

Procedure for Sourcing Certified Timber

TW policy on FSC timber:

Through our supply chain policies and strategies we drive our procurement precedence for responsibly sourced materials e.g. FSC or ISO 14001. Timber products will be sourced from legally logged sources in all cases and we are committed to procuring timber from sustainable sources. Assurance will be provided by an approved scheme (FSC, PEFC , SFI or similar approved).

Chain of Custody – where required

What is Chain of Custody?

The chain-of-custody is the path which products take from the forest to the consumer, including all manufacturing, transformation and distribution links. Chain-of-custody certification verifies that products from certified forests are not mixed with products from uncertified forests at any point in the supply chain.

Chain-of-custody certification assures buyers and customers that the certified goods they buy are genuinely the products of a well-managed forest. A secure chain-of-custody requires that certified products are identified, segregated and accompanied by appropriate documentation at all stages.

Chain of Custody certification is required whenever a supplier carries out any material alteration to the timber/product, or whenever they take physical or legal ownership of the timber/product.

Who does what?

Who?	Responsibility?
Nic Attree, Head of Procurement	Ensure all buyers know what questions to ask suppliers to check for chain of custody Make sure group deals are with timber suppliers who can provide certified timber with full chain of custody, where required.
Procurement chairs / buyers	Check chain of custody with timber suppliers.
Materials controllers / site managers	Check chain of custody documentation for timber products delivered to site as required by audit
Suppliers	To provide complete chain of custody documentation for all timber products supplied to TW upon request.

Questions to ask suppliers:

Suppliers will need to provide a full chain of custody right through the timber supply chain back to the initial timber yard including manufacturing, transformation and distribution.

Check for a secure chain-of-custody (which shows that that certified products are identified, segregated and accompanied by appropriate documentation at all stages of the supply chain.)

Ask timber suppliers for chain of custody certificates to accompany their products.

What to check: Valid **chain of custody codes**

Example chain of custody codes: TT-COC-1671, TT-PEFC-2051

Check if the code is valid by entering into the following search functions:

FSC <http://www.fsc-info.org/english/backgre.htm>

MTCC: http://www.mtcc.com.my/mtc_scheme_certs_holders.asp

All: <http://www.certifiedwoodsearch.org/searchproducts.aspx>

Check for valid certification schemes: FSC, PEFC, CSA, SFI, MTCC

Check for valid certificates:

- Is it for the correct timber yard / supplier?
- Is it still in date?
- Does it have a valid logo (one of below)?
- Is the timber covered by the scope of the certificate?
- Is there a valid chain of custody code (coc)?

