



Forest Conservation Program Chain-of-Custody Certification Manual

Forest Stewardship Council (FSC)
Programme for the Endorsement of Forest Certification (PEFC)
Sustainable Forestry Initiative (SFI)



Thank you for your interest in Scientific Certification Systems (SCS) Chain-of-Custody programs. We are pleased that you are considering SCS as your certifier. SCS offers fast turnaround, competitive rates, attentive service and value for your money. We have a dedicated team of professionals and a network of skilled auditors ready to assist you with all your Chain-of-Custody certification needs.

The first step in pursuing certification will be to complete an SCS Chain-of-Custody Application. You can find our application online at http://www.scscertified.com/nrc/fsc_chain_of_custody.php. Upon receipt of your application, we will scope and source the certification services requested by your company and shortly thereafter, provide you with our proposal. We also recommend that you review the following documents, which contain requirements for certification based on the Certification Programs and standards you select to comply with for chain of custody certification (available online at http://www.scscertified.com/standards_by_program_id.php?id=14):

- For Forest Stewardship Council (FSC), please review:
FSC-STD-40-004 V2-0 FSC Standard for Chain of Custody Certification
- For the Programme for the Endorsement of Forest Certification (PEFC), please review:
Annex 4: Chain of Custody of Forest Based Products – Requirements
- For the Sustainable Forestry Initiative (SFI), please review:
Annex 2: SFI Chain-of-Custody Standard and Associated Labels

In pursuing certification, key determinants of timely processing include your reviewing these documents, your preparing written procedures for review and coordinating closely with your assigned auditor to set an audit date.

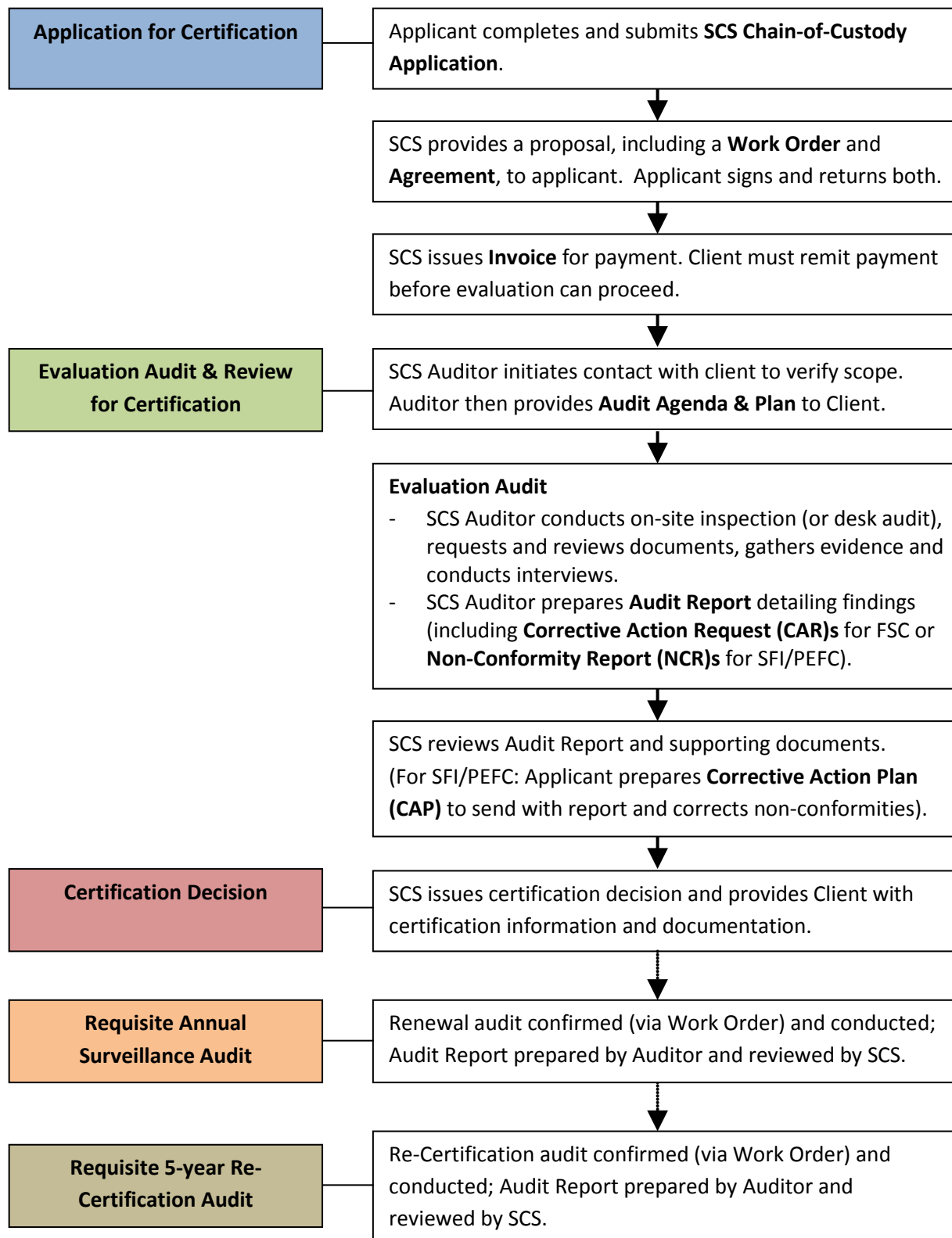
Our fees for FSC certification are based on the professional fees of our preferred contract auditors as well as their travel costs and competitive overhead rates, which cover the necessary time our staff devote to each Client. For certification to PEFC and/or SFI Chain-of-Custody Standards, which SCS offers only as an add-on to FSC certification, fees are also based on professional fees and an administrative fee. SFI chain of custody is offered by SCS in partnership with NSF (www.nsf.org).

Please contact our offices if you have any questions regarding the certification process or any other aspect of Chain-of-Custody.

SCS, Chain-of-Custody
Phone: 510.452.8000
Email: amaizlish@scscertified.com



Chain-of-Custody Certification Process Diagram





Key Terms & Resources

Certification: This is the process of determining whether a manufacturer or distributor is in conformity with the requirements of a Standard. This determination is made by SCS technical staff in collaboration with your assigned Auditor, based upon review of the Audit Report and all evidence submitted, as well as responses to correction action requests.

Corrective Action Request: A request requiring action for improvement in order to comply with the requirements of the relevant Standard(s). Resolution type and timeline are specified in the audit report.

Evaluation Audit: Inspection conducted by an SCS Auditor to determine conformity with the certification Standard, including: 1) on-site review of field and/or facility operations, involving management and worker interviews, physical inspection, documentation review, gathering of evidence, and exit interviews; and 2) generation of an Audit Report, including identification of corrective actions required.

Non-Conformity Report (NCR): Report prepared by auditor and left with Client at time of audit, listing areas of non-conformity (NC) with the Standard. Non-conformities must be addressed within the timeframe specified by the Auditor.

Corrective Action Plan (CAP): Plan prepared by Client detailing corrective actions to resolve the NCs, and preventive actions to ensure the problem will not reoccur.

Re-Certification Audit: The inspection conducted by an SCS Auditor every 5 years to determine ongoing conformity and eligibility for a renewed certificate.

Standard: The written requirements that a distributor or manufacturer must meet in order to qualify for citing specific claims about certified products sold in the marketplace.

Surveillance (Annual) Audit: The inspection conducted by an SCS Auditor to determine ongoing conformity with the certification Standard; required on an annual basis to maintain certification.

Websites

Scientific Certification Systems (SCS): www.scscertified.com

Forest Stewardship Council (FSC): www.fsc.org

Forest Stewardship Council (FSC) United States: www.fscus.org

Programme for the Endorsement of Forest Certification (PEFC): www.pefc.org

Sustainable Forestry Initiative (SFI): www.sfiprogram.org



Rights & Responsibilities

SCS Clients have a right to non-discriminatory policies and procedures. Procedures shall not be used to impede or inhibit access to applicants. SCS shall make its services available to all applicants whose activities fall within our declared field of operation. Access shall not be conditional upon the size of the Client's operations, nor shall certification be conditional upon the number of certificates already issued. The criteria against which the products of a Client are evaluated shall be those outlined in specified Standards. Chain of Custody certificates are valid for five (5) years subject to annual surveillance audits. SCS shall confine requirements, evaluation and decision on certification to matters specifically related to the scope of the certification scheme(s) being considered. SCS reserves the right to suspend, withdraw or terminate certificates as an accredited body. Reasons for suspension, withdrawal and termination include, but are not limited to: unwillingness or inability to correct non-conformities, unwillingness or inability to meet financial or contractual arrangements; misusing or damaging the integrity of the SCS or relevant governing body trademarks; intentional violation of requirements; or association with fraud.

According to the regulations dictated by Chain-of-Custody Standards and SCS policy, SCS contracted Clients shall:

1. not make any forward claims prior to issuance of a Chain-of-Custody certificate;
2. always comply with the relevant provisions of the certification program;
3. make all necessary arrangements for the conduct of the evaluation, including provision for examining documentation and access to all areas, records (including internal audit reports) and personnel for the purposes of evaluation (e.g. testing, inspection, assessment, surveillance, reassessment) and resolution of complaints;
4. make claims regarding certification only in respect of the scope for which certification has been granted, and notify SCS immediately of any changes in scope;
5. not use its product certification in such a manner as to bring the certification body into disrepute and does not make any statement regarding its product certification which the certification body may consider misleading or unauthorized;
6. upon suspension, termination or withdrawal of certification, discontinue its use of all advertising matter that contains any reference thereto and return any certification documents as required by the certification body;
7. use certification only to indicate that products are certified as being in conformity with specified Standards;
8. endeavor to ensure that no certificate or report nor any part thereof is used in a misleading manner;
9. in making reference to its product certification in communication media such as documents, brochures or advertising, comply with the requirements of the certification body.

For additional information concerning SCS Client rights and responsibilities, please visit our Corporate Policies page on the SCS website.