

Application form for FSC and/or PEFC Chain-of-Custody Certification



Company Name	
Physical Address	
Address used on sales invoices (if different from above)	
Webpage	
FSC / PEFC Representative	
Phone number	
E-Mail address	
E-Mail for signing the licence agreement with FSC (if different from above)	
Company Identification Number	
Application for	<input type="checkbox"/> FSC Chain-of Custody (CoC) Certification (FSC-STD-40-004) <input type="checkbox"/> PEFC Chain-of Custody (CoC) Certification (PEFC ST 2002) <input type="checkbox"/> Combined FSC and PEFC Chain-of Custody (CoC) Certification

Certification Details

Type of Certification

- ☐ Single site certification (include information on additional sites or warehouses in **Annex 1**).
- ☐ Multisite / Group certification (FSC-STD-40-003) – please include details in **Annex 1**.

Type of Business / Scope:

- ☐ Trader (no processing or labelling of products) without warehouse: _____
- ☐ Trader (no processing or labelling of products) with warehouse: _____
- ☐ other business (e.g. processor, printer), state the scope of the business: _____

Is part of the process **outsourced or subcontracted?** (“Outsourcing”):
(e. g. production or storage, etc)

- ☐ No ☐ Yes If yes, provide further information in **Annex 2**.

FSC only: Is **non-certified reclaimed or recycled material** (wood or paper) used? (FSC-STD-40-007)

- ☐ No ☐ Yes If yes, provide further information in **Annex 3**

FSC only: Are non-certified materials used for the production of FSC materials? - Relevant for **FSC Controlled Wood (FSC-STD-40-005)**

- ☐ No ☐ Yes If yes, provide further information in **Annex 4**

For PEFC only: please fill Annex 5

<p>Total annual turnover of forest products and products containing wood or fibre components for the last completed fiscal year.</p> <p>For PEFC: total turnover</p>		<p><i>Complete turnover for central office and all sites included in the scope of the certificate in Annex 1.</i></p> <p><i>Values in local currency.</i></p>
<p>Last completed fiscal year (start and end)</p>		<p><i>Referring to the turnover stated above</i></p>
<p>Number of employees (including contractor workers if any)</p>		
<p>Language(s) required to interview workers or contractors in the company</p>		<p><i>Include information if any worker or contractor does not speak the national language.</i></p>

Further Information:

Is your company "blocked*" from FSC certification? (* as per FSC ADVICE-40-004-18) ☐ No / Yes: ☐

Is your company already certified according to FSC or PEFC, or was it certified in the last 5 years?

☐ No Yes: ☐ FSC, ☐ PEFC

FSC only, in case of a transfer audit, please provide your desired date for transfer: _____

Has your company cooperated with an external consultant regarding FSC or PEFC in the last 5 years?

☐ No ☐ Yes

If yes, please provide the name of the company and consultant: _____

Is your company certified against social standards (covering the FSC core labour requirements)?

☐ No ☐ Yes, standard(s):

Application form completed by:	Date:
(Name, Position, Signature)	

All relevant FSC Standards and requirements can be obtained on the FSC Website:

<https://connect.fsc.org/document-centre>

TÜV SÜD Certification Body for FSC and PEFC:

TÜV SÜD Czech s.r.o, Novodovorská 994, Prague 4, 142 21, Czech Republic, Email: fat@tuvsud.com

Terms and Conditions applicable for FSC and PEFC certification carried out by TÜV SÜD are detailed here: <https://www.tuvsud.com/cs-cz/vseobecne-a-obchodni-podminky-terms-and-conditions>

As pre-condition for an FSC certification, the applicant must sign the '**License Agreement for the FSC Certification Scheme**' via the FSC online platform.

Data processing information: Personal data will be processed for preparing an offer. Details for data processing is available online at <https://www.tuvsud.com/cs-cz/gdpr>. Please provide this information to all persons whose personal data is included in this form or attachments.

Please delete Annex 1 if not applicable!

ANNEX 1: COMPANIES WITH MORE THAN ONE SITE (including warehouses)

Information about all sites included in the scope of the certificate.

None of the sites must be “blocked” from FSC certification (see FSC database and FSC ADVICE-40-004-18).

Company Name & Address	Number of employees	<i>Annual turnover</i>	Activity / Type of business, Product Groups / COC System, Certified under social standards?
Central site:			
Site 1:			
Site 2:			
Site 3:			

In case there are more sites, add further lines in the table.

Please delete Annex 2 if not applicable

ANNEX 2: OUTSOURCING FACILITIES / SUBCONTRACTORS

The company can only include outsourcing within the scope of their certificate if it maintains legal ownership of the certified materials during the outsourced process. The applicant must ensure that none of the outsourcers are “blocked” from FSC certification (see FSC database <https://search.fsc.org/>)

Name of the Contractor and Address	Outsourced Activity	Relevant for FSC and/or PEFC?	Outsourcer audited against social standards? <i>If so, list them</i>

ONLY FSC: Part 1: If "Yes" to *at least one* of these questions, then it is LOW RISK, and you can stop here. In that case the table below (part 2) is not required.

Name of the Contractor	The product is permanently labelled or marked. (e.g. heat brand, or printed materials)	The product is palletized or otherwise maintained as a secure unit that is not broken apart during outsourcing	Outsourcer provides services that do not involve manufacture or transformation (e.g. warehousing, storage, distribution, logistics)	Is the Outsourcer FSC certified (with the scope including the outsourced products)? Please provide CoC Number

ONLY FSC: Part 2:

Name of the Contractor	Does the organization outsource all or most of the FSC manufacturing processes?	Does the contractor mix FSC different input materials (e.g. FSC 100% and Controlled Wood)?	Does the contractor apply the FSC label to the product?	Does the contractor physically return the FSC-certified product after outsourcing?

ANNEX 3: Non-Certified Reclaimed or Non-Certified Recycled Material

For FSC only, in case **non-FSC certified** reclaimed or **non-FSC certified** recycled material (according to FSC-STD-40-007) is input material to the FSC process.

Do you conduct FSC relevant supplier audits to differentiate between post and pre-consumer reclaimed material?

☐ Yes ☐ No

Number of suppliers included in a supplier audit programme for reclaimed/recycled material? _____

ANNEX 4: FSC Controlled Wood (FSC-STD-40-005) - For FSC only

Do you buy and/or sell material already claimed as "FSC Controlled Wood"?

☐ Buy ☐ Sell

Do you include material in your FSC process, which is **neither FSC certified, nor „FSC Controlled Wood“**?

☐ yes ☐ no

If Yes,

1. From **which countries** / supply areas do you source this material?
 2. What is the **FSC "risk" rating** for these countries / supply areas? ("low", "unspecified" or "specified" risk)
 3. **How many suppliers** deliver wood from districts with "unspecified" or "specified" risk?
 - a) Please **submit a list** with the non-certified suppliers, and list their activity (e.g. forest owner, sawmills, trader, etc)
 - b) In case the suppliers are not Forest Management Organizations, please **list the sub-supplier** and their activities, in order to be able to identify the actual origin of the material
 - c) Include information on the **"risk of mixing"** for each supplier (and sub-supplier if applicable)
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Please delete Annex 5 if not applicable

PEFC only: Annex 5: Details on the PEFC chain of custody system

Site	Products (Please list all relevant)	Chain of custody method to be applied	Origin of timber <i>in case of</i> <u>uncontrolled material</u>	Will the PEFC Logo be applied? (yes / no)
		<input type="checkbox"/> Physical separation method <input type="checkbox"/> Percentage method <input type="checkbox"/> Credit method		
		<input type="checkbox"/> Physical separation method <input type="checkbox"/> Percentage method <input type="checkbox"/> Credit method		

(if necessary, copy additional lines in case of more sites)

Review of Application for FSC and/or PEFC Chain-of-Custody Certification

Review of the application form by FSC or PEFC Lead Auditor or another eligible person:

Application of company: _____

Audit time for single FSC <u>and/or</u> PEFC certification [in hours]: total (hours onsite + hours offsite) For complex audits (multisite, outsourcers, Controlled Wood, or reclaimed material) please use the detailed template for "audit time calculation"					
	Certification Audit	1. Sur-veillance	2. Sur-veillance	3. Sur-veillance	4. Sur-veillance
FSC					
PEFC					
TOTAL					

☐ **Application approved:** conditions for conducting an FSC audit are met and TÜV SÜD is able to perform this audit.

With my signature I confirm that the audit time as indicated in the table above, or in case of complex audit in the detailed template for "audit time calculation", are adequate for the company based on the information that the company provided in the "application form".

I further confirm that:

- a. the information about the applicant and its COC processes is sufficient for planning and conducting the audit;
- b. the scope of certification is defined;
- c. the certification body has the competence, capability and resources to perform the required certification activities.
- d. Neither the applicant, not any outsourcers, sites or group members listed in the application are "blocked" from FSC certification. (See FSC database and FSC ADVICE-40-004-18).

☐ **Application rejected**, e.g. in case of a "blocked" applicants, sites or outsourcers, or an applicant with a currently "suspended" FSC certificate, etc. Add an explanation, in case of rejection:

Date:

Name:

Signature: