



Global-Mark P/L

Management Document G-110

Title: **FSC® Certification**
- Chain of Custody Program

Type: **Program Information Brochure**



The mark of
responsible forestry

FSC® A000512

This Document Is External





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Program Summary Card	
Issue	Program Rules/Comments
Standard	FSC Standard for Chain of Custody
Any other relevant documentation	FSC Guidelines, Policies, Directives. Guidance Notes
Target Clients	Organisation involved in the processing or transformation or trading of forestry or wood based products
Global-Mark output document	Certificate of Approval
Other Global-Mark output document	NA
Certificate Validity Period	5 years
Certification Mark that can be used by the Client	FSC Logo (see Section 6)
Can this mark be used on product?	Yes
Periodicity of Post-Certification Reviews?	12 monthly (see Section 10.1)
Periodicity of Re-certification Review	5 years (with re-certification to be completed 3-6 months before expiry)
Steps to and Post-certification	
Application	✓
Document Review	Optional
Pre-certification Review	Optional
Certification Review	✓
Technical File Review	For Trademark approval
Follow-up Review	✓
Post-certification Review	✓

1 Why Do We Have This Document?

This document describes the Certification Program offered by Global-Mark Pty Ltd to clients seeking certification for their chain of custody operations. This document is subject to change without notice. The latest version is on our web site: www.global-mark.com.au. This document and other requirements published by FSC are subject to changes: all clients will be notified within thirty (30) days that such changes are approved by the approval body or Global-Mark.

2 References and Definitions

- The following documents are referenced to the Certification Program:
 - FSC-STD-40-004: FSC Standard for Chain of Custody Certification
 - FSC-STD-40-004a: FSC Product Classification
 - FSC-STD-40-003: Chain of Custody Certification of Multiple Sites
 - FSC-STD-40-005 Requirements for Sourcing FSC Controlled Wood
 - FSC-STD-40-007: FSC Standard for Sourcing Reclaimed Material for Use in FSC Product Groups or FSC-certified Projects
 - FSC-STD-40-006: FSC Chain of Custody Standard for Project Certification
 - FSC-STD-50-001 Requirements for use of the FSC® trademarks by certificate holders
- The following are definitions relating to FSC chain of custody:



- **ASI:** Assurance Services International (the accreditation body for FSC)
- **FSC:** Forest Stewardship Council (the scheme owner)
- **Accreditation:** Third-party attestation that a certification body has formally demonstrated that its established systems are capable of performing a specified type(s) of conformity assessment in accordance with applicable scheme-owner requirements.
- **Certification:** third-party attestation related to products, processes, systems or persons.
- **Certification Body:** body that performs conformity assessment services and that can be the object of accreditation (Global-Mark Pty Ltd).
- **Client:** the legal entity or organisation seeking or holding FSC certification and holds an agreement with Global-Mark. Also referred to as organisation.
- **Normative:** evaluative standard
- **Outsourcing:** The practice of contracting an internal business process (i.e. activities or tasks that produce a specific service or product) to another organisation.

Additional definitions can be found in FSC-STD-01-002 Glossary of Terms.

3 What is Chain of Custody?

FSC chain of custody is an information trail about the path taken by products from the forest or, in the case of recycled materials, from the reclamation site to the consumer including each stage of processing, transformation, manufacturing, and distribution where progress to the next stage of the supply chain involves a change of legal ownership.

Any change of ownership in the supply chain requires the establishment of effective chain of custody management systems at the level of the respective organisation and their verification by independent certification bodies in order to pass on FSC claims about the products they procure and sell. Developing and implementing chain of custody management systems is a way for organisations to effectively control their processing system and show their customers the origin of the material in their products. FSC certification of such management systems is designed to provide a credible guarantee to customers, whether business, government, or end consumer, that products which are sold (i.e., invoiced and possibly labelled) with a specified FSC licence code are originating from well managed forests, controlled sources, reclaimed materials, or a mixture of these. FSC chain of custody certification thereby facilitates the transparent flow of goods made from such materials through the supply chain.

An FSC chain of custody certificate provides information on the evaluated sites, processes, and product groups from which such products may originate and references the chain of custody standard(s) used in the evaluation by an FSC-accredited Global-Mark. Compliance with this standard provides a consistent, international basis for independent, third party verification of claims about the sourcing of wood/fibre material and products. It enables suppliers to demonstrate compliance with public or private procurement policies and specifications. A key objective of this standard is to provide a pathway for organisations to both enter the FSC system and/or increase the proportion of FSC-certified input material to 100%.

4 Overview of the Chain of Custody Normative Framework

All chain of custody clients are certified to FSC-STD-40-004 and FSC-STD-50-001 as the minimum. Additional normative standards are required for clients who:

- are sourcing non-FSC-certified reclaimed material for use in FSC product groups shall conform to the requirements of FSC-STD-40-007.
- are sourcing non-FSC-certified virgin material for use in FSC product groups as controlled material shall conform to the requirements of FSC-STD-40-005.
- are applying chain of custody systems across multiple sites or legal entities shall conform to FSC-STD-40-003 (where sampling and independent issuance of invoices with FSC claims is required).

Additional normative requirements are contained in Interpretations and Advice Notes available from the FSC document centre.

Persons or companies wishing to apply for project certification shall conform to FSC-STD-40-006.

5 What is needed in a Chain of Custody System (FSC-STD-40-004)?

5.1 Management System

Organisations are required to have up to date policies and procedures to meet the requirements of the normative standards. Key personnel need to be identified and trained in the implementation of the chain of custody system to ensure their competence. A management representative must be appointed who will maintain overall responsibility for conformance. Records must be maintained, produced for auditing, and retained for a minimum period of 5 years.

FSC-PRO-20-001 describes the requirements for occupational health and safety at the organisation's site(s) and the stand-alone self-declaration for the Policy of Association to be signed by the organisation. The organisation shall also have a policy (or incorporated into existing policies) encompassing the FSC Core Labour Conventions (which is available to stakeholders) and produce a self-assessment against the FSC Core Labour requirements to Global-Mark for auditing.

The organisation shall have procedures in place to acknowledge and respond to complaints from stakeholders regarding conformity to the certification requirements. Procedures shall be in place to respond to non-conforming products, where products have been sold with FSC claims that were not eligible to be sold with FSC claims.

5.2 Material Sourcing

Organisations that are sourcing FSC certified material as input into their product groups must maintain up to date information on all their suppliers. Organisations must ensure suppliers are valid and in scope for the products they are including in product groups. There must be procedures for checking material as it enters the organisation's site(s) to confirm it is FSC certified and consistent with supplied documentation.

Organisations using inputs from reclaimed material must comply with FSC-STD-40-007. Organisations using input from non-FSC certified sources must comply with FSC-STD-40-005.

5.3 Products and Records

The organisation shall identify the main processing steps involving a change of volume or weight and specify conversion factors. Material accounting records must be maintained with specific requirements relating to inputs and outputs. A volume summary report must be submitted to Global-Mark at the time of the audit. Failure to provide a volume summary at the time of the audit is treated as a major non-conformity. FSC percentage calculations and credit accounts must be maintained.

5.4 Making Sales

Sales documents issued for products with FSC claims must contain specific information, including the correct FSC claim of with FSC 100%, FSC Mix (% or credit), FSC Recycled (% or credit) or FSC controlled wood; and the organisation's chain of custody code and/or controlled wood code for products sold with a FSC controlled wood claim. Only customers that are FSC certificated can receive material with a FSC controlled wood claim. In some cases, the % and credit information can be omitted. Where sales documents are not included with the product, the delivery documentation must contain the same information as the sales documents. In some cases where clients are unable to include the claim and/or certificate code on the sales and delivery documentation, the client can submit to the Global-Mark Client Manager for approval of alternative means of communicating this information to customers e.g. supplementary letters. It must be approved by Global-Mark and meet the criteria specified in the standard. FSC allows downgrading of claims as per Figure A in FSC-STD-40-004.

5.5 Complying with Timber Legality

The client shall ensure that its FSC-certified and controlled wood products or timber products conform to all applicable timber legality legislation. Where material is imported/exported, procedures must be in

place to conform with applicable trade and custom laws and upon request be able to provide information on species and country of harvest.

5.6 FSC Core Labour Requirements

FSC have defined core labour requirements which include:

- The organisation shall not use child labour
- The organisation shall eliminate all forms of forced and compulsory labour.
- The organisation shall ensure that there is no discrimination in employment and occupation.
- The organisation shall respect freedom of association and the effective right to collective bargaining.

The organisation shall also have a policy (or incorporated into existing policies) encompassing the FSC Core Labour Conventions (which is available to stakeholders) and produce a self-assessment against the FSC Core Labour requirements to Global-Mark for auditing. The FSC standard provides a normative self-assessment that organisations should use.

5.7 Product Groups

Organisations need to define the 'product groups' for each of the products they sell according to the product type specified in FSC-STD-40-004a and the control system. Where the control system is a credit or percentage system, the product groups must also have the same conversion factors and be made of the same input material.

Annex A in FSC-STD40-004 provides examples of product groups.

5.8 Control of Claims

There are three control systems for making FSC claims, depending on the inputs and products being produced. These are transfer, percentage and credit systems.

Transfer system

This is the simplest of the three control systems. It is where the claim from the input is transferred to the output. For example, if the organisation is a primary sawmill that sources only FSC 100% roundwood logs, then all the outputs (sawn boards, dressed boards etc) will also be FSC 100%. Where there are two different inputs (e.g. FSC 100% and FSC Mix credit) then the lowest claim is applied to all the output i.e. all the outputs will be claimed as FSC Mix credit irrespective of the quantity of FSC 100% vs FSC Mix credit input. Table D in FSC-STD-40-004 provides the different combinations of inputs and the output claim under a transfer system.

Percentage System

The percentage system is an FSC control system which allows all outputs to be sold with a percentage claim that corresponds to the proportion of claim-contributing inputs over a specified claim period. Organisations using this method must also have FSC-STD-40-005 to control inputs that do not carry a FSC claim. The percentage calculation is determined by a formula contained in FSC-STD-40-004 for a specific claim period or job order.

Credit System

The credit system is an FSC control system which allows a proportion of outputs to be sold with a credit claim corresponding to the quantity of claim-contributing inputs and the applicable product group conversion factor(s). Credit accounts are like bank accounts in which additions of credit and deductions of credit are maintained. Claim contributing inputs are multiplied by the conversion factor to give an amount of credit (money in the bank). When sales are made, the credit (money) is withdrawn.

There are detailed rules governing using percentage and credit accounts, which can be complex to understand. Clients are welcome to contact Global-Mark for more information.



The client is not permitted to have two systems of control for the same product group and switch from one to another ad libitum. However, the client may decide to permanently change control systems by defining a new product group.

6 Using the FSC trademarks (FSC-STD-50-001)

- Clients are asked to submit all intended FSC trademark uses to Global-Mark via TradeMark@global-mark.com.au.
- Artwork must accompany the email request for approval.
- Trademark usage must comply with FSC-STD-50-001.
- Clients are entitled to 3 on-product trademark applications and 2 promotional applications per year free.
- After that \$30 plus GST per attachment, maximum of 5 artworks/attachments per application.
- Clients are eligible to apply for approval of a trademark use management system after 3 successful consecutive on-product applications and 2 promotional applications. Successful in this context is the trademark use was correct on initial application for approval.

7 Global-Mark's FSC Program

Global-Mark is accredited to provide FSC chain of custody including controlled wood certification worldwide, however all our auditors are based in Australia.

Global-Mark currently has a pool of qualified FSC lead auditors based in Victoria, New South Wales, and Tasmania.

Clients seeking FSC certification are required to complete a FSC questionnaire to enable Global-Mark to make an informed decision about audit costs.

Audit costs are set out in either a Letter of Offer based on the Schedule of Fees or a set fee in a Fee Proposal.

An additional fee that is charged by Global-Mark on behalf of FSC International, is the Annual Administration Fee (AAF) that is determined by FSC-POL-20-005. The amount charged to clients is dependent on their reported Forest Products Turnover (of all certified and non-certified forest-based material/products) for the last completed financial year. Clients must provide supporting documentation to the Forest Products Turnover, which can include:

- tax records and filings
- accounting records
- financial statements
- declaration from an accountancy firm
- management accounts showing financial general ledger coding

Failure to provide information may result in non-conformity and/or charging a higher amount.

General contract conditions and information is set out in the G-00 Welcome Pack. Important terms and conditions are contained in the Client Agreement Form which must be signed and returned to Global-Mark. Specific FSC requirements are included in this document.



8 Pre-certification Requirements

8.1 Accreditation Scope

- Global-Mark is accredited to provide chain of custody certification, including controlled wood, worldwide.
- Global-Mark cannot provide consultancy services to our clients as this presents a conflict of interest and a threat to impartiality. However, Global-Mark can provide general assistance in explaining requirements to clients.

8.2 Certification Scope

- Clients applying for FSC chain of custody certification must be a legal entity. Only one legal entity can sign the Client Agreement Form and FSC Licence Agreement.
- Only one legal entity can appear on the FSC certificate. Additional sites or entities can also appear if the client is applying for a multi-site certificate.
- Refer to Part IV of FSC-STD-40-004 or Part 7 of the Client Agreement Form for the eligibility criteria for a single, multi-site or group chain of custody certificate.
- Applicable normative certification standards include:
 - FSC-STD-40-004: FSC Standard for Chain of Custody Certification
 - FSC-STD-40-004a: FSC Product Classification
 - FSC-STD-40-003: Chain of Custody Certification of Multiple Sites
 - FSC-STD-40-005 Requirements for Sourcing FSC Controlled Wood
 - FSC-STD-40-007: FSC Standard for Sourcing Reclaimed Material for Use in FSC Product Groups or FSC-certified Projects
 - FSC-STD-50-001: Requirements for use of the FSC® trademarks by certificate holders
 - FSC-STD-40-006: FSC Chain of Custody Standard for Project Certification
- The latest versions of the normative framework are available online at: [Document Centre | Forest Stewardship Council \(fsc.org\)](https://www.fsc.org/Document-Centre)
- Specific rules and regulations relating to the applicable standards is covered in Section 5 and Section 11.
- The FSC certification database can be accessed via [FSC Public Search](https://www.fsc.org/Public-Search) where information on individual certificate holders is publicly available, including certificate scope, validity, products, public summaries etc.

8.3 Pre-contract Process

- Once contact has been made with Global-Mark through their website, a representative will be in touch with you regarding information needed to provide an accurate quote and audit duration. This is through the completion of the FSC Questionnaire or through email/direct conversation.
- A Letter of Offer or Fee Proposal will be provided for the client's consideration, along with timeframes to undertake the certification audit.
- Acceptance of the offer or proposal is provided through the signing of the Client Agreement Form and FSC Licence Agreement as explained in Section 8.4.
- All new clients must have a copy of the following documents:
 - Letter of Offer with Schedule of Fees or Fee Proposal

- Client Agreement Form
- FSC Trademark Licence Agreement
- G-00 Welcome Pack
- This Program Information Brochure (G-110)

8.4 Client Agreement and FSC Trademark Licence Agreement (TLA)

- The Global-Mark representative will email new clients the Client Agreement Form and FSC TLA.
- The Client Agreement Form is a legally enforceable contract signed by Global-Mark and the new client that details important information regarding the obligations of the client; regarding the rights of Global-Mark, FSC and ASI; and regarding the actions relating to suspensions or withdrawal of certification.
- The TLA gives the certificate holder permission to use FSC's trademarked logo. The TLA also provides the contractual acknowledgment that the organisation adheres to the FSC certification requirements.
- Both documents must be signed and returned to Global-Mark via the representative prior to the certification audit proceeding.
- Failure to have a valid TLA is treated as a major non-conformity and must be corrected within 2 weeks.

9 The Certification Process

9.1 Certification Audit

- Once the client is ready for the certification audit, the auditor will prepare an Audit Plan for the client. This will detail the dates, the scope, the auditor/s, sites to be audited and specific normative requirements to be covered during the audit.
- The auditor will visit each operational site (or sample for multi-sites) and will undertake interviews with relevant persons in order to make direct, factual observations to verify the client's conformance to all applicable certification requirements.
- Interviews shall be conducted to verify training measures and understanding of individual responsibilities at different locations across the operation under evaluation.
- Interviews with relevant persons must ensure that comments can be provided to the auditor in confidence.
- The client must ensure a sufficient sample of records (e.g. invoices, training, delivery documentation, supplier validations, trademark approvals etc.) are available to be assessed.
- The system for controlling FSC claims (transfer, credit and percentage systems) will be assessed.
- Global-Mark uses an Excel spreadsheet with checklists against each applicable requirement and details of 'open' and 'closed' audit findings. An audit report as a PDF is also issued. Clients are afforded the opportunity to correct any errors of fact to the draft audit report prior to submission to the compliance and technical review.

9.2 Issuing non-conformities

- Nonconformities are graded as either 'minor' or 'major' according to the following considerations:

Minor non-conformity (12 months to correct)

- i. it is a temporary lapse, or



- ii. it is unusual/non-systematic, or
- iii. the impacts of the nonconformity are limited in their temporal and organizational scale, and
- iv. it does not result in a fundamental failure to achieve the objective of the relevant requirement.

Major non-conformity (3 months to correct)

- i. continues over a long period of time, or
 - ii. are systematic, or
 - iii. affect a wide range of the production, or
 - iv. affect the integrity of the FSC system, or
 - v. are not corrected or adequately addressed by the client once they have been identified.
- The auditor may also identify the early stages of a problem which does not yet constitute a nonconformity, but which the auditor considers may lead to a future nonconformity if not addressed by the client. Such 'observations' are recorded in the 'Open findings' tab of the Excel review findings spreadsheet.
 - Extensions to timelines for correction can be provided under exceptional circumstances.
 - Minor non-conformities not corrected by 12 months are upgraded to majors.
 - Repeat non-conformities against the same indicator with the same root cause are automatically graded as major non-conformities.
 - The presence of five (5) or major non-conformities results in suspension of the certificate.
 - Non-conformities may be verified on-site or off-site depending on the nature of the non-conformity. E.g. it may be necessary to verify on-site to undertake interviews and assess the effectiveness of training.

9.3 Granting Certification

- A certificate to the client can only be granted if the Client Agreement and the TLA is signed and returned to Global-Mark.
- A certificate can only be (re) granted if there are NO open major non-conformities (refer to Section 9.2).
- The period of validity of FSC certification is valid for five (5) years.
- Clients are required not to make any claim of conformity (or near conformity) with FSC requirements in the area included in the scope of the evaluation until and unless a certificate is awarded, and the client has been entered into the FSC database.

10 Post Certification

10.1 Maintaining Certification

To ensure a certificate is successfully maintained, the following applies:

- Post certification audits, also referred to as surveillance audits, are undertaken annually (once per calendar year) and no later than 15 months past the last audit date.
- Four surveillance audits must be undertaken in a certificate cycle.



- Reviews may be undertaken more frequently. Factors relevant for a potential increase of frequency include, but not limited to: high number of findings from previous audits; findings not being fully addressed; change in normative requirements, facility, personnel, ownership etc.
- All fees and costs invoiced by Global-Mark must be paid in a timely manner.
- A License Agreement for the FSC Certification Scheme', where the right to use the FSC trademarks is not suspended.

Surveillance reviews, in addition to those requirements stated under Section 9.1, assesses:

- The clients continued conformance to all applicable certification requirements
- Review of the client's implementation of all applicable corrective action requests
- Review of all complaints, disputes, or allegations of nonconformities received by the organization and/or Global-Mark
- Correct use of FSC trademarks
- Any changes to the scope of the certificate, including new chain of custody operations or participating sites, in the Due Diligence System and changes in business activities
- Changes to the organization's management system
- FSC-certified production and inventory records.

NOTE: a sample of non-FSC transactions may also be required under certain circumstances.

10.2 Waiving a Surveillance audit

- A surveillance audit may be waived under the following conditions:
 - An operation or site did not perform activities under the scope of the CoC certificate (e.g. did not produce, label, or sell any FSC-certified material and did not source controlled material or sell any FSC Controlled Wood since the previous audit).
 - Global-Mark cannot waive more than two consecutive audits.
 - The client must sign a declaration as provided by Global-Mark.

10.3 Changing the Scope of Certification

- Clients are required to inform Global-Mark within ten (10) days of changes in the ownership, structure of the organization (e.g. changes in key managerial staff), certified management systems or circumstances which relate to the implementation of FSC certification requirements.
- The change of scope shall not include or result in an extension of the certification's expiry date beyond the time period for which it was originally granted.
- Where applicable, the old certificate shall be returned to Global-Mark or destroyed by the client, and a new certificate issued reflecting the change of scope.
- Changes to product groups, where the client wants to add new product or withdraw existing products, the client shall:
 - Notify the Client Manager about the change, including the product and supplier
 - Submit the updated product group list to the Client Manager
 - Complete a new Client Agreement Form
 - Wait until the product has been added to the FSC database before selling with FSC claims



11 Specific Certification Requirements under the Chain of Custody Framework

11.1 Controlled Wood Certification (FSC-STD-40-005)

- Controlled wood certification allows manufacturers to avoid the categories of wood considered unacceptable to be mixed with FSC certified wood. Its aim is to avoid sourcing illegally harvested wood; wood harvested in violation of traditional and civil rights; wood harvested in forests where high conservation values are threatened by management activities; wood harvested in forests being converted to plantations or non- forest use; and wood from forests in which genetically modified trees are planted.
- Clients must implement and maintain a due diligence system in accordance with the requirements specified in FSC-STD-40-005. A DDS is a set of processes or procedures which describes how the organisation avoids trading in wood from any of the above controlled wood categories. It includes gathering information on supply chain, risk assessment (origin and mixing) and risk mitigation.
- Clients must use the relevant risk assessment for the country they are sourcing controlled material from available in the FSC document centre.
- Stakeholder consultation undertaken by Global-Mark involving the client's interested and directly affected stakeholders is required for certification and recertification audits.
- Global-Mark may request a stakeholder database or list from the client and a copy of the public summary Due Diligence System (DDS). This is required at least 7 weeks before the re/certification audit.
- Clients are required to submit to Global-Mark a summary copy of their DDS prior to the audit and at any time the DDS is updated.

11.2 Reclaimed Material (FSC-STD-40-007)

- Organisations must comply with this standard if they want to source non-certified reclaimed materials for use in an FSC-certified product according to FSC-STD-40-004 or FSC-STD-40-006.
- Input material must meet the definition for pre-consumer and/or post-consumer reclaimed material.
- Clients must retain supplier information and validate and monitor suppliers in relation to FSC definitions and purchasing specifications.
- Where objective evidence cannot be provided to justify the classification of material, the client shall implement a 'Supplier Audit Program'.
- The organisation shall perform regular (at least annual) on-site audits of the suppliers included in the Supplier Audit Program (including overseas suppliers) based on a sampling approach.
- Global-Mark is required to undertake an on-site verification audit of a sample of suppliers unless the supplier was audited by the client in the same evaluation period.

11.3 Multi-site and Group Certification (FSC-STD-40-003)

- Refer to the Client Agreement Form for the eligibility criteria of a multi-site and group certificate.
- The central office can be a site, person, office or department.
- If Global-Mark audits all sites/entities at each audit, the client does not need to implement an internal audit program.
- Five or more major corrective action requests issued to the central office of a group or multisite by Global-Mark shall result in the suspension of the entire certificate. Five or more major corrective action requests issued to a participating site of a group or multisite certificate by Global-Mark shall result in suspension of that particular participating site but will not necessarily



result in the suspension of the entire certificate. Nonconformities identified at the participating-site level may result in nonconformities at the central office level when the nonconformities are determined to be the result of the central office's performance.

11.4 Outsourcing Contractors

- Clients that use outsourcing contractors must inform Global-Mark of new contractors about the outsourced activity, name, and contact details of the contractor.
- Global-Mark will undertake a risk analysis of the contracting arrangement to determine if the contractor is classified as low or high risk.
- Contractors that are considered high risk shall be evaluated at each audit (unless sampling applies).
- This will impact review durations. Costs associated with this additional audit(s) will be charged to the client.
- Clients must have outsourcing agreements with each non FSC certified contractors.

12 Complaints and appeals

- Refer to MSP-24 Complaints and Appeals available at <https://www.global-mark.com.au/knowledgebank/>

13 What Documents/Records Are Needed to Understand This Program

- In order to understand our program, you should also access and be aware of the following documents:
 - Client Agreement Form
 - G-00: Welcome Pack
 - Schedule of Fees or Fee Proposal



Document Information and Revision History

Document Number	G-110
Original Author(s)	Joe Fernandes
Current Revision Author(s)	Emily Silberberg

Revision History

Revision	Date	Author(s)	Notes
0	15/5/2010	Joe Fernandes	Original Release (equivalent to D3)
1	5/5/2011	Herve Michoux	Updated after FSCaudit
2	15/5/2012	Herve Michoux	Updated after FSCaudit and update in FSC-40-004 V2.1 including marking from “Pure” to “100%” and “Mixed” to “Mix” + dealing with complaints.
3	4/7/2012	Herve Michoux	Updated the logo
4	25/10/2012	Anthony Pun	Updated sub-clause numbering as per 25/10/2012 internal audit
5	4/4/2013	Vanessa Mostyn	Updated ® references throughout the document
6	8/4/2013	Herve Michoux	Minor updates from ASI audit
7	1/12/2014	Herve Michoux	Updated and publication of three revised normative Chain of Custody (COC) documents
8	26/6/2015	Wayne Tibbits	Clarify: Evaluating organizations against specific requirements - FSC Controlled Wood (according to FSC-STD-40-005 V2-1)
9	28/09/2016	Emily Silberberg	Changed FSC ® Only needs to appear the first time in the text. Updated reference to FSC-STD-40-005 V3. Checked, a few additional changes made (Trademark approval) and accepted by Forestry Program Manager.
10	12/5/2017	Meilyn Michoux	Updated formatting
11	24/02/2021	Emily Silberberg	Major review and restructure
12	7/09/2022	Emily Silberberg	Adding requirement to review majors on-site or off-site and adding AAF data collection
13	18/12/2023	Cass Burgin	Updated fees for FSC Trademark Application reviews to per attachment instead of per application.