 1% of the volume or weight of the virgin and reclaimed materials in the product, the organization shall provide in writing an accurate and up-to-date justification why the material for the specified components could not be sourced from FSC-certified, controlled or reclaimed material.
- 13.2.2 For minor components between¹⁷ 1% and 5% of the volume or weight of the virgin and reclaimed materials in the product, the organization shall follow the procedures outlined in "FSC-PRO-40-004: Minor components derogation applications".

NOTE Without a valid derogation, use of uncontrolled material by an organization in minor components which constitute more than 1% of the volume or weight of the virgin and reclaimed materials in an FSC 100% or FSC Mix assembled product shall prevent the issue of an FSC Chain of Custody certificate or, if the organization is an FSC Chain of Custody certificate holder, shall lead to the immediate suspension of the certificate.

¹⁶ CITES (the Convention on International Trade in Endangered Species of Wild Fauna and Flora) is an international agreement between governments. Its aim is to ensure that international trade in specimens of wild animals and plants does not threaten their survival. [Source: <http://www.cites.org>]

¹⁷ "between" shall be interpreted as not including the subsequent percentage figures, i.e. as 'more than 1%' and 'less than 5%'.

ANNEX I: Comparison of the transfer, percentage and credit system [INFORMATIVE]

The following graphics explain the basic functionality of the various Chain of Custody systems for controlling FSC claims [see Sections 7–9] by means of production scenarios with differing inputs:

Inputs

- = FSC input: 'FSC 100%'
- ◐ = FSC input: 'FSC Mix 70%'
- = Controlled input

Outputs

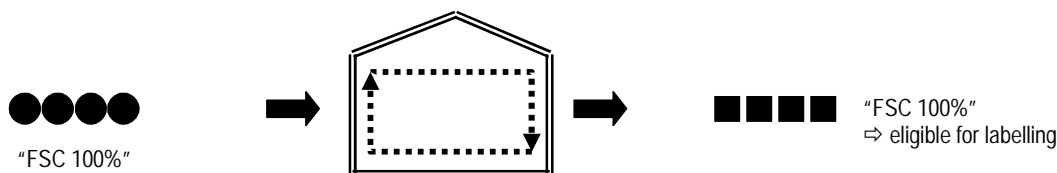
- = 'FSC 100%'
- ◐ = 'FSC Mix' with percentage or credit claim
- = 'FSC Controlled Wood' claim

1. Transfer system

Under the transfer system the material category and associated claim with the lowest FSC input (for inputs of virgin material) or post-consumer input (for inputs of reclaimed material) per input volume has to be identified.

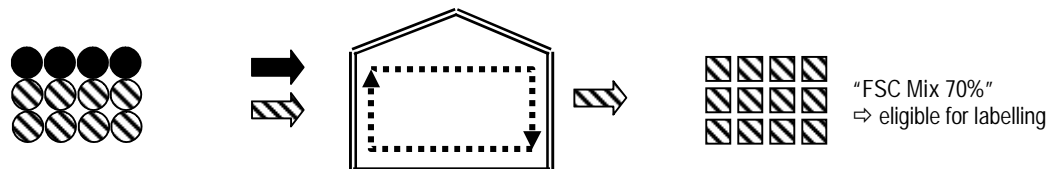
NOTE: The transfer system cannot be applied to material mixtures that include materials with neither FSC input nor post-consumer input.

Scenario A: Material input with a single FSC claim



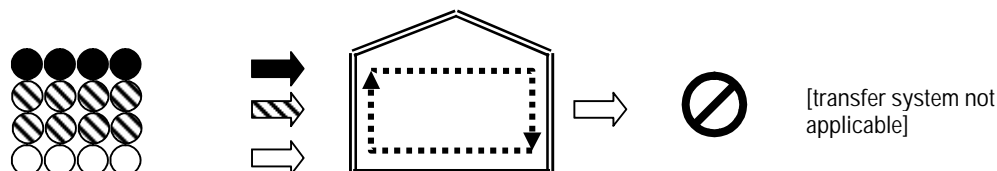
The transfer system is particularly useful in cases where only a single material input is used as e.g. in the case of 'FSC 100%' product groups. In these cases the input claim is simply transferred to the output.

Scenario B: Inputs with different FSC claims



In the second example a mixture of 'FSC 100%' and 'FSC Mix 70%' material input is used. In this case the material category with the lowest FSC input per input volume is 'FSC Mix 70%' which therefore can be transferred as applicable FSC claim for the output. This scenario is applicable for users who are either unable or do not want to calculate the exact FSC input to their production but only want to ensure a certain minimum FSC claim for their outputs.

Scenario C: Inputs with different FSC claims and without FSC claims

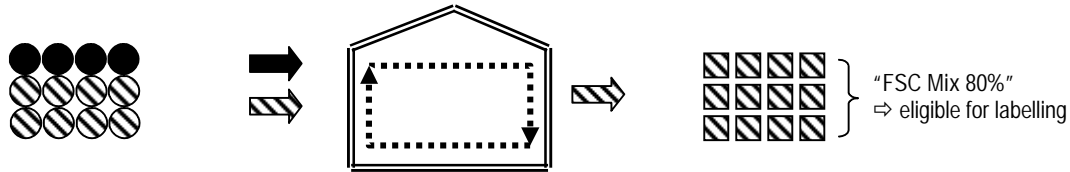


The transfer system cannot be applied as the material mixture contains material with no FSC input.

2. Percentage system

Under the percentage system all outputs can be sold with a percentage claim that corresponds to the proportion of FSC input and post-consumer input compared to the total input.

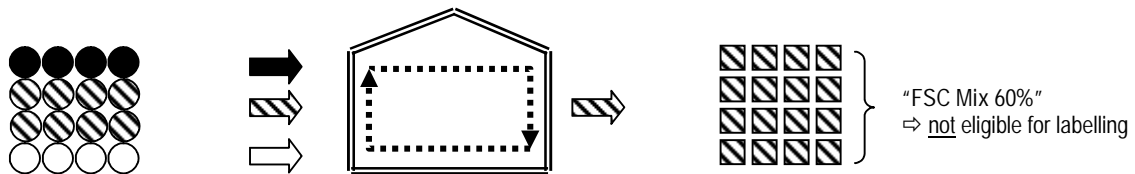
Scenario B: Inputs with different FSC claims



The FSC claim for the output is calculated as follows:

$$\left. \begin{array}{l} 4 \text{ units with FSC input of } 100\% \\ 8 \text{ units with FSC input of } 70\% \end{array} \right\} \frac{(4 \times 100\%) + (8 \times 70\%)}{4 + 8} \times 100\% = \frac{4 + 5.6}{12} \times 100\% = \mathbf{80\%}$$

Scenario C: Inputs with different FSC claims and without FSC claims



The FSC claim for the output is calculated as follows:

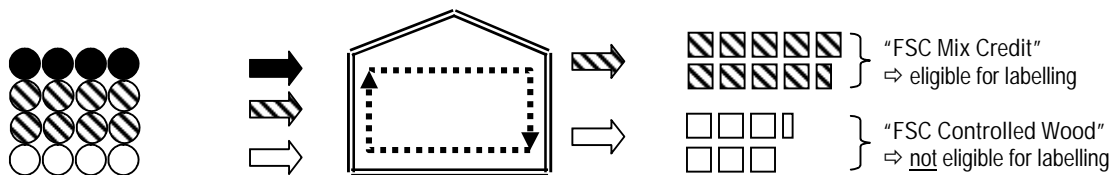
$$\left. \begin{array}{l} 4 \text{ units with FSC input of } 100\% \\ 8 \text{ units with FSC input of } 70\% \\ 4 \text{ units without FSC input} \end{array} \right\} \frac{(4 \times 100\%) + (8 \times 70\%)}{4 + 8 + 4} \times 100\% = \frac{4 + 5.6}{16} \times 100\% = \mathbf{60\%}$$

3. Credit system

Under the credit system a proportion of the outputs can be sold with a credit claim corresponding to the quantity of FSC input and/or post-consumer inputs. FSC inputs and post-consumer inputs can also be accumulated as FSC credit on a credit account. The remainder of the output can be sold as 'FSC Controlled Wood'.

Scenario C: Inputs with different FSC claims and without FSC claims

NOTE: The credit system could also be applied to scenario B, above.



The number of output units which can be sold with an 'FSC Mix Credit' claim is calculated as follows:

$$\left. \begin{array}{l} 4 \text{ units with FSC input of } 100\% \\ 8 \text{ units with FSC input of } 70\% \\ 4 \text{ units without FSC input} \end{array} \right\} \begin{array}{l} (4 \times 100\%) + (8 \times 70\%) \text{ units} = 4 + 5.6 \text{ units} = \mathbf{9.6 \text{ units}} \\ \text{The remainder of } \mathbf{6.4 \text{ units}} \text{ can be sold as 'FSC Controlled Wood'}. \end{array}$$

FSC® DIRECTIVE

FSC Directive on Chain of Custody Certification

FSC-DIR-40-004 EN



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

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

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| ADVICE 40-004-08 | Non-conforming product |
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| ADVICE 40-004-10 | Access to information required by timber legality legislations |
| ADVICE 40-004-11 | Trade and customs laws |

Foreword

FSC received various comments from Certification Bodies and stakeholders requesting a reduction in the number of normative documents to make the documented certification system more comprehensible. FSC therefore combined all previous Advice Notes into single documents which are called “directive”. A directive includes all advices issued in relation to a single standard. The relation to a standard is reflected in the document code. Where new interpretation is approved, these will be added to the directive and the revised document will be reissued.

The intention of this document is to standardize understanding and implementation of requirements by FSC accredited certification bodies and certificate holders.

This document will be revised as required. The content of the directive will be incorporated into the related standards in each major review as feasible.

Changes and amendments to the directive will be announced to the FSC Network immediately.

Note on use of this directive

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

A Scope

This document provides FSC's formal interpretation of the requirements included in FSC-STD-40-004.

B Effective date

The effective date is specified for each advice separately.

C References

The following referenced documents are indispensable for the application of this document. For undated references, the latest edition of the referenced document (including any amendments) applies.

FSC-STD-40-004 Standard for Chain of Custody Certification

D FSC normative documents replaced by this Directive

FSC-ADV-40-004 V2-0 Expiry of transitory requirements specified by FSC-ADV-40-004.

FSC-ADV-40-017 V1-1 FSC Certified CoC Contractors

FSC-GUI-20-200 FSC Guidelines for Certification Bodies (Part 3)

E Terms and definitions

Terms and definitions are provided in *FSC-STD-01-002 FSC glossary of terms* and in *FSC-STD-40-004 Standard for Chain of Custody Certification*. Further advice-related definitions may be provided in the context of each advice.

Please send any comments or suggestions regarding this document to:

FSC International Center
– Policy and Standards Unit –

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53113 Bonn, Germany

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Part 1 General Issues

- 1 The FSC Directive is providing certification bodies and other stakeholders with clear advices on the implementation of FSC's international policies and standards. A directive is designed to provide formal advice in relation to a single specific issue or question raised with the FSC International Center. All advices on a series of issues related to a specific FSC international policy or standard are collected in one document to improve accessibility of interpretations for certification bodies, certificate holders and interested parties.
- 2 If a certification body is in doubt about the correct implementation of an FSC policy or standard, the certification body must request clarification from the FSC Policy and Standards Unit. If required, such clarification will be provided in the form of a new directive.
- 3 Prior to the finalisation of an advice, a certification body may make its own decision in relation to a question for which clarification has been sought. In such a case, responsibility for the consequences of the decision shall rest exclusively with the certification body concerned. Formal advice subsequently provided by the FSC International Center will be applicable retrospectively.
- 4 The advices provided in this document represent the formal position of the FSC International Center unless and until it is superseded by the approval of a more recent policy, standard, or advice. In such cases the requirements specified in the more recent document shall take precedence.
- 5 Certification bodies are required to comply with the most recent formal advices, and the FSC Accreditation Business Unit will base its evaluations and issue of corrective actions on these.
- 6 Finalised advices are approved by the Head of the Unit of the Policy and Standards Unit or the FSC Director General. If a certification body wishes to contest the advice provided it may do so by requesting a formal review and decision by the FSC Policy and Standard Committee. Until and unless such a review and decision has been finalised, the certification body shall continue to comply with the position of the FSC International Center.
- 7 Directives are under continual review and may be revised or withdrawn in response to new information, experience or changing circumstances, for example by the development of new policies or standards approved by the FSC Board of Directors.

Part 2 FSC Advices

ADVICE-40-004-01	FSC certified CoC contractors
Normative reference	FSC-STD-40-004 V2-0 Section 12
Effective date	FSC certified CoC organizations may apply this advice from 9th February 2010 and, if applicable, shall be assessed for compliance from 1st January 2011 onwards.
Terms & definitions	<p>The terms defined in FSC-STD-20-011 and FSC-STD-40-004 apply. The following terms are introduced by this Advice Note and are put in <i>italics</i> throughout the document:</p> <p>Contracting organization: Individual, company or other legal entity contracting a contractor for the production or processing of an FSC certified product under an outsourcing agreement.</p> <p>NOTE: The contracting organization may or may not be an FSC certified CoC organization. Part C of this Advice Note is structured according to the FSC certified status of the contracting organization (see Part C, Table 1).</p> <p>Contractor: Individual, company or other legal entity contracted by a contracting organization for the production or processing of an FSC certified product under an outsourcing agreement.</p> <p>NOTE: In the context of this Advice Note, the contractor is an FSC certified organization (see Part C, Table 1).</p> <p>FSC certified CoC organization: Individual, company or other legal entity holding a valid FSC Chain of Custody certificate which confirms that appropriate procedures are in place for the production, processing or trade of a specific product – or that FSC certified CoC contractors are used for this purpose – that allow the organization to sell, provide or promote the product with FSC claims.</p> <p>Outsourcing agreement: A written agreement between a contracting organization and a contractor about the service of producing or processing an FSC certified product or material, where the contracting organization retains control of and responsibility for the purchasing of input material from the (billing) supplier and for the sale of the output product to the customer. Input material may be shipped from the contracting organization or from the (delivering) supplier to the contractor and the output product may be returned or shipped from the contractor to the contracting organization or to the contracting organization's customer.</p> <p>Supplier (billing): FSC certified CoC organization selling material with FSC claims to the contracting organization.</p> <p>Supplier (delivering): FSC certified CoC organization delivering the material to the contractor and selling the material with FSC claims to the billing supplier or to the contracting organization.</p>
Background	<p>This directive deals with the implications for FSC certified CoC organizations, either functioning as or making use of FSC certified CoC contractors. In particular, clarification is provided on the following issues:</p> <ul style="list-style-type: none"> • under which conditions contract work for an FSC certified product can be provided for non-FSC certified CoC contracting organizations; • what the benefits and implications are for FSC certified CoC contracting organizations that use FSC certified CoC contractors. <p>The FSC Standard for Chain of Custody Certification (FSC-STD-40-004) requires organizations that take legal ownership of materials and want to</p>

	<p>maintain or change the FSC claim associated with the output product to have FSC Chain of Custody certification.¹ The standard further specifies the requirements to follow for FSC certified CoC contracting organizations in order to use non-FSC certified CoC contractors for this purpose.</p> <p>The questions, however, what the implications are for an FSC certified CoC contracting organization to use FSC certified CoC contractors, and whether contract work for an FSC certified product could be provided also for non-FSC certified CoC contracting organizations were not consistently dealt with in practice. In particular the latter question required some fundamental judgement, as some certification bodies considered contract work for non-FSC certified CoC contracting organizations to be generally not in line with standard requirements, while others found outsourcing arrangements where the non-FSC certified CoC contracting organization would not obtain physical possession of the input material to be acceptable under certain additional stipulations.</p> <p>This Advice Note follows the latter approach based on the judgement that there would not be an increased risk associated with such outsourcing arrangements for non-FSC certified products to be labelled and sold as FSC certified, provided that additional safeguards were in place. The Advice Note stipulates these safeguards and aims at providing the relevant answers to the questions raised above.</p>																				
Advice	<table><tr><th colspan="3">Table 1: Outsourcing scenarios dealt with by this Advice Note</th><th colspan="2">FSC certified status</th></tr><tr><th>Section</th><th>Requirements for</th><th>Details</th><th>Contractor</th><th>Contracting organization</th></tr><tr><td>1</td><td>Contractor</td><td>Providing contract work for non-FSC certified CoC organizations</td><td>FSC</td><td>non-FSC</td></tr><tr><td>2</td><td>Contracting organization</td><td>Using FSC certified CoC contractors</td><td>FSC</td><td>FSC</td></tr></table> <p>1 Providing contract work for non-FSC certified CoC organizations – conditions for FSC certified CoC contractors</p> <p>NOTE: This section applies for outsourcing arrangements where the contractor is an FSC certified CoC organization and the contracting organization is a non-FSC certified CoC organization. Under this scenario, the contracting organization cannot sell the product with an FSC claim to commercial customers. The contracting organization may, however, use the FSC trademarks to promote the product towards final consumers as specified by FSC-TMK-50-201.</p> <p>Eligibility</p> <p>1.1 FSC certified CoC contractors are only eligible to provide FSC certified products for non-FSC certified CoC contracting organizations, if:</p> <p>1.1.1 The input material for the contract work is shipped directly from the delivering supplier(s) to the contractor, i.e. the contracting organization does not obtain physical possession of the input material.</p> <p>1.1.2 The contractor is provided with 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</p>	Table 1: Outsourcing scenarios dealt with by this Advice Note			FSC certified status		Section	Requirements for	Details	Contractor	Contracting organization	1	Contractor	Providing contract work for non-FSC certified CoC organizations	FSC	non-FSC	2	Contracting organization	Using FSC certified CoC contractors	FSC	FSC
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Section	Requirements for	Details	Contractor	Contracting organization																	
1	Contractor	Providing contract work for non-FSC certified CoC organizations	FSC	non-FSC																	
2	Contracting organization	Using FSC certified CoC contractors	FSC	FSC																	

¹ FSC-STD-40-004 V2-0, Section A

	<p>related transport documentation to each other. NOTE: Information on prices can be blacked out.</p> <p>1.1.3 The output product provided by the contractor is:</p> <ul style="list-style-type: none"> a) a finished product; b) FSC labelled; and c) branded with the name, label or other identifying information of the contracting organization. <p>Labelling</p> <p>1.2 For each contract work, the contractor shall maintain control of applying the correct FSC label.</p> <p>1.3 The contractor shall ensure that its license code is used in the FSC label and submits the proof to its certification body for approval.</p> <p>2 Using FSC certified CoC contractors – conditions for FSC certified CoC contracting organizations</p> <p>NOTE: This section applies for outsourcing scenarios where the both the contractor and the contracting organization are FSC certified CoC organizations. Under this scenario, the product does not have to be FSC labelled or a finished product.</p> <p>Outsourcing agreement</p> <p>2.1 The outsourcing agreement shall specify the following:</p> <ul style="list-style-type: none"> 2.1.1 that the contractor provides the service under his FSC Chain of Custody system, 2.1.2 that the contractor makes available relevant records and documentation to the contracting organization's certification body upon request, and 2.1.3 that the contracting organization's license code shall be used, if the product shall be FSC labelled. <p>2.2 The outsourcing agreement and, if FSC certified CoC contractors are used for specific processes exclusively, the contracting organization's control system for the outsourced process do not need to cover the following requirements stipulated by FSC-STD-40-004:</p> <ul style="list-style-type: none"> – clauses 12.1.1 c), second sentence, and 12.1.1 d); – clause 12.2.1; – clauses 12.5.1, 12.6.1, and 12.7.1 <p>NOTE: FSC certified CoC contractors may use their own subcontractors in accordance with FSC-STD-40-004, section 12.</p> <p>Supplier validation</p> <p>2.3 The contracting organization shall apply the provisions for 'supplier validation' as specified by FSC-STD-40-004 also to the contractor.</p> <p>Labelling</p> <p>2.4 The contracting organization shall maintain control and responsibility of the correct FSC label being applied, if product labelling is part of the outsourced processing.</p> <p>2.5 The contracting organization shall ensure that its license code is used in the FSC label and shall submit the proof to its certification body for approval.</p>
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	<p>Auditing</p> <p>2.6 FSC certified CoC contractors are exempted from a potential inspection by the contracting organization's certification body, if the outsourced process is covered by the scope of the contractor's certificate.</p> <p>NOTE: The contractor is subject to evaluation and monitoring by its own certification body.</p>
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ADVICE-40-004-02	After the certificate issuance, when the company products will be eligible to carry the FSC logo?
Normative reference	FSC-STD-40-004 V2-0 Clause 10.1.1
Effective date	March 2005
Background	A forest product manufacture is often a continuous process. At the time that a certificate is issued there are likely to be products undergoing manufacture, products that have been manufactured but not yet shipped, and products that have been shipped but not yet put on sale by the buyer. Which of these products are eligible to carry the FSC Logo?
Advice	<p>1 The scope of the certificate defines the point at which the certified chain of custody starts, and the point at which it finishes. The chain of custody certificate provides a credible guarantee of compliance with the requirements of the specified standards between these points. This guarantee is valid from the time that the certificate is issued. Any product which is within the defined scope of the certificate at the time the certificate is issued may be considered to comply with the requirements of the applicable standard(s). Such products may be eligible for sale as 'FSC-certified' products. Products which have already left the scope of the certificate at the time the certificate is issued cannot be considered to be certified.</p> <p>2 Normally this will mean that products that have already been sold, or shipped, prior to the issue of a certificate may not be described as certified, and are not eligible to carry the FSC Logo.</p> <p>3 Clearly a company cannot issue an invoice describing products as certified prior to the issue of chain of custody certificate. Products sold without such an invoice cannot be described as certified, and are not eligible to carry the FSC Logo.</p> <p>4 In the case of joint forest management and chain of custody certification, application of this guideline means that timber that had been felled prior to the issue of a certificate, but which has not yet been sold by the forest management enterprise may be sold as certified.</p> <p>5 Equivalent considerations apply when a certificate is withdrawn or expires. Products which left the chain of custody whilst the certificate was valid were certified, and remain certified even after the certificate has been withdrawn. Products which have not yet left the chain of custody at the time the certificate is withdrawn will not be certified.</p>

ADVICE-40-004-03	Reduced labelling threshold of 50% for chip and fibre based products
Normative reference	FSC-STD-40-004 V2-0, Clause 11.2.1a and 11.2.2
Effective date	14 February 2011
Terms & definitions	Company: the legal entity that must comply with FSC-STD-40-004 V2-0 which is either the certificate holder or an applicant for certification.
Background	<p>When the new Chain of Custody standard “FSC-STD-40-004 (Version 2): FSC Standard for Chain of Custody Certification” was approved in November 2007, the following previously established exemption was maintained by means of an Advice Note:</p> <ul style="list-style-type: none"> • A labeling threshold of 50% for chip and fibre based products under a percentage (or transfer) system. <p>NOTE: The exemption detailed in this advice is specifically related to the eligibility for <u>labelling</u> FSC products and not to the eligibility of producing or selling products with an FSC claim on invoices.</p>
Advice	<ol style="list-style-type: none"> 1 FSC certificate holders may request authorization from their certification bodies to continue labelling chip and fibre products based on a reduced labelling threshold of 50% until 31 December 2015. 2 Authorization shall only be granted for those product groups with chip and fibre components registered as being commercially produced based on a labelling threshold of 50% before 01 April 2011. 3 Certificate holders operating a transfer system that have not registered their product groups can also label products based on a labelling threshold of 50% in case they are able to demonstrate to their Certification Body that the material they receive has already been registered by a previous company or the material was received with an FSC on-product label. <ol style="list-style-type: none"> a) In the first case, sales and delivery documents issued by the supplier shall include the additional claim “registered” (e.g. “FSC Mixed 50% registered”); b) In the second case, the certificate holder shall retain evidence that the product was received with an on-product FSC label (e.g. packaging or product sample). 4 Certificate holders interested in the product registration shall submit the following documentation to their Certification Body until 31 March 2011: <ol style="list-style-type: none"> a) A list of product groups with products labelled on the basis of a 50% threshold. b) Copies of sales invoices for the registered products in each listed product group as evidence that they have been commercially produced. 5 Certification bodies shall upload the approved registration form into the FSC database following the procedures to make it publicly available. No new product groups can be added to this list after 31 March 2011. <p>NOTE: The registration form may be translated and uploaded in the language used by the company as long as the product group names are also included in English as in the company’s FSC product group list.</p>

	<p>6 Product groups registered by certification bodies according to this advice shall be in compliance with a labelling threshold of 70% as of 01 January 2016.</p> <p>NOTE: Companies that do not comply with the requirements of this advice are not eligible to label FSC products based on a 50% threshold as of 01 April 2011, and therefore shall apply a labelling threshold of 70% from this date onwards.</p>
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ADVICE-40-004-04	Use of uncontrolled co-products
Normative reference	FSC-STD-40-004 V2-0, Clauses 3.1.2, 3.3.1 and 3.4.1a, Footnote 10
Effective date	01 April 2011
Terms & definitions	Company: the legal entity that must comply with FSC-STD-40-004 V2-0 which is either the certificate holder or an applicant for certification.
Background	<p>When the new Chain of Custody standard “FSC-STD-40-004 (Version 2): FSC Standard for Chain of Custody Certification” was approved in November 2007 the following previously established exemption was maintained by means of an Advice Note:</p> <ul style="list-style-type: none"> Exemption of co-products from uncertified virgin material input to be confirmed as controlled material.
Advice	<ol style="list-style-type: none"> Companies may request authorization from their Certification Bodies to continue using uncontrolled co-products in FSC Mixed and FSC Controlled Wood product groups until 31 December 2012. Authorization shall only be granted for those product groups with chip and fibre components registered as being commercially produced using uncontrolled co-products before 01 April 2011. To request authorization, companies shall submit the following documentation to their Certification Body until 31 March 2011: <ol style="list-style-type: none"> A list of product groups with products containing uncontrolled co-products. Copies of sales invoices for the registered products in each listed product group as evidence that they have been commercially produced. Certification bodies shall upload the approved registration form into the FSC database. No product groups can be added to this list after 31 March 2011. NOTE: The registration form may be translated and uploaded in the language used by the company as long as the product group names are also included in English as in the company's FSC product group list. All product groups registered by certification bodies according to this advice for which the use of uncontrolled co-products had been approved shall be in compliance with FSC-STD-40-005, specified by the Advice 40-005-17 (in FSC-DIR-40-005), from 01 January 2013. <p>NOTE: All non-registered product groups shall be in compliance with FSC-STD-40-005, specified by the Advice 40-005-17 (in FSC-DIR-40-005), from 01 April 2011.</p>

ADVICE-40-004-05	Identification of FSC claims on sales and delivery documents
Normative reference	FSC-STD-40-004 V2-0, Clause 6.1
Effective date	14 February 2011
Terms & definitions	N/A
Background	The FSC Chain of Custody standard requires certificate holders to identify FSC certified products on sales and delivery documentation in order to pass on the FSC claim of certified products to subsequent customers. However, several organizations have limitations with providing complete FSC claims that are required due to space constraints in these documents.
Advice	<p>When the certificate holder has demonstrated it is not able to include the required FSC claim as specified in the FSC Chain of Custody standard in sales and delivery documents due to space constraints, through an exception, the certification body can approve the required information to be provided through supplementary evidence (e.g. supplementary letters, a link to the own company's webpage with verifiable product information). This practice is only acceptable when the certification body is satisfied that the supplementary method proposed by the company complies with the following criteria:</p> <ul style="list-style-type: none"> a) There is no risk that the customer will misinterpret which products are or are not FSC certified in the document; b) The sales and delivery documents contain visible and understandable information so that the customer is aware that the full FSC claim is provided through supplementary evidence; c) In cases where the sales and delivery documents contain multiple products with different FSC Claims, a clear identification for each product shall be included to cross-reference it with the associated FSC claim provided in the supplementary evidence.

ADVICE-40-004-06	Which components of a product need to be certified?
Normative reference	FSC-STD-50-001 V1-2, Clause 2.4
Effective date	30 March 2011
Terms & definitions	<p>Eligible input: Virgin and reclaimed material input that is eligible to enter a specific FSC product group depending on its material category (e.g. FSC Pure, FSC Controlled Wood, etc.).</p> <p>Inserts: Enclosed advertising in a periodical (e.g. newspaper, magazine) that is distributed through the carrier publication and is a clearly distinguishable element in relation to the other pages of the periodical (e.g. different paper, size, etc). For example, inserts may take the form of return cards, coupons, recipe booklets, forms, booklets, brochures, gift premiums, reply envelopes, etc.</p>
Background	<p>Clause 2.4 of <i>FSC-STD-50-001 Requirements for the use of FSC Trademarks by Certificate Holders</i> establishes that "The FSC label shall not be used to make a partial claim about a product. Where permanent parts of the product (other than any packaging materials or non-forest based materials) are not covered by FSC certification, the FSC label shall not be used."</p> <p>FSC receives repeated inquiries from different stakeholders in relation to which components of a product are considered to be "permanent", due to the fact that these products can contain several forest-based elements that are included in the product with secondary functions such as transportation, protection, etc. This advice aims to clarify which of these components are</p>

	required to be certified and provides examples of practical implementation.																													
Advice	<p>All components of a product which are made of or contain material originating from forests that are incorporated into the product to fulfil its function for the consumers' specific need shall be certified. It represents that all certified components of a product shall comply with the definition of eligible input (e.g. FSC Pure, FSC Controlled Wood, etc.) and its quantities in volume or weight shall count towards the calculation of FSC product composition determining its eligibility to carry the FSC label.</p> <p>Forest-based components that have secondary functions in the product (e.g. for transportation, protection, etc.) don't need to be certified unless they are added to the product with a functional purpose (e.g. If the product will have its function compromised by the removal of this secondary component, then this component also needs to be certified).</p> <p>Packaging that is made from forest-based inputs (e.g. paper, wood, etc.) is considered a separate element from the product inside. Therefore, the organization can choose to certify only the packaging or its content individually, or both.</p> <p>The FSC label generator allows the creation of labels with specific product type claims (e.g. wood, paper, packaging). Thus, in cases where, the product contains wood and paper components that are clearly separate elements, the organization can opt to certify them independently, provided that the appropriate product type claims is applied on the FSC label. To avoid risks of misinterpretation in relation to which components of the product are certified, an additional clarification statement is recommended.</p> <p>The table below provides some examples of practical application of this advice and it is not expected to cover all range of FSC certified products:</p>																													
	<table> <tr> <th>Examples of products</th><th colspan="2">Which components of a product need to be certified?</th></tr> <tr> <td rowspan="3">Matches & Matchbox</td><td>Matches</td><td>Yes</td></tr> <tr> <td>Box</td><td>Optional</td></tr> <tr> <td colspan="2">Rationale: Matches and matchbox are distinguishable components that can be certified independently when the FSC label claim is sufficiently clear to avoid misinterpretations. However, when the matches and matchbox are made with the same material (e.g. paper), both shall be certified in order to carry the FSC label.</td></tr> <tr> <td rowspan="4">Games</td><td>Paper and wood components</td><td>Yes</td></tr> <tr> <td>Instructions manual</td><td>Optional</td></tr> <tr> <td>Packaging</td><td>Optional</td></tr> <tr> <td colspan="2">Rationale: The wood and paper components of the game have a functional purpose and therefore are the components that require certification. However, a more flexible approach is also possible with the condition that the proper label statement is applied. For example, when only the wood components are certified, the FSC label shall contain the claim "wood" and the paper components don't need to be certified. On the other hand, when only the paper components are certified, the FSC label shall contain the claim "paper" and the wood components don't need to be certified. The instructions manual and packaging are not product components and for this reason don't need to be certified.</td></tr> <tr> <td rowspan="4">Books</td><td>Cover</td><td>Yes</td></tr> <tr> <td>Internal paper</td><td>Yes</td></tr> <tr> <td>Dust jacket and slip cases</td><td>Optional</td></tr> <tr> <td>Wraparound band</td><td>Optional</td></tr> </table>	Examples of products	Which components of a product need to be certified?		Matches & Matchbox	Matches	Yes	Box	Optional	Rationale: Matches and matchbox are distinguishable components that can be certified independently when the FSC label claim is sufficiently clear to avoid misinterpretations. However, when the matches and matchbox are made with the same material (e.g. paper), both shall be certified in order to carry the FSC label.		Games	Paper and wood components	Yes	Instructions manual	Optional	Packaging	Optional	Rationale: The wood and paper components of the game have a functional purpose and therefore are the components that require certification. However, a more flexible approach is also possible with the condition that the proper label statement is applied. For example, when only the wood components are certified, the FSC label shall contain the claim "wood" and the paper components don't need to be certified. On the other hand, when only the paper components are certified, the FSC label shall contain the claim "paper" and the wood components don't need to be certified. The instructions manual and packaging are not product components and for this reason don't need to be certified.		Books	Cover	Yes	Internal paper	Yes	Dust jacket and slip cases	Optional	Wraparound band	Optional	
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Books	Cover	Yes																												
	Internal paper	Yes																												
	Dust jacket and slip cases	Optional																												
	Wraparound band	Optional																												

		Rationale: The cover and internal paper are needed for the accomplishment of the product's function, and for this reason shall be certified. Additional items such as dust jackets, slip cases and wraparound band are not necessary for the accomplishment of the product's function and therefore don't need to be certified.	
Notebooks	Cover	Yes	
	Adhesive paper sheets	Yes	
	Internal paper	Yes	
	Rationale: Notebook cover, internal paper, adhesive paper sheets are permanent product components and are needed for the accomplishment of the product's function. Therefore, all these components shall be certified.		
Magazines	Cover	Yes	
	Internal Paper	Yes	
	Inserts	Optional	
	Detachable promotional stickers	Optional	
	Rationale: Magazine cover and its internal paper are needed for the accomplishment of the product's function and therefore shall be certified. Inserts and detachable promotional stickers are not needed for the accomplishment of the product's function and therefore, independently of the fixation method (bounded, glued, loose, etc.), don't need to be certified.		
Toilet Paper	Toilet paper	Yes	
	Cardboard roll	Optional	
	Rationale: The toilet paper is the component sought by the consumer to fulfil its specific need. The cardboard roll is a method of dispensing or transporting the paper and can be separated from the product without compromising its function. For this reason, the cardboard roll does not need to be certified. The same rationale applies for all paper products sold in rolls and bobbins (e.g. paper bobbins, rolled thermal paper, paper towels).		
Boxes of Tissues	Tissues	Yes	
	Box	Optional	
	Rationale: The tissue paper is the component sought by the consumer to fulfil its specific need. The box is a method of dispensing or transporting the paper and can be separated from the product without compromising its function. For this reason, the box doesn't need to be certified.		
Furniture	Furniture	Yes	
	Packaging	Optional	
	Price tag or promotional label	Optional	
	Rationale: The furniture is the component sought by the consumer to fulfil its specific need. The packaging, price tag and promotional label have secondary functions in the product and can be separated from the furniture without compromising its function. For this reason, the packaging and price tag or promotional label doesn't need to be certified.		
Adhesive Labels in Sheets	Stickers	Yes	
	Release paper	Optional	
	Rationale: The sticker is the product sought by the consumer and the release paper has a secondary function (transporting the product). Therefore, the release paper doesn't need to be certified.		

	Pre-fabricated houses (or entire houses sold as an unit)	Permanent structural components of the house, including flooring, roof, walls, stairs, windows and doors.	Yes
		Other secondary wood elements (e.g. furniture, cabinets, toilet seats, shelves, fences, wall paper).	Optional
		Rationale: A house sold as a unit can be claimed as an FSC certified product if all permanent structural components made with forest-based materials that are added to the house to fulfil the specific consumer's need (a place to live in) are certified. Other secondary wood elements (e.g. furniture, cabinets, toilet seats, shelves, fences, wall paper) are not permanent components of the house. Therefore, they don't need to be certified. Houses made with non-forest based materials (e.g. bricks) that have specific wooden components (e.g. doors, flooring) incorporated cannot be claimed as an FSC certified house. However, the organization can label and promote these components individually; identifying the FSC certified elements to the consumers.	
	Wood flooring with paper or veneer inlays	Wood	Yes
		Paper or veneer inlays	Yes
		Rationale: The wood and paper/veneer inlays are not distinguishable elements by consumers and cannot be separated without compromising the products function. Therefore, both the wood and paper or veneer inlays shall be certified in order to claim the flooring as a FSC certified product.	

ADVICE-40-004-07	Sale of FSC certified products through non-FSC certified auction entities
Normative reference	FSC-STD-40-004, Scope and Clause 6.1
Effective date	30 March 2011
Terms & definitions	Auction: A process of buying and selling goods or services by offering them up for bid, taking bids, and then selling to the winning (generally highest) bidder. The auction house, auctioneer, log market, etc., managing the auction does not gain legal ownership of the goods/services for sale but does collect the funds due and issues the sales invoice to the winning bidder.
Background	<p>This advice aims to provide clarification on whether or not auction houses, log markets or other related entities need to be certified. If so, define the required procedures in order to ensure the traceability of the products traded by these organizations.</p> <p>FSC-STD-40-004 establishes that Chain of Custody certification is required for all organizations that want to</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> produce and sell FSC-certified materials or products; or <input checked="" type="checkbox"/> produce and promote FSC-certified products; or <input checked="" type="checkbox"/> trade materials or products with FSC claims. <p>NOTE: Chain of Custody certification is not required for organizations that do not gain legal ownership of such materials or products but simply arrange for buyer and seller:</p> <ul style="list-style-type: none"> a) to make a deal without taking physical possession (often called an 'agent'); or b) to transport the materials or products.

Advice	<p>Auctioning entities that do not gain legal ownership of FSC certified products during trading activities are not required to be FSC chain of custody certified, even when the auctioning entity takes physical possession of the product.</p> <p>Non-certified entities are not permitted to include FSC claims or certification codes on their own sales or transport documents.</p> <p>In order for the customer (winning bidder) to consider material purchased through a non-FSC certified auction entity as FSC certified, a supplementary letter or transport document must be provided by the certified supplier to the customer including all information required by FSC-STD-40-004 V2-0, 6.1.1.</p>
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ADVICE-40-004-08	Non-conforming product
Normative reference	FSC-STD-40-004 V2-1 Clauses 1.2.1 and 10.1.1
Effective date	01 November 2012 Amended 27 February 2013
Terms & definitions	<p>Non-conforming product: Product or material for which an organization is unable to demonstrate that it complies with FSC eligibility requirements for making claims and/ or for using the FSC on-product labels.</p> <p>Small COC enterprises: Organizations with:</p> <ol style="list-style-type: none"> No more than 15 employees (full time equivalent), or No more than 25 employees (full time equivalent) and a maximum total annual <u>turnover</u> of US\$ 1,000,000.
Background	<p>Implementation of Chain of Custody procedures and control systems as required by FSC-STD-40-004 aim to ensure that non-conforming products do not occur. This advice introduces an additional safeguard to prevent non-certified products from being delivered as certified, by requiring that procedures are put in place to handle non-conforming products.</p> <p>Specific requirements are included to apply to cases where non-conforming products are detected after they have been supplied to a customer.</p> <p>The action taken to address the issue of non-conforming product is targeted to the organization that is responsible for the nonconformity, but it may also affect onward buyers and sellers e.g. in the event that a product is re-called.</p>
Advice	<ol style="list-style-type: none"> The organization shall have a documented procedure defining the controls and related responsibilities and authorities for dealing with non-conforming products. The organization's chain of custody system shall be designed to ensure that products which do not conform to FSC requirements are identified and controlled to prevent its unintended delivery. <p>NOTE: Small COC enterprises are not required to have the procedure in writing.</p> <ol style="list-style-type: none"> In case non-conforming products are detected after they have been delivered, the organization shall: <ol style="list-style-type: none"> immediately cease to sell any non-conforming products held in stock; identify all relevant customers, and advise those customers in writing within three (3) business days of the non-conforming product and maintain records of that advice; analyse causes for occurrence of non-conforming products and implement measures to prevent its re-occurrence.

	<ul style="list-style-type: none"> d) notify their certification body; e) cooperate with the certification body in order to allow the certification body to confirm that appropriate action is taken to correct this non-compliance.
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ADVICE-40-004-09	Minor components
Normative reference	FSC-STD-40-004 V2-1, Clause 6.1.3 and Section 13
Effective date	01 November 2012 Amended 27 February 2013
Background	<p>Minor components were first introduced to the FSC system in 2007. They are forest based materials (timber and non-timber forest materials) that can be exempted from the requirements for Chain of Custody control, according to the requirements of FSC-STD-40-004 V2-1.</p> <p>In early 2012, following a mandate of the FSC Board of Directors, FSC initiated an updating process of its standards to ensure harmonization with timber legality legislations, such as the EU Timber Regulation (EUTR), US Lacey Act, FLEGT and the Australian Illegal Logging Prohibition Act. As a consequence of this process, FSC identified the need to phase out the exemption for minor components.</p>
Advice	<ol style="list-style-type: none"> 1. From 01 January 2013 onwards, Clause 6.1.3 of FSC-STD-40-004V2-1 will also apply to organizations selling semi-finished products containing minor components below 1% of the product composition. The following claim shall be provided to customers: "<i>This product contains "x" of minor components</i>", where "x" is the quantity in volume, weight or percentage of minor components. 2. From 01 March 2013, uncertified and uncontrolled minor components shall no longer be used in products and commercial activities (such as import, export, placing on the market, processing, etc.) in countries where timber legality legislation applies and where these products and activities are included in the scope of the legislation (including any official interpretation and guidance). From this date onwards, these minor components shall be made of FSC certified or FSC Controlled Wood materials. 3. After 31 December 2013 and applying worldwide, the production of FSC products containing uncertified and uncontrolled minor components is no longer allowed. 4. After 31 December 2014 and applying worldwide, the sale of FSC products containing uncertified and uncontrolled minor components is no longer allowed.

ADVICE-40-004-10	Access to information required by timber legality legislations
Normative reference	FSC-STD-40-004 V2-1, 1.4 and 2.1.1
Effective date	01 November 2012 Amended 27 February 2013
Background	In early 2012, following a mandate of the FSC Board of Directors, FSC initiated an updating process of its standards to ensure harmonization with the EU Timber Regulation (EUTR) and other timber legality legislations such as the US Lacey Act, FLEGT and the Australian Illegal Logging Prohibition

	<p>Act. This process includes adjustments in the FSC COC requirements to ensure that FSC certified products comply with legally required information regarding species, origin of timber and timber products and compliance with trade and custom laws which include, but may not be restricted to:</p> <ul style="list-style-type: none"> • 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
Advice	<ol style="list-style-type: none"> 1. Upon request, FSC certified suppliers shall provide customers with the following information about FSC certified and FSC Controlled Wood timber or timber products subject to compliance with applicable timber legality legislations: <ol style="list-style-type: none"> a) Common name and/or scientific name of timber species as required by the applicable legislation; <p>NOTE: This requirement takes precedence over Clause 2.1.1 c) of FSC-STD-40-004 V2-1.</p> <ol style="list-style-type: none"> b) Origin of timber (countries of harvest and where applicable, sub-national regions and concessions of harvest); <p>NOTE: Information on the sub-national regions or concessions of harvest shall be provided 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 shall be considered a concession of harvest.</p> <ol style="list-style-type: none"> c) Proof of compliance with relevant trade and customs laws. 2. FSC certified suppliers shall provide timely responses to the information requests specified in Clause 1 above. 3. The form and frequency of providing this information may be agreed between FSC certified supplier and customer, as long as the information is accurate and can be correctly associated with each material supplied as FSC certified or FSC Controlled Wood. 4. In case the FSC certified supplier does not possess the requested information specified in Clause 1 above, the request shall be passed on to the upstream FSC certified suppliers, until the requested information can be obtained.

ADVICE-40-004-11	Trade and customs laws
Normative reference	FSC-STD-40-004 V2-1, 1.2
Effective date	27 February 2013.
Background	<p>In early 2012, following a mandate of the FSC Board of Directors, FSC initiated an updating process of its standards to ensure harmonization with the EU Timber Regulation (EUTR) and other timber legality legislations such as the US Lacey Act, FLEGT and the Australian Illegal Logging Prohibition Act. This process includes adjustments in the FSC COC requirements to ensure that FSC certified products comply with applicable trade and custom laws which include, but may not be restricted to:</p> <ul style="list-style-type: none"> • 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

	<ul style="list-style-type: none"> • Official authorisation that entities exporting timber and timber products may require • Taxes and duties applying to timber product exports.
Advice	<ol style="list-style-type: none"> 1. FSC certificate holders exporting and/or importing timber or timber products shall have procedures in place to ensure that the commercialization of FSC certified products comply with all applicable trade and custom laws.

FSC STANDARD ADDENDUM

FSC Product Classification

FSC-STD-40-004a V2-0 EN



Title:	FSC Product Classification
Document reference code:	FSC-STD-40-004a V2-0 EN
Scope:	International
Approval:	01 June 2011
Contact:	FSC Policy and Standards Unit
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FSC's vision is where the world's forests meet the social, ecological, and economic rights and needs of the present generation without compromising those of future generations.

Foreword

This document shall be used as an addendum to “FSC-STD-40-004: FSC Standard for Chain of Custody Certification” for the purpose of classifying FSC product groups.

The organization’s product groups covered by FSC Chain of Custody certification will be publicly listed on the FSC certificate database (www.info.fsc.org).

This document will be updated at regularly intervals in order to reflect the increasing range of certified products covered by FSC Chain of Custody certificates.

Note on use of this standard addendum

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

Please send any comments or suggestions regarding this standard to:

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A Scope

This standard addendum stipulates the product type nomenclatures that shall be used by Certificate Holders for the purpose of classifying FSC Product Groups.

B Effective date

This standard addendum becomes effective on 01 June 2011 and all certificate holders shall be in compliance with this document by 01 June 2012.

C References

The following referenced documents are indispensable for the application of this document. For references without a version number, the latest edition of the referenced document (including any amendments) applies.

FSC-STD-40-004 FSC Standard for Chain of Custody Certification

D Terms and definitions

For the purposes of this international standard, the terms and definitions given in *FSC-STD-01-002 FSC Glossary of Terms* and the following apply:

Agglomerated cork stoppers: Stoppers formed of granulated corks which are constituents derived from the manufacture of natural cork closures.

Banner: Displayed using a stand or placeholder, typically larger than posters.

Bartop cork stopper: is a cork composed by a cork body and a capsule in another material.

Blockboard: Engineered wood product characterised by an intermediate ply consisting of sawn bars.

Boards, finished: Refers to wood used in construction that is finished (moulded, planed, or sanded) and cut to standardized width and depth ($\leq 1''$ or 2.54 cm thick)

Boule: Rectangular, unedged block of wood.

Brochure: Type of leaflet, also referred to as a pamphlet.

Catalogue: Publication containing a list of general merchandise from a company.

Coated paper*: All paper suitable for printing or other graphic purposes and coated on one or both sides with minerals such as china clay (kaolin), calcium carbonate, etc. Coating may be by a variety of methods, both on-machine and off-machine, and may be supplemented by super-calendering. Coated Mechanical papers are made of fibres produced mainly (90%) by a mechanical pulping process and are also known as coated groundwood. Coated Woodfree papers are made of fibres produced mainly (90%) by a chemical pulping process and are also known as coated freesheet.

Colmated corks: Natural cork stoppers with their pores (lenticels) sealed exclusively with cork dust, which results from rectifying natural cork stoppers. For the cork dust to adhere to the pores (lenticels), FDA grade natural resin, rubber glue and occasionally water-based glue are used.

Compressed wood: Wood that has been densified by pressure.

Corrugated fibreboard: Sometimes known as corrugated board or corrugated cardboard, is a combined paper-based material consisting of a fluted corrugated medium and one or two flat linerboards.

Crepe: Paper that has been coated with sizing and then creped to create gathers.

Decking: Floor decking normally used for terraces (a low or high raised flat platform).

Deinked pulp*: Pulp made from recovered paper from which inks and other contaminants have been removed.

Dimensional timber/lumber, finished: Wood used in construction that is finished (moulded, planed and/or sanded) and cut to standardized width and depth (e.g. 2x4 inches, 5x10 cm).

Dissolving pulp: Pulp consisting of nearly pure cellulose. It is also called high purity cellulose.

Edging: Rough edged, often conical pinnacled trimmings, also called splinter.

Ethanol: Alcohol fermented from natural wood sugars that are extracted from the waste sulfite liquor produced from the specialty cellulose pulp process.

Flitch: Unedged block of wood.

Fluting: Corrugating medium between the linerboard of corrugated board.

Flyer: Single printed page with no folds, sometimes called leaflet.

Fuelwood: Roundwood or other parts of a (felled) tree used for energy production. e.g. splitwood, split billets, chips, forest pellets, faggot and firestarters, also called firewood.

Glued laminated timber (GLULAM): Type of structural product composed of several layers of dimensioned timber glued together, also called glulam or manufactured trusses.

Greaseproof paper: Paper that is impermeable to oil or grease and is normally used in cooking or food packaging.

Gum resin: Solid form of resin, produced by heating fresh liquid resin to vaporize the volatile liquid terpene components.

Hammock: Sling suspended between two points, used for swinging, sleeping or resting.

I-joist: An I-Joist comprises a web and two flanges. The web (typically OSB or plywood) is sandwiched between a top and bottom flange (typically LVL or sawn lumber).

Institutional casework: Furniture of a kind used in educational and health care environments, such as schools, medical facilities, laboratories.

Laminate flooring: Multi-layer synthetic flooring product fused together with a lamination process. Laminate flooring simulates wood (or stone, in some cases) with a photographic appliqué layer under a clear protective layer. The inner core layer is usually composed of melamine resin and fibre board materials.

Laminated compressed wood: Consists of laminated veneer sheets that are densified under pressure. It is also called densified wood.

Laminated Veneer Lumber (LVL): Laminated veneer lumber consists of veneers (typically 1/7"-1/10" thickness) all running parallel to the length of product (exception that some lay-ups may require 1-2 cross plies for improved dimensional stability). LVL is commonly bonded together using exterior structural-grade adhesives that are cured under high temperature and pressure.

Laminboard: Engineered wood product that has an intermediate ply consisting of upright standing strips of peeled veneer.

Magazine: Publication generally published on a regular schedule, at least four times a year.

Moulded plywood: Formed plywood under heat and moisture for special purposes, e.g. chair seats.

Moulding: A strip of material used to cover transitions between surfaces or for decoration.

Newsprint*: Paper mainly used for printing newspapers. It is made largely from mechanical pulp and/or recovered paper, with or without a small amount of filler. Weights usually range from 40 to 52g/m² but can be as high as 65g/m². Newsprint is machine-finished or slightly calendered, white or slightly coloured and is used in reels for letterpress, offset or flexo-printing.

Non-timber forest product: All forest products except timber, including other materials obtained from trees such as resins and leaves, as well as any other plant and animal products. Examples include, but are not limited to, seeds, fruits, nuts, honey, ornamental plants and other forest products whether they were originated inside a forest system.

Notebook: Book or binder composed of pages of notes, often ruled, used for various purposes including recording notes, drawing or something like this. They are of varying sizes. Notebooks are also called notepads, writing pads, drawing pads, etc.

Paper: A material manufactured in thin, lightweight, flexible sheets from the pulp of wood or other fibrous substances, typically used for writing, drawing, or printed on, or as wrapping material.

Paperboard: A material manufactured in thick, heavy, rigid sheets from the pulp of wood or other fibrous substances, typically used for construction of corrugated or cartons. Sometimes referred to as cardboard, containerboard or boxboard.

Parallel Strand Lumber (PSL): PSL consists of long veneer strands laid in parallel formation and bonded together with an adhesive to form the finished structural section. Like LVL and glulams, this product is used for beam and header applications where high bending strength is needed. PSL is also frequently used as load-bearing columns.

Parquet flooring: Geometric mosaic of solid wood pieces used for flooring.

Particleboard: Engineered wood product manufactured from wood particles (mainly shavings), also called chipboards.

Poster: Printed paper designed to be attached to a wall or vertical surface.

Pressboard: Board made by compressing layers of paper together.

Railway sleeper/tie: A railroad tie/railway tie (North America), or railway sleeper (Europe) is a rectangular piece of wood used as a base for railroad tracks.

Rolled thermal paper: Thermographic paper in roll (e.g. paper roll used for cash register).

Roundwood: Felled, limbed, if applicable cross-cutted and if applicable debarked wood as raw material for the subsequent manufacturing. E.g. sawmill wood, veneering wood, sleeper timber, pole timber and industrial timber.

Shaving: Fine particle of wood produced as a by-product of sawing, also called sawdust or sawings.

Slab: The outer part with rough edge of a log, produced during sawing.

Smooth-surface panels: The surface layer of the particleboard consists of fibres.

Soil conditioner: Material used to improve the physic-chemical and biological qualities of soil.

Stool: A kind of chair without back or arm rests.

Substrates for plants: Growing medium for plants.

Technical cork stopper: Stoppers that consist of a very dense agglomerate cork body with natural cork disks glued on one or both ends.

Thermographic paper: Paper that changes its colour on heating.

Timber: Wood in any of its stages from felling through readiness for use as structural material for construction or wood pulp for paper production. In this classification timber is a term also used for sawn wood products.

Translucent paper: Paper that allows light to pass through diffusely.

Uncoated paper: Paper that does not have any kind of coating such as clay or latex applied to it. Uncoated paper is typically used for copy or printing paper.

Veneer: Thin slices of wood, thinner than 6 mm.

Veneer plywood: Plywood that consists of only parallel veneer layers.

Veneer strip: The breadth of veneer strips is up to 80 mm.

Wrapping papers*: Papers whose main use is wrapping or packaging made from any combination of virgin or recovered fibres, bleached or unbleached. They may be subject to various finishing and/or marking processes. Included are sack kraft, other wrapping krafts, sulfite and grease-proof papers.

Wood flour: Wood flour is pulverized wood. The consistency is fairly equal to sand or sawdust, but can vary ranging in size from a fine powder to roughly the size of a grain of rice.

Wood wool: A thin but elastic wood fibre produced during planning, also called excelsior.

* Definitions from CEPI - Confederation of European Paper Industries.

FSC Product Classification

The table below provides the Product Type nomenclatures that shall be used by Certificate Holders for the classification of FSC Product Groups, in accordance with the requirements of *FSC-STD-40-004 FSC Standard for Chain of Custody Certification*.

WOOD PRODUCTS

Level 1	Level 2	Level 3	Examples
W1 Rough wood	W1.1 Roundwood (logs)		
	W1.2 Fuel wood		
	W1.3 Twigs		
W2 Wood charcoal			E.g. Barbecue charcoal
W3 Wood in chips or particles	W3.1 Wood chips		
	W3.2 Sawdust		
	W3.3 Wood shavings		
	W3.4 Wood wool		
	W3.5 Wood flour		
	W3.6 Wood pellets		
	W3.7 Sawdust briquettes		
W4 Impregnated/treated wood	W4.1 Impregnated roundwood		
	W4.2 Impregnated railway sleepers/ties		
	W4.3 Treated dimensional lumber, timber or plywood	W4.3.1 Treated glued laminated timber	
		W4.3.2 Treated finger jointed lumber	
W5 Solid wood (sawn, chipped, sliced or peeled)	W5.1 Flitches and boules		
	W5.2 Solid wood boards		E.g. Lumber core, rough-cut lumber, blockboard, stave core board
	W5.3 Beams		
	W5.4 Planks		
	W5.5 Poles and piles		
	W5.6 Railway sleepers/ties, not impregnated		E.g. Railroad tie
	W5.7 Raw wood for parquet flooring		E.g. Wood blocks, friezes, strips.
	W5.8 Slabs and edgings		
	W5.9 Pencil slats		
W6 Products from planing mill	W6.1 Dimensional timber and lumber, finished		
	W6.2 Non-dimensional timber and lumber		

	W6.3 Boards, finished		
W7 Veneer	W7.1 Peeled veneer		
	W7.2 Sliced veneer		
	W7.3 Sawn veneer		
	W7.4 Veneer strips		
W8 Wood panels	W8.1 Plywood	W8.1.1 Laminboard	
		W8.1.2 Veneer plywood	
	W8.2 Particleboard	W8.2.1 Melamine particleboard	
		W8.2.2 Veneered particleboard	
		W8.2.3 Oriented Strand Board (OSB)	
		W8.2.4 Smooth-surface panel	
		W8.2.5 Wood cement particleboard	
		W8.2.6 Plasterboard	
		W8.2.7 Strawboard	
		W8.2.8 Graded particleboard	
	W8.3 Fibreboard	W8.3.1 High-density fibreboard (HDF)	
		W8.3.2 Medium-density fibreboard (MDF)	
		W8.3.3 Softboard	E.g. (noise-)insulating boards
		W8.3.4 Medium-hard-fibreboard	
W9 Engineered wood products	W9.1 Finger jointed wood		
	W9.2 Laminated veneer lumber (LVL)		
	W9.3 Parallel strand lumber (PSL)		
	W9.4 Wood-wool board		
	W9.5 Solid-wood board		
	W9.6 Glued laminated timber (GLULAM)		
	W9.7 I-joists, I-beams		
	W9.8 Laminated compressed wood		E.g. Laminated wood, densified wood
	W9.9 Composite board		E.g. Cellular boards
	W9.10 Compressed wood		E.g. Resin-treated compressed wood, heat-stabilized compressed wood
	W9.11 Wood-plastic composites		
W10 Wood package and similar	W10.1 Solid wood packaging		E.g. Cases, boxes, crates, cases for jewellery or cutlery.
	W10.2 Cable-drums		
	W10.3 Pallets and skids		
	W10.4 Cooper's products		E.g. Staves, barrels, casks, vats, tubs

	W10.5 Container flooring		
W11 Wood for construction	W11.1 Doors and door frames		E.g. Flush doors, fire doors
	W11.2 Windows and window frames		
	W11.3 Stairs		
	W11.4 Dividers		
	W11.5 Flooring	W11.5.1 Laminate flooring	
		W11.5.2 Parquet flooring	E.g. Assembled parquet panels, block parquets
		W11.5.3 Plank flooring	
		W11.5.4 Wood-block flooring	
		W11.5.5 Engineered flooring	
	W11.6 Gates and garage doors		
	W11.7 Wall cladding		
	W11.8 Mouldings		E.g. MDF mouldings, softwood mouldings
	W11.9 Hot tubs and sauna		
	W11.10 Wooden insulation		
	W11.11 Window blinds, shutters and similar		
	W11.12 Houses and building elements		E.g. Prefabricated facade construction elements
	W11.13 Marine constructions, except boats		
	W11.14 Trusses and roofs		
	W11.15 Roofing tiles		E.g. Shingles, shakes.
W12 Indoor furniture	W12.1 Cabinet		
	W12.2 Custom furniture		E.g. Custom cabinetry, built-in desks, counters, etc.
	W12.3 Tables		
	W12.4 Beds		
	W12.5 Couches and armchairs		
	W12.6 Chairs and stools		
	W12.7 Office furniture		
	W12.8 Institutional casework		E.g. Furniture for laboratories, schools, hospitals.
	W12.9 Wardrobes		
	W12.10 Cupboards and chests		
	W12.11 Kitchen countertops		
	W12.12 Parts of furniture		
	W12.13 Shelves		

W13 Outdoor furniture and gardening	W13.1 Garden furniture	W13.1.1 Garden tables	
		W13.1.2 Garden benches	
		W13.1.3 Garden chairs and stools	
		W13.1.4 Hammocks and hammock frames	
	W13.2 Trellis and plant support		
	W13.3 Shelters and parasols		E.g. Gazebo
	W13.4 Fences, fence stakes, pales		
	W13.5 Decking and garden sleepers		
	W13.6 Garden sheds		
	W13.7 Other outdoor furniture and gardening products		E.g. Flower boxes, palisades, wooden boxes for storing outdoor equipment
W14 Musical instruments	W14.1 String musical instruments		E.g. Violin, guitars, harps
	W14.2 Keyboard musical instruments		E.g. Piano, organs
	W14.3 Wind or mouth-blown musical instruments		E.g. Clarinet, oboe, bassoon
	W14.4 Percussions		E.g. Drums, bongos
	W14.5 Parts of musical instruments		E.g. Guitar necks
W15 Recreational goods	W15.1 Playground equipment		E.g. Roundabouts, swings, slides, cable railway, sheds and similar
	W15.2 Toys and games made with wood		
	W15.3 Sporting goods	W15.3.1 Bicycles	
		W15.3.2 Bats, sticks, poles and paddles	
		W15.3.3 Boards and skis	
		W15.3.4 Other sporting goods	E.g. Yoga blocks, wooden balls
W16 Household articles	W16.1 Wooden frames		E.g. Frames for paintings, photographs, mirrors
	W16.2 Brooms, brushes and brush handles		E.g. Brush bodies and handles, combs
	W16.3 Tableware, kitchenware and similar		E.g. Wooden spoons, chopsticks, toothpicks, pepper mills, bbq sets
	W16.4 Clothes hangers and pegs		
	W16.5 Toilet seats		
	W16.6 Matches		
	W16.7 Mousetraps		
	W16.8 Fans		
	W16.9 Ladders		
	W16.10 Bath items or accessories		E.g. Stool, bath chair, bath tub
W17 Stationery of wood	W17.1 Pens		

	W17.2 Pencils		
	W17.3 Rulers		
	W17.4 Stamps		
W18 Other manufactured wood products	W18.1 Dowels and turnery parts of wood		
	W18.2 Coffins		
	W18.3 Medical supplies made of wood		E.g. Orthopaedic products, prosthetic limbs, tongue depressors
	W18.4 Tools, tool bodies and tool handles		E.g. Hammer, axes
	W18.5 Ice pop/lolly sticks		
	W18.6 Jewellery		
	W18.7 Works of art		E.g. Wood marquetry, inlaid wood, statuettes and similar
	W18.8 Ornamental & decorative objects		
	W18.9 Wheels		
	W18.10 Boats		E.g. Sailboats, kayaks, canoes
	W18.11 Wooden lighters		
	W18.12 Wildlife and pet products		E.g. Nestboxes, birdhouses
W19 Other wood products n.e.c.*			

* The n.e.c. abbreviation means that the category includes those products “not elsewhere classified”.

PULP AND PAPER PRODUCTS

Level 1	Level 2	Level 3	Examples
P1 Pulp	P1.1 Mechanical pulp, bleached	P1.1.1 Groundwood	
		P1.1.2 Refiner pulp	E.g. RMP, TMP, CTMP
	P1.2 Mechanical pulp, unbleached	P1.2.1 Groundwood	
		P1.2.2 Refiner pulp	E.g. RMP, TMP, CTMP
	P1.3 Chemical pulp, bleached		
	P1.4 Chemical pulp, unbleached		
	P1.5 Semi-chemical pulp, bleached		
	P1.6 Semi-chemical pulp, unbleached		
	P1.7 Dissolving pulp	P1.7.1 Specialty cellulose	E.g. Microcrystalline cellulose
		P1.7.2 Cellulose derivatives	E.g. Cellulose ethers, cellulose esters, cellulose acetate, nitrocellulose
		P1.7.3 Cellophane (film)	
		P1.7.4 Rayon and other synthetic fibres	E.g. Artificial silk, textile fibres, yarn, viscose

	P1.8 Pulp from recovered paper	P1.8.1 Recovered pulp, deinked	
		P1.8.2 Recovered pulp, not deinked	
P2 Paper	P2.1 Copying, printing, communication paper	P2.1.1 Coated paper	
		P2.1.2 Uncoated paper	
	P2.2 Newsprint		
	P2.3 Wrapping and packaging paper		E.g. Sack kraft, grease-proof paper, wrapping kraits, coated kraft papers
	P2.4 Specialty paper	P2.4.1 Impregnated papers	
		P2.4.2 Photographic base papers	
		P2.4.3 Thermographic papers	E.g. Thermal transfer papers
		P2.4.4 Translucent papers	
		P2.4.5 Self-copying and carbon papers	E.g. Carbon papers, transfer papers, spirit duplicator copy papers
		P2.4.6 Cigarette papers	
		P2.4.7 Filter papers	E.g. Tea-bag tissues
		P2.4.8 Crepe papers	
		P2.4.9 Embossed paper and perforated paper	
		P2.4.10 Composite papers	
		P2.4.11 Wallpaper base	E.g. Non-printed wallpaper
		P2.4.12 Security paper	E.g. Money paper, vouchers, coupons
	P2.5 Hand-made papers		E.g. Japanese papers / washi
	P2.6 Tissue paper		
P3 Paperboard	P3.1 Uncoated paperboard		
	P3.2 Coated paperboard		E.g. Solid bleached board, solid unbleached board, white lined chipboard
	P3.3 Pressboard		
	P3.4 Paperboard laminates	P3.4.1 High-pressure laminates (HPDL, HPL)	
		P3.4.2 Low-pressure laminates (LPL)	
		P3.4.3 Continuous pressure laminates (CPL)	
	P3.5 Metalized paperboard		E.g. Transferred metalized paperboard, direct metalized paperboard, metalized film laminated paperboard, foil laminated paperboard
	P3.6 Crepe paperboard		
P4 Corrugated paper and paperboard	P4.1 Linerboard or testliner		
	P4.2 Fluting		
	P4.3 Corrugated fibreboard		

P5 Packaging and wrappings of paper	P5.1 Cardboard packaging		E.g. Colour boxes, gift boxes
	P5.2 Corrugated paper packaging		E.g. Corrugated paper boxes
	P5.3 Sacks and bags of paper		E.g. Carrier bags
	P5.4 Food wrapping paper		
	P5.5 Carton pack for beverages and liquid food		
	P5.6 Egg boxes and similar		
	P5.7 Optical disc packaging and covers		E.g. CD and DVD covers
P6 Household and sanitary pulp and paper products	P6.1 Cleaning tissues and paper towels		E.g. Towelling paper, cleansing cloth
	P6.2 Facial tissues and refreshing tissues		
	P6.3 Napkins / serviettes		
	P6.4 Toilet paper / bathroom tissue		
	P6.5 Sanitary towels, tampons, diapers and similar		
	P6.6 Tablecloths		
	P6.7 Dinnerware		E.g. Cups, plates, trays
	P6.8 Medical supplies made of pulp/paper		E.g. Ear buds/swabs, hospital gowns
P7 Stationery of paper (printed and unprinted)	P7.1 Notebooks		E.g. Exercise books
	P7.2 Pads		E.g. Letter pads
	P7.3 File folders		E.g. Manila folders, corporate folders
	P7.4 Rolled thermal paper		E.g. Receipt
	P7.5 Post and greeting cards		
	P7.6 Envelopes		
	P7.7 Gummed papers		E.g. Post-it notes
	P7.8 Adhesive labels		E.g. Parcel labels
	P7.9 Transfers		
	P7.10 Postage stamps		
P8 Printed materials	P8.1 Books		
	P8.2 Magazines		
	P8.3 Newspaper		
	P8.4 Advertising materials		E.g. Catalogues, flyers, banners, posters
	P8.5 Business cards		
	P8.6 Calendars, diaries and organisers		
	P8.7 Toys and games made with paper		E.g. Puzzles, playing cards

	P8.8 Wallpapers		
P9 Bobbins, spools, rolls and similar			
P10 Other pulp and paper products n.e.c.*			

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NON-TIMBER FOREST PRODUCTS (NTFPs)

Level 1	Level 2	Level 3	Examples
N1 Barks			
N2 Soil conditioner and substrates for plants			E.g. Bark mulch
N3 Cork and articles of cork	N3.1 Natural cork, raw or boiled		
	N3.2 Cork powder		
	N3.3 Cork granules		
	N3.4 Cork stoppers		E.g. Natural, technical, colmated, agglomerated, bartop cork and sparkling wine/champagne cork stoppers
	N3.5 Rolls and panels of compressed cork		
	N3.6 Cork disks		
	N3.7 Articles of cork		
N4 Straw, wicker, rattan and similar	N4.1 Rattan cane (rough form)		E.g. Osier branches, basketry, roofs
	N4.2 Rattan taper (clean, peeled and spitted)		
	N4.3 Decorative objects and wickerwork		
	N4.4 Rattan furniture		
	N4.5 Rattan furniture components		
N5 Bamboo and articles of bamboo	N5.1 Natural bamboo		
	N5.2 Edible bamboo		
	N5.3 Fuel bamboo		E.g. Pellets, charcoal
	N5.4 Bamboo plywood		E.g. Plywood and OSB
	N5.5 Bamboo flooring		
	N5.6 Bamboo furniture		
	N5.7 Bamboo household articles and wickerwork		E.g. Baskets, containers, curtains, mats, hats, combs, brushes, frames
	N5.8 Bamboo textiles		
	N5.9 Bamboo vinegar		
	N5.10 Bamboo pulp		

N6 Plants and parts of plants	N6.1 Flowers		
	N6.2 Grasses, ferns, mosses and lichens		
	N6.3 Whole trees or plants	N6.3.1 Christmas trees	
	N6.4 Pine cones		
N7 Natural gums, resins, oils and derivatives	N7.1 Rubber/ Latex	N7.1.1 Natural rubber	
		N7.1.2 Tyres	
		N7.1.3 Balls	
		N7.1.4 Footwear	
		N7.1.5 Rubber foam pillows and mattresses	
		N7.1.6 Balata, gutta-percha, guayule, chicle	
		N7.1.7 Other manufactured articles of rubber	
	N7.2 Gum resin		E.g. Gum arabic, gum tragacanth, gamboge, frankincense, myrrh
	N7.3 Resin and manufactured resin products		E.g. Dammar, elemi, sandarac, canada balsam, benjamin, pitch, lacquer, unguents, incense
N8 Chemical, medicinal and cosmetic products	N7.4 Tannin		
	N7.5 Essential oils		E.g. Camphor, Brazil nut oil, Copaiba Oil
	N8.1 Ethanol		
	N8.2 Medicinal plants and products		
	N8.3 Pharmaceutical raw materials		E.g. Salicylic acid, quinine, paclitaxel, betulinic acid, snakewood extract, neem
	N8.4 Cosmetics and health care products		
	N8.5 Wood vinegar		
N9 Food	N8.6 Pyroligneous acid		
	N9.1 Nuts		E.g. Brazil nuts, cashew nuts
	N9.2 Tea		E.g. Erva-mate, mate
	N9.3 Palm-hearts		
	N9.4 Mushrooms, truffles		E.g. Shiitake mushrooms, pine mushrooms
	N9.5 Fruits		E.g. Berries, açai
	N9.6 Sap-based foods	N9.6.1 Maple syrup or sugar	
		N9.6.2 Birch syrup or sugar	
	N9.7 Game		E.g. Deer, rabbit
	N9.8 Honey		
N10 Other non-timber forest products n.e.c.*			

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