
Global-Mark P/L

Management Document G-82

Title: **Product Certification –
Chain of custody for certified wood and forest
products – in Australia**

Type: **Program Information Brochure**



This document is external

Document Information and Revision History

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Revision History

Revision	Date	Author(s)	Notes
1	22/10/07	Herve Michoux	Original Release, Updated as D2 after Advisory Council review
2	21/12/07	Herve Michoux	Document released after JASANZ Accreditation
3	3/5/2008	Herve Michoux	Updated and added section on use of AFS logo
4	16/6/2016	Herve Michoux	Updated during JASANZ audit
5	1/10/2018	Wayne Tibbits	Update with change to Responsible Wood and include additional information for multi-site organisations

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1 Why do we have this document

This document describes the certification program offered by Global-Mark Pty Ltd to clients seeking certification to AS4707: Chain of custody for forest products. This document is subject to change without notice. The latest version is on our web site: www.Global-Mark.com.au.

2 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:

- G-00: Welcome Pack
- MSP-00: Introduction to our management systems
- MSP-01: Nomenclature and definitions
- MSP-24: Appeals
- AS4708: The Australian Forestry Standard (available from Responsible Wood free of charge)
- AS4707: Chain of custody for certified wood and forest products (available from Responsible Wood free of charge)
- PEFC ST 2002: Chain of custody of forest based products (available from PEFC)
- Responsible Wood specific rules for use of the relevant mark(s)
- Application for logo usage licence
- Chain of Custody Scheme rules by JASANZ
- Requirements for Certification Bodies operating Certification against the PEFC International Chain of Custody Standard – PEFC – ST 2003:2012

3 Certification process

This program involves:

- Client makes formal application by completing the **client agreement form**.
- Global-Mark will complete a document review of the company management system (policy and procedures addressing AS4707) and will report using a **document review report**.
- At the Client request Global-Mark may (this is optional) perform a Pre-Certification review to ensure that the system is in place and is likely to pass the Certification Review. A **pre-certification review checklist** is then issue to the Client. This activity is usually completed at the Client's office.
- At the Client request Global-Mark will then complete the on site certification review: this includes an audit of your operations, visit of sites, interview with staff, review of records, witnessing of activities. A **review report** will be issued; with **review findings** and a recommendation for or against certification will be made.
- Subject to the above review, Global-Mark will issue a **certificate of approval**.

4 Scheme Description

The objective of Program is to provide any organisation in the wood or forest products supply chain with a transparent set of requirements to implement and demonstrate conformance with system for the tracking of forest products: the origin of which must be from sustainable managed forests or controlled sources (from certified forests to end consumer via the supply chain including ownership, distribution, processing, transportation, manufacturing).

CoC Certification Program is a system that provides traceability and assurances on the origin of wood.

5 Specific program definitions

The following definitions are extracts of the JASANZ procedure or support documents. These definitions apply to our certification program:

AFS: For convenience, AS 4708:2013 Australian Standard® for Sustainable Forest Management is referred to in AS 4707 as 'Australian Forestry Standard', or by the abbreviation 'AFS'.

Chain of custody (CoC): Process of handling of information on the **material category** of **forest based products**, which allows the organisation to make accurate and verifiable claims on the content of certified material.

Program summary card	
Issue	Program rules/comments
Standard	AS4707: Chain of custody for certified wood and forest products; and/or PEFC ST 2002: Chain of custody of forest based products
Any other relevant document	NA
Target audience	Companies involved in harvesting, transportation, primary and secondary processing, manufacturing, re-manufacturing, distribution and sales of wood or forest products in Australia
Global-Mark output document	Certificate of Approval, confirming that the organisation complies with the CoC requirements, and any supplementary documentation required under the CoC system
Other Global-Mark output document	Nil
Certificate validity period	5 years
Certification mark that can be used by the client	Responsible Wood and PEFC™ logos, after application to Responsible Wood
Can this make be used on product?	Yes
Periodicity of post certification reviews?	12 monthly
Periodicity of re-certification review	5 years
Steps to and post certification	
Application	✓
Document review	✓
Pre-certification review	Optional
Certification review	✓
Product technical file review	✓
Follow-up review	✓
Post certification review	✓
Re-certification review	✓



CoC Mark: a document, tag, label, stamp or other marking that indicates that a batch of wood or forest products originates from a certified forest. Where practicable, the CoC mark is applied or affixed to the products.

Continual improvement: Process of enhancing and refining a management system to achieve improvements in overall performance in line with the organisation's management policy through monitoring, evaluation and review.

Link:

One or several stages in the manufacturing process from wood or forest product to final product and may include, but not limited to:

- the defined forest area;
- modes of transportation;
- primary and/or secondary processing facilities;
- manufacturing and re-manufacturing facilities;
- wholesale or retail yards, stores or other facilities; and
- any other intermediate point at which product is stored, processed, separated, packaged, or handled.

Note: The input and output stages in the wood or forest product flow define the link in the CoC system.

Minor nonconformance: (detected during an audit). Where there is a breach of the CoC requirements, and that breach is likely to have a minor impact on the function and intent of the CoC system. The organisation must take timely corrective action to correct all nonconformities.

Major nonconformance: (detected during an audit) Where a significant element of the CoC system is not functional, or where data has been falsified, or there is ongoing resistance to correcting minor non-conformances. The organisation must take timely corrective action to correct all nonconformities.

Misuse: Use of CoC documentation, logos, or labels, or control processes to effect outcomes that are adverse, misleading or otherwise deleterious to the implementation of this Standard.

Notification fee: An annual fee charged by Responsible Wood to certified clients and collected by the Certification Body. Fees vary depending upon the turnover of certified products originating from certified sources. They fund the operation of the Responsible Wood Certification Scheme (RWCS) key activities.

Observation (detected during an audit): Where there is opportunity to improve current practice but there is no breach of requirements, or the breach is insignificant and likely to have no impact on the function and intent of the CoC system.

Organisation: Any entity that makes claims about products and implements the requirements of this standard. Such an entity can clearly identify the supplier of its raw materials and the customer for its products.

Physical separation: A procedure in which various materials/products of different **material categories** are kept separate so that the **category** of the materials/ products used and transferred to the **customer** is known.



Processes: The application of one or more links within the certification chain.

Timely: identified non-conformances must be fully addressed within a period set, as per review findings spreadsheet.

Verify: The process or action to prove a statement or claim.

Wood and/or forest products: Includes logs, solid wood, manufactured wood and timber products, pulp and paper products, and other forest products, whether in raw material or finished form, including composite products containing such materials.

Note: Includes the applicable categories of wood raw material.

6 Specific program conditions

Who can we offer services to? To any company in Australia involved in harvesting, transportation, primary and secondary processing, manufacturing, re-manufacturing, distribution and sales of wood or forest products. It applies whether seeking certification to AS4707, PEFC ST 2002 or both.

Management System:

The organisation seeking certification must have in place a documented management system, and specifically have documented procedures for (in addition to the requirements of AS4707):

- Internal audits
- Complaints, appeals
- Corrective and Preventive Action

Refer to ISO9001 for details on these requirements: Global-Mark does not expect the organisation to have an ISO9001 style management system in place.

CoC mark: this mark is applied or affixed to the products. The right to use the CoC mark is issued by Responsible Wood to the certified organization. When issued the Certified organisation has the right to apply the mark to the batch of wood and forest products under its current control. Minimum content for the CoC mark is:

- a) Responsible Wood or related mark [PEFC], as approved or licensed by Responsible Wood Ltd;
- b) Registration number advised by Responsible Wood;
- c) Other requirements per Logo Use Rules issued by Responsible Wood and/or PEFC.

Optional content includes the name of the certified organization applying the mark, the marks of Trust-Mark.com and JAS-ANZ. See also Responsible Wood or other specific rules for use of the relevant mark(s).

The use of the CoC mark is only authorised during the period of CoC certification, and must not be used should the certification be withdrawn or suspended.

Responsible Wood will develop a CoC mark proforma and guidance on its use. Global-Mark will advise AFS each time a CoC Certificate is issued, cancelled or withdrawn. The certified organisation has the right to produce and use the CoC marks complying with the proforma and guidance under licence from AFS Ltd: this right is granted by Global-Mark Pty Ltd. The Certified organisation must seek and receive approval by Global-Mark for every CoC mark use and CoC claim, prior to the label or material being first printed and used.

Internal audits and management review: Global-Mark cannot grant certification until there is sufficient evidence to demonstrate that the arrangements for management review and internal audit have been implemented, are effective and are being maintained, and one complete internal audit and review program covering all processes of the CoC management system has been conducted.



Multi sited Clients: refer to our Guide Document: G-02 available on request to Global-Mark.

Examples of possible multisite organisations include:

- Organisations operating with franchises;
- Companies with multiple branches; or
- A group of legally independent companies.

Our role includes:

- We are responsible for verifying the whole CoC management system, and the proportion of certified wood and forest product in each link of the certification chain;
- We will validate and monitor the organization's use of CoC marks and marketing claims;
- We may cancel the organization's right to use CoC marks or make CoC marketing claims where we has transparent and sufficient reasons to conclude that misuse has occurred;
- We collect notification fees and pass these on to Responsible Wood.

Use of Responsible Wood Logo

The certified organisation must apply to Responsible Wood to use the logo. The Responsible Wood Logo can only be used by Clients who have achieved dual AS4707 and PEFC ST 2002 Certification.

Group Certifications

Refer to Appendix 2 of AS4707.

Certification based on auditing of a sample of organizations comprising a group is only permitted where all the requirements of Global-Mark document G-02 (Multi-sited Clients) can be applied to the group. For example, the legal entity referred to above must have the same authority and powers (e.g. to require all members to take corrective action) as the central office referred to in G-02.

Due to the potential complexities of group certification, the following additional criteria are set by Global-Mark.

- The “central office” should represent the certified group and contact Global-Mark for all matters.
- The client can request changes to sites covered by scope of certification, including additions and removals, by the “central office” completing a change of address details form, F008-15. This is to be returned to Global-Mark’s Customer Service and copied to the client’s Client Manager.
- Upon receiving a request to add sites, Global-Mark will decide if this can be done between audits or if there is need for a special audit or it should wait until the next scheduled audit.
- Once a site has ceased to be a member of the group, the client should inform Global-Mark immediately so that the site can be removed from the certificate.
- Any cost for changes to the scope of certification will be determined on a case-by-case basis.
- Individual sites within a producer group can ask for a separate certificate with their name displayed on page one. Any such request to Global-Mark must be made via the “central office”. Costs associated with this will be charged as per schedule of fees.

End of document