

Appendix 1 – Guidance (*separate*)

Dutch Timber Procurement Requirements, Category B evidence

Checklist 1: Supply chain information Guidance Example

Product	Window frames		
Name of supplier	Contract holder (last stage in the CoC)	Government dept	Agency for Military constructions. Ministry of Defence
Contact person	Mr A. Bartels	Contract number	MD 24/abc/14052009
Contact Details	Address, telephone , e-mail	Date	14-5-2009

Supply chain stage	Supply chain description		Indication of compliance for each criterion (refer to CoC matrix) Yes Partly No n.r. not relevant	Mechanism for verification First party verification: suppliers check themselves. Self declaration. Second party verification: customers check their suppliers Third party verification: independent organisation (auditor) checks the supplier.	Evidence available or provided Self declaration Second party report Audit report of third party
	Type of company and process	Location, name and contact address			
Forest	Forest manager; producing sawlogs and pulpwood	South Finland; <i>name of the forest and contact address</i>	C 1.3 yes C 1.4 n.r. C 1.5 n.r. Explanation for C 1.4 and C 1.5: all logs come from one forest. The forest could be certified or not.	First party verification (as example) Forest manager shows harvesting and sales reports.	Self declaration report. The report must convincibly assure compliance with C 1.3; C 1.4 and C 1.5 or clarify non relevance.
Stage 1	Saw mill Sawlogs processed by chip and saw mill. Output sawn timber and chips	<i>Location, name of the mill and contact address</i>	C 1.3 yes C 1.4 yes C 1.5 partly C 1.5 is partly covered because, for example, the sawmill does not differentiate between SFM certified and Legal certified.	Third party verification (as example). Saw mill manager provides available management information	Audit report . The report must convincibly assure compliance with C 1.3; C 1.4 and C 1.5 or clarify non relevance.

Stage 2	Importer timber trader Imported specified sawn timber	<i>Location, name of the company and contact address</i>	C 1.3 yes C 1.4 yes C 1.5 yes	Second party verification (as example). Importer provides available management information	Verification report of second party. The report must convincingly assure compliance with C 1.3; C 1.4 and C 1.5 or clarify non relevance.
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Note: Please use as many 'Stages' as necessary. A composite product will require the completion of more than one Checklist. The first stage is the stage from where the chain of custody is broken. If the forest management itself is not certified, the information starts with the forest itself.

Stage 3	Carpenter company Fixes wooden frames	<i>Location, name of the company and contact address</i>	C 1.3 yes C 1.4 n.r. C 1.5 n.r . Explanation for C 1.4 and C 1.5: The company does not mix sawn wood with other wood.	Second party verification (as example). The carpenter company makes available purchase orders and delivery notes.	Verification report of second party. The report must convincingly assure compliance with C 1.3; C 1.4 and C 1.5 or clarify non relevance.
Stage 4 Final	Construction company and Contract holder	<i>Location, name of the company and contact address</i>	C 1.3 yes C 1.4 n.r. C 1.5 n.r. Explanation for C 1.3, C 1.4 and C 1.5: The contract holder buys only from one carpenter company	Third party verification (as example) random sampling. .Contract holder provides available management information, a due diligence system and procurement and sales registers.	Audit report . The report must convincingly assure compliance with C 1.3; C 1.4 and C 1.5 or clarify non relevance.
Stage 5			C 1.3 C 1.4 C 1.5		

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CoC assessment matrix Category B (Integral part of checklist 1 Supply chain)

To be completed for every stage in the chain of custody after the chain has been broken.

Reference to the relevant checklist Checklist 1 Name of Forest	Forest or stage nr.	
	Name of the link Type of the link, processor, transporter	
Criteria	P 1. A Chain of Custody (CoC) must be in place from the forest unit of origin to the final point of sale, which provides a link between the wood in the product or product line and forest unit of origin.	Description of the mechanisms which are in place to comply with the criteria
Organisation	C 1.3 Each individual organisation in the CoC registers quantities and the names of the organisations from which it purchases timber and to which it sells timber.	Procurement and sales registers Note: the company may have only one supplier, in which case C1.3 will be met.
Legal sources	C 1.4 If the timber in question is mixed with non-certified material, the non-certified material is covered by a verifiable system to ensure that it is from non-disputed, at least legal sources. This applies to new-, including pre-consumer recycled material, and post-consumer recycled material. Guidance: For post-consumer recycled material it is sufficient if its status as post-consumer material is ascertained by the verifiable system; the legality of the origin of the timber is not taken into account. In contrast, for pre-consumer recycled material the legality of the origin must be ascertained by the verifiable system.	A due diligence system for verification Note: the company may buy only SFM and legal certified timber and timber products, in which case C 1.4 will be met.
	C1.5 The timber and wood products in question are administratively separated from timber from other sources. Timber and wood products in question are also physically separated from timber from non-verified (legal) sources.	Procurement and sales registers. Physical separation or at least identification must be demonstrated by wood handling procedures.

The relevant criteria have the same numbers as in the Category A standard and have, where appropriate, been slightly modified to be applicable to non-certified timber and wood products.

C 1.4 and C1.5 have been slightly modified from the criteria used for the assessment of certification systems, (category A) for application to non-certified timber and wood products.