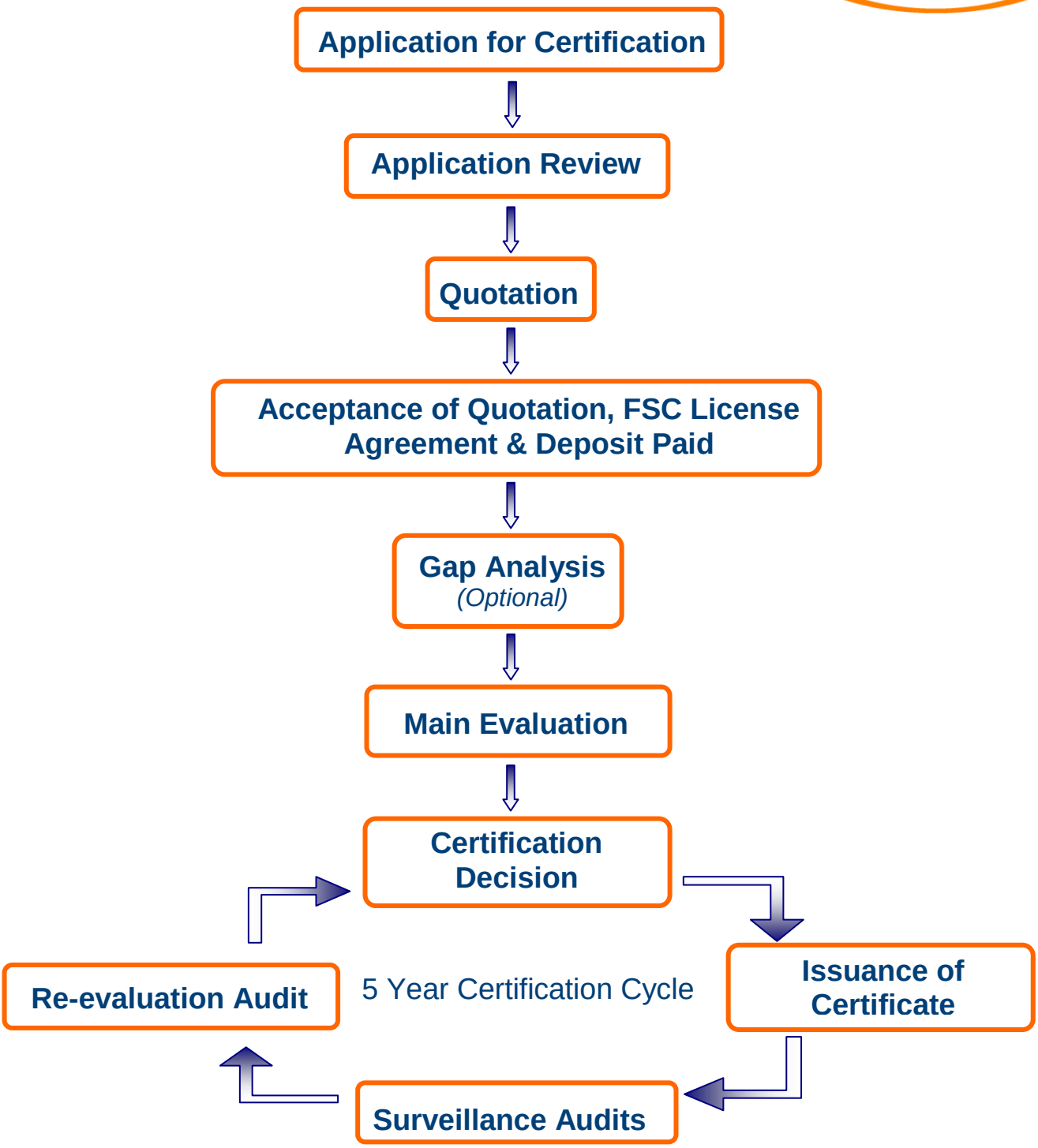
BM TRADA Certification Process – Chain of Custody (FSC / PEFC)



Summary of BM TRADA Certification Process

Application, Application Review and Quotation for Certification

We require each applicant to complete our Request for Quotation form to provide us with the necessary information to establish:

- the desired scope of certification including of product groups and sites to be evaluated
- the general features of the applicant organisation including name, addresses of all locations to be certified, significant aspects of its processes, operations, product, supplier and outsourcing information
- the standards and other requirements for which the applicant organisation is seeking certification

We will conduct a review of the information provided and based upon this information we will allocate a competent audit team, determine the audit time to plan and conduct effective audits throughout the certification cycle and finally prepare the quotation for certification. The quotation will state the audit time and costs for certification.

Note: Applicants for FSC certification shall be required to agree and sign a License agreement for the FSC certification scheme in addition to the certification contract with BM TRADA Certification.

Gap Analysis (Pre evaluation)

Gap analysis is an optional preliminary on-site audit carried out by an appointed auditor. It does not form part of the formal certification process. It can help to identify gaps that exist between the standard and your organisation's processes to establish a client's readiness for the main evaluation.

Main Evaluation

The main evaluation is carried out to analyse the critical aspects of management control required to ensure that the relevant FSC / PEFC certification standard(s) are implemented over the full range of operations and the structures and systems in place for its management. The main evaluation shall take place at the head office / central office and a sample of participating sites

The auditor will supply a written report that will provide a summary of the audit findings, conclusions, any areas of non conformance that need to be addressed and finally a recommendation for certification.

Certification Decision and Issuance of Certificate

The Certification Team will review the written report provided by the audit team, and will make a certification decision on the basis of an evaluation of the audit findings, conclusions and any other relevant information. Based upon a positive certification decision a certificate will be issued. The certificate is valid for a five year period and includes the standard to which certification has been granted, all sites and product groups included in the certification and the scope of certification.

Surveillance Audits

Following certification, onsite surveillance audits are conducted in the first, second, third and forth years of certification. The first surveillance audit is conducted approximately six months after the main evaluation. Surveillance audits are conducted so that representative areas and functions covered by the scope of the chain of custody system are monitored on a regular basis to ensure continual improvement and fulfilment of the requirements of the standard(s). In addition ongoing changes to the certified client and its system(s) are taken into account.

Note: For FSC certification BM TRADA is responsible for the ongoing approval and control of the FSC trademark.

Re-evaluation

In the fifth year of the certification cycle and prior to expiry of the certificate, an onsite re-evaluation audit is conducted. The purpose of the re-evaluation audit is to confirm the continued conformity and effectiveness of the implemented chain of custody system in its entirety. The audit shall consider the performance of the chain of custody system over the period of certification and will take into consideration the results of previous surveillance audits, complaints and stakeholder concerns.

Based upon a positive recommendation from the auditor, the Certification Team will make a decision to renew certification based upon the results of the re-evaluation audit as well as the results of surveillance audits over the period of certification. Once a decision to renew certification is made a new certificate will be issued and a new five year certification cycle begins.

For further information of chain of custody certification please refer to our chain of custody client information sheet by clicking on the link below:

http://www.bmtrada.com/CC06.9f_COC_Client_Information_Issue_4_(December_2010).pdf

Logo Requirements:

Certified organisations may use the FSC and PEFC scheme logos. Use of these logos must be compliant with the following respective standards:

FSC Logos - FSC-STD-50-001 V1-2
PEFC Logos - PEFC ST 2001:2008

Both of these standards are available from the respective websites.

Use of the BM TRADA Certification logo is available for BM TRADA certified organisations. Rules for the use of this logo are available from BM TRADA Certification website or by following the link below:

http://www.bmtrada.com/MS12.1f_Client_Guidelines_on_the_use_of_the_BM_TRADA_logos_and_certification_marks_Issue_3_(June_2010).pdf