

# SCS Forest Conservation Program Chain-of-Custody Certification Application Form

Please type your answers in the right-hand column, save the form, and send back to SCS. Brief answers are sufficient.

I. GENERAL COMPANY INFORMATION	
<b>1. Legal Company Name</b> (as it would appear on the certificate)	
<b>2. Other Names</b> (if any)	
<b>3. Company Legal Status</b> (e.g., Inc., LLC, etc.)	
<b>4. Primary Site Address</b> Street City, State/Province, Postal Code Country	
<b>5. Contact Person</b>	
<b>6. Title/Position</b>	
<b>7. Telephone</b>	
<b>8. Fax</b>	
<b>9. Email</b>	
<b>10. Website</b>	
<b>11. Description of Company Products and Activities</b>	

II. SITE INFORMATION					
<p><b>12. Business Category</b> (please check all that apply)</p>	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <p><b>Trader</b></p> <p><input type="checkbox"/> Broker <i>(does not take physical possession of product)</i></p> <p><input type="checkbox"/> Wholesaler <i>(takes physical possession of product)</i></p> <p><input type="checkbox"/> Retailer <i>(sale of finished goods)</i></p> </td> <td style="width: 50%; vertical-align: top;"> <p><b>Manufacturer</b></p> <p><input type="checkbox"/> Primary manufacturer <i>(uses round wood (logs) as input)</i></p> <p><input type="checkbox"/> Secondary manufacturer <i>(all other manufacturing)</i></p> <p><input type="checkbox"/> Printer <i>(manufacturer of printed matter)</i></p> </td> </tr> <tr> <td colspan="2"> <p>Will you make any changes to FSC traded products, either directly or through outsourcing?  <input type="checkbox"/> Yes    <input type="checkbox"/> No</p> </td> </tr> </table>	<p><b>Trader</b></p> <p><input type="checkbox"/> Broker <i>(does not take physical possession of product)</i></p> <p><input type="checkbox"/> Wholesaler <i>(takes physical possession of product)</i></p> <p><input type="checkbox"/> Retailer <i>(sale of finished goods)</i></p>	<p><b>Manufacturer</b></p> <p><input type="checkbox"/> Primary manufacturer <i>(uses round wood (logs) as input)</i></p> <p><input type="checkbox"/> Secondary manufacturer <i>(all other manufacturing)</i></p> <p><input type="checkbox"/> Printer <i>(manufacturer of printed matter)</i></p>	<p>Will you make any changes to FSC traded products, either directly or through outsourcing?  <input type="checkbox"/> Yes    <input type="checkbox"/> No</p>	
<p><b>Trader</b></p> <p><input type="checkbox"/> Broker <i>(does not take physical possession of product)</i></p> <p><input type="checkbox"/> Wholesaler <i>(takes physical possession of product)</i></p> <p><input type="checkbox"/> Retailer <i>(sale of finished goods)</i></p>	<p><b>Manufacturer</b></p> <p><input type="checkbox"/> Primary manufacturer <i>(uses round wood (logs) as input)</i></p> <p><input type="checkbox"/> Secondary manufacturer <i>(all other manufacturing)</i></p> <p><input type="checkbox"/> Printer <i>(manufacturer of printed matter)</i></p>				
<p>Will you make any changes to FSC traded products, either directly or through outsourcing?  <input type="checkbox"/> Yes    <input type="checkbox"/> No</p>					
<p><b>13. Size Class of Business</b></p>	<p>This information is used to calculate the FSC Accreditation Administration Fee and is considered confidential. Please indicate the size class of the site to be certified based on the total annual sales (in US dollars) of products containing wood/fiber/paper components (both certified and non-certified). If multiple sites are covered under a single certification, combine the total annual sales of all sites to determine class size.</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <p><input type="checkbox"/> <b>Class 1</b> <i>(Less than US \$200,000 in sales)</i></p> <p><input type="checkbox"/> <b>Class 2</b> <i>(US \$200,001 to \$1,000,000 in sales)</i></p> <p><input type="checkbox"/> <b>Class 3</b> <i>(US \$1,000,001 to \$5,000,000 in sales)</i></p> <p><input type="checkbox"/> <b>Class 4</b> <i>(US \$5,000,001 to \$25,000,000 in sales)</i></p> </td> <td style="width: 50%; vertical-align: top;"> <p><input type="checkbox"/> <b>Class 5</b> <i>(US \$25,000,001 to \$100,000,000 in sales)</i></p> <p><input type="checkbox"/> <b>Class 6</b> <i>(US \$100,000,001 to \$500,000,000 in sales)</i></p> <p><input type="checkbox"/> <b>Class 7</b> <i>(US \$500,000,001 to \$1,000,000,000 in sales)</i></p> <p><input type="checkbox"/> <b>Class 8</b> <i>(Greater than US \$1,000,000,000 in sales)</i></p> </td> </tr> </table>	<p><input type="checkbox"/> <b>Class 1</b> <i>(Less than US \$200,000 in sales)</i></p> <p><input type="checkbox"/> <b>Class 2</b> <i>(US \$200,001 to \$1,000,000 in sales)</i></p> <p><input type="checkbox"/> <b>Class 3</b> <i>(US \$1,000,001 to \$5,000,000 in sales)</i></p> <p><input type="checkbox"/> <b>Class 4</b> <i>(US \$5,000,001 to \$25,000,000 in sales)</i></p>	<p><input type="checkbox"/> <b>Class 5</b> <i>(US \$25,000,001 to \$100,000,000 in sales)</i></p> <p><input type="checkbox"/> <b>Class 6</b> <i>(US \$100,000,001 to \$500,000,000 in sales)</i></p> <p><input type="checkbox"/> <b>Class 7</b> <i>(US \$500,000,001 to \$1,000,000,000 in sales)</i></p> <p><input type="checkbox"/> <b>Class 8</b> <i>(Greater than US \$1,000,000,000 in sales)</i></p>		
<p><input type="checkbox"/> <b>Class 1</b> <i>(Less than US \$200,000 in sales)</i></p> <p><input type="checkbox"/> <b>Class 2</b> <i>(US \$200,001 to \$1,000,000 in sales)</i></p> <p><input type="checkbox"/> <b>Class 3</b> <i>(US \$1,000,001 to \$5,000,000 in sales)</i></p> <p><input type="checkbox"/> <b>Class 4</b> <i>(US \$5,000,001 to \$25,000,000 in sales)</i></p>	<p><input type="checkbox"/> <b>Class 5</b> <i>(US \$25,000,001 to \$100,000,000 in sales)</i></p> <p><input type="checkbox"/> <b>Class 6</b> <i>(US \$100,000,001 to \$500,000,000 in sales)</i></p> <p><input type="checkbox"/> <b>Class 7</b> <i>(US \$500,000,001 to \$1,000,000,000 in sales)</i></p> <p><input type="checkbox"/> <b>Class 8</b> <i>(Greater than US \$1,000,000,000 in sales)</i></p>				
<p><b>14. Additional Facilities to be Certified</b> (if your certificate will include more than one site, please also provide an answer to question 25)</p>	<p>Each company-owned or operated site that physically handles and/or sells FSC-certified material must be included on the certificate. Please provide the name, address, and type of production or distribution for each additional site to be included on the certificate.</p>				
<p><b>15. Other Sites that will not be Certified</b></p>	<p>Are there other company-owned/operated sites that will <b>not</b> be included on the certificate?</p>				
<p><b>16. Number of Employees</b></p>	<p>Please indicate your total number of employees (at sites seeking certification only).</p>				

<p><b>17. Outsourcing Activities</b></p>	<p>Will the company outsource any production or distribution of FSC products to third parties? If so, please provide the name, location, and a brief description of the activities undertaken.</p>
------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

<p style="text-align: center;">III. PRODUCT INFORMATION</p>	
<p><b>18. Materials Purchased (Input Materials)</b></p>	
<p><b>19. Finished Products to be Certified</b></p>	<p>For brokers/wholesalers/traders (i.e., companies who do not manufacture products), write "same as purchased".</p>
<p style="text-align: center;"><i>Answers to questions 21 through 24 are needed for manufacturers only.</i></p>	
<p><b>20. Standard or Custom Products</b></p>	<p>Do you plan to manufacture standard FSC product lines, or do you plan to manufacture on a custom basis?</p>
<p><b>21. FSC Claims on Finished Products</b></p>	<p>Have you assessed whether you can make a product that qualifies for an FSC claim? <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Please check all FSC claims you wish to make on your certified products.</p> <p><input type="checkbox"/> FSC Pure    <input type="checkbox"/> FSC Mixed    <input type="checkbox"/> FSC Recycled    <input type="checkbox"/> Controlled Wood</p> <p><input type="checkbox"/> Not Sure</p> <p>Comments:</p>
<p><b>22. Availability of Certified Input Materials</b></p>	<p>Have you located suppliers of FSC-certified material inputs/components? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Do you plan to manufacture FSC-certified products containing non-FSC, non-controlled wood/fiber inputs? (If so, certification against additional standards may be required.) If yes, please describe.</p>
<p><b>23. Manufacturing System</b></p>	<p>Please indicate which manufacturing system you intend to use (ref. FSC-STD-40-004 v2-0 §7, 8, &amp; 9).</p> <p><input type="checkbox"/> Transfer System    <input type="checkbox"/> Percentage System (    %)    <input type="checkbox"/> Credit System</p> <p><input type="checkbox"/> Not Sure</p> <p>Level of Preparedness / Additional Comments:</p>

## IV. ADDITIONAL STANDARDS AND CERTIFICATIONS

<b>24. Multi-Site Certification (FSC-STD-40-003)</b>	<p>A company with multiple locations to be included on one certificate has two options for managing its Chain of Custody program:</p> <ol style="list-style-type: none"> <li>1. The company may allow each site to administer its own program. SCS will conduct audits of all participating sites.</li> <li>2. The company may administer the program from a central office. The central office must implement a set of internal procedures that includes annual internal audits of <i>all</i> participating sites and which will therefore allow SCS to conduct audits of a <i>sample</i> of the participating sites.</li> </ol> <p>If you are certifying multiple locations, please indicate if you have reached a decision.</p> <p><input type="checkbox"/> Each site will administer its own program    <input type="checkbox"/> Administer the program centrally  <input type="checkbox"/> Not sure</p> <p>Comments:</p>
<b>25. Controlled Wood Certification (FSC-STD-40-005)</b>	<p>Will the company seek "Controlled Wood" certification at the time of the initial evaluation? If yes, please indicate your current level of preparedness.</p>
<b>26. Recycled / Reclaimed Material Certification (FSC-STD-40-007)</b>	<p>Will the company use recycled/reclaimed material that is not FSC-certified as an input in certified products? If so, please indicate the types of recycled products and your current level of preparedness.</p>
<b>27. PEFC and/or SFI Chain of Custody Certification</b>	<p>Will the company also be seeking PEFC and/or SFI certification?</p> <p><input type="checkbox"/> PEFC    <input type="checkbox"/> SFI</p> <p>If yes, please describe any differences in products, systems, sites to be certified, etc. from your FSC program, as described above.</p>
<b>28. Other Environmental Claims</b>	<p>Are there other environmental claims you may wish to have certified? (Indoor air quality, life-cycle analysis, etc.)</p>

## V. ADDITIONAL INFORMATION

<b>29. Level of Preparedness</b>	<p>Please indicate your level of preparedness for the audit (e.g., if the company has systems in place to physically account for materials through inventory and production, if the company has been FSC-certified in the past, if key personnel are familiar with the FSC standards, if the company is ISO 9001:2000 compliant, etc.):</p>
<b>30. Desired date / time frame of certification</b>	
<b>31. Who referred you to SCS?</b>	

<b>32. Why did you decide to seek FSC certification?</b>	
<b>33. Additional information or comments:</b>	

<b>VI. AFFIRMATION</b>
<p>I state that the above information is true and correct to the best of my knowledge and that I am duly authorized to sign this application. I agree to supply any information as needed for the audit of the operation(s) and/or product(s) to be certified, and comply to the relevant standards should our company pursue and achieve certification.</p> <p>Name: Title/Position: Date: Signature:</p>

Please return this application to:  
Adam Wiskind — Program Director, Chain of Custody  
*phone:* 510.452.6391 *fax:* 510.452.6882  
*email:* [awiskind@scscertified.com](mailto:awiskind@scscertified.com)

As soon as we have processed your application, we will provide you with our proposal via email.