

SCS FOREST CONSERVATION PROGRAM

ACCREDITATION
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Forest Stewardship Council A.C.
FSC-ACC-003

Basic Information for Evaluation for Forest Stewardship Council Chain-of-Custody Certification (Brief answers are sufficient)

I. GENERAL COMPANY INFORMATION									
1.	Legal company name: <i>(as it would appear on the Chain-of-Custody certificate)</i>								
2.	Other names, if any:								
3.	Name of contact person:								
4.	Title and/or position:								
5.	Primary address:								
6.	Telephone:								
7.	Fax:								
8.	E-mail:								
9.	Website:								
10.	Indicate the category that best applies to your business:								
	<table border="0"> <thead> <tr> <th>DISTRIBUTION</th> <th>MANUFACTURING</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/> Broker/trader Does not take physical possession</td> <td><input type="checkbox"/> Primary manufacturer Uses round wood (logs) as input</td> </tr> <tr> <td><input type="checkbox"/> Wholesaler/trader Physical possession, no re-manufacturing</td> <td><input type="checkbox"/> Secondary manufacturer All other manufacturing</td> </tr> <tr> <td><input type="checkbox"/> Retailer Sale of finished goods</td> <td><input type="checkbox"/> Printer Manufacturer of printed matter</td> </tr> </tbody> </table>	DISTRIBUTION	MANUFACTURING	<input type="checkbox"/> Broker/trader Does not take physical possession	<input type="checkbox"/> Primary manufacturer Uses round wood (logs) as input	<input type="checkbox"/> Wholesaler/trader Physical possession, no re-manufacturing	<input type="checkbox"/> Secondary manufacturer All other manufacturing	<input type="checkbox"/> Retailer Sale of finished goods	<input type="checkbox"/> Printer Manufacturer of printed matter
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11.	Short description of company products and activities:								

II. FACILITIES TO BE INCLUDED ON CERTIFICATE

12. **Additional facilities to be certified:**

Each company-owned or operated facility that handles FSC certified material must be included on the certificate. Indicate the following for each facility: Name, address, type of production or distribution, and whether the facility will sell FSC product direct to customers. You do not need to list multiple buildings at a single location unless they conduct sales separately.

13. Are there **other facilities** that will not be on the certificate?

14. Total number of **employees** at facilities to be certified:

15. **Multi-site** Certification:

Companies with multiple locations may opt to administer the Chain of Custody program centrally, or have each site administer its own program. Indicate if you have reached a decision:

16. Will the company **outsource** any production or distribution of FSC products to third parties?

17. **Size Class** of business:

This information is used to calculate the annual FSC accreditation fee, and is considered confidential. Please indicate the Size category of the operation(s) to be certified, based on your company's total annual sales of wood/fiber/paper products, including sales of both certified and non-certified products:

<input type="checkbox"/>	Class 1: Less than \$200,000 US sales	<input type="checkbox"/>	Class 4: \$5,000,000 to \$25,000,000 sales
<input type="checkbox"/>	Class 2: \$200,000 to \$1,000,000 sales	<input type="checkbox"/>	Class 5: \$25,000,000 to \$100,000,000 sales
<input type="checkbox"/>	Class 3: \$1,000,000 to \$5,000,000 sales	<input type="checkbox"/>	Class 6: Greater than \$100,000,000 sales

III. PRODUCTS TO BE CHAIN OF CUSTODY CERTIFIED

a. Inputs and Outputs

18. **Input** materials: *(e.g. logs, lumber, panel products, chips, paper)*

19. Does company have **systems** to physically account for material through inventory and production?

20. Types of **finished products** to be certified:

If certificate will be for distribution only, write "distribution only". For printing, write "printed matter".

b. Information Needed for Manufacturers Only

21. Do you plan to manufacture on a custom basis, or do you plan to manufacture standard FSC product lines?
22. Have you assessed which FSC claims you plan to make?
e.g. FSC-Pure, FSC-Mixed, FSC-Recycled
23. Will you manufacture FSC products that use both certified and non-certified inputs?
24. If you plan to use the optional **Percentage System**, please indicate the estimated percentage of certified content in the final product.
25. If you plan to use the optional **Credit System**, please indicate your level of preparedness in developing these systems.

IV. ADDITIONAL STANDARDS AND CERTIFICATIONS

26. Will the company seek **Controlled Wood** certification under FSC-STD-40-005? If yes, please indicate whether you have completed any of the work already.
This is required of all companies that use non-FSC inputs in the manufacture of FSC-Mixed products. If you are not sure whether this applies to your company, write "not sure".
27. Does the company buy **recycled** material that is not already certified and plan to use it in the manufacture of FSC products?
28. Will the company also seek **PEFC or SFI** certification?
If yes, we will provide a supplemental application on request.
29. Are there other **environmental claims** that you may wish to have certified?
e.g. recycled content claims, indoor air quality, life-cycle analysis, salvage wood.

V. AUDIT PLANNING

30. Level of **preparedness** for the audit
For example, is the company ISO 9002 compliant, can the company track inputs through production and sales, are key personnel familiar with the FSC certification standard, has the company already written its FSC procedures and/or been previously certified?

31. Distance of primary facility from major airport :
32. Desired date/time frame of inspection :
33. Desired date/time frame of certification :
34. Are there other companies that may wish to seek FSC certification? e.g. vendors, manufacturing partners, or customers.
35. Who referred you to Scientific Certification Systems?
36. Why did you to decide to seek FSC certification?
37. Additional information or comments

VI. AFFIRMATION

I, _____ (first and last name), state that the above information is true and correct to the best of my knowledge, and agree to supply any information as needed for audit of the operation and/or products to be certified.

Signature _____ Date _____

Please send to (*preferably via email*):

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