The Basics

How to Create a Bulletproof FSC® Program

3 Documents

- List of FSC Suppliers
- List of FSC Product Lines
- Written Procedures

4 Records

- Training
- Sales Documents
- Volume Summary
- FSC Trademark Use Approvals
Example Documents

- Supplier List pg 1
- Product List pg 2
- Invoice Record pg 3
- Volume Summary pg 4
- Training Record pg 5
- Trademark Use pg 6
- Written Procedures pg 9
# EXAMPLE FSC Supplier List

<table>
<thead>
<tr>
<th>FSC CoC/FM Supplier Name</th>
<th>CoC Code</th>
<th>Date Verified</th>
<th>Product Type</th>
<th>Material Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kaster's Kustom Cutting</td>
<td>SA-COC-002372-07</td>
<td>8/10/13</td>
<td>W5, W6</td>
<td>FSC 100%</td>
</tr>
<tr>
<td>Zena Forest Products</td>
<td>SA-COC-002372-22</td>
<td>8/10/13</td>
<td>W5, W11</td>
<td>FSC Mix, FSC 100%</td>
</tr>
<tr>
<td>E Roko</td>
<td>SA-COC-002372-31</td>
<td>1/20/14</td>
<td>W8</td>
<td>FSC Mix</td>
</tr>
<tr>
<td>Collins Company</td>
<td>SCS-COC-000023</td>
<td>8/10/13</td>
<td>W6</td>
<td>FSC Mix, FSC 100%</td>
</tr>
<tr>
<td>Columbia Forest Products</td>
<td>RA-COC-000065</td>
<td>8/10/13</td>
<td>W8</td>
<td>FSC Mix</td>
</tr>
<tr>
<td>Emerson Hardwood Company</td>
<td>SCS-COC-003421</td>
<td>8/10/13</td>
<td>W6</td>
<td>FSC Mix</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Reclaimed Material Supplier</th>
<th>Address</th>
<th>Supplier Activity</th>
<th>Post or Pre-Consumer</th>
<th>Verification Method</th>
</tr>
</thead>
<tbody>
<tr>
<td>Great Big Apple</td>
<td>123 H St, Hood River, OR</td>
<td>Orchard</td>
<td>Post Consumer Waste</td>
<td>Photograph</td>
</tr>
<tr>
<td>ABC Demo</td>
<td>123 R St, Portland, OR</td>
<td>Building Demo</td>
<td>Post Consumer Waste</td>
<td>Reclaimed Material Form + Photo</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Controlled Material Supplier</th>
<th>Address</th>
<th>Species/Volume</th>
<th>Description of wood</th>
<th>Origin or Hauling Radius</th>
</tr>
</thead>
<tbody>
<tr>
<td>John Thompson (neighbor)</td>
<td>567 Farmer Lane, Salem, OR</td>
<td>Walnut logs 3 x 8'</td>
<td>Windbreak salvaged tree</td>
<td>567 Farmer Lane, Salem, OR</td>
</tr>
<tr>
<td>Smith Logging and Sort Yard</td>
<td>567 J Lane, Salem, OR</td>
<td>Oak logs 1,000 bf</td>
<td>Gate wood</td>
<td>400 miles (See Economic Justification)</td>
</tr>
</tbody>
</table>
### Example One - ABC Custom Cabinets and Design

<table>
<thead>
<tr>
<th>FSC Product Group</th>
<th>Designation</th>
<th>Product Type</th>
<th>Species</th>
<th>Input Material</th>
<th>System</th>
<th>Waste</th>
<th>Sites</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cabinets &amp; Casework</td>
<td>FSC Mix 70%</td>
<td>W12.11</td>
<td>N/A</td>
<td>FSC Mix Credit, FSC Mix 70%</td>
<td>Transfer</td>
<td>20%</td>
<td>In house</td>
</tr>
<tr>
<td>Moulding</td>
<td>FSC Mix Credit</td>
<td>W11.8</td>
<td>N/A</td>
<td>FSC Mix Credit</td>
<td>Transfer</td>
<td>25%</td>
<td>In house</td>
</tr>
<tr>
<td>Moulding</td>
<td>FSC 100%</td>
<td>W11.8</td>
<td>N/A</td>
<td>FSC 100%</td>
<td>Transfer</td>
<td>25%</td>
<td>In house</td>
</tr>
<tr>
<td>Butcherblock</td>
<td>FSC Mix Credit</td>
<td>W12.11</td>
<td>Acer macrophyll</td>
<td>FSC 100%, FSC Mix Credit</td>
<td>Transfer</td>
<td>10%</td>
<td>In house + Outsourcing</td>
</tr>
<tr>
<td>Butcherblock</td>
<td>FSC Mix 70%</td>
<td>W12.11</td>
<td>Arbutus menzie</td>
<td>FSC 100%, Controlled Wood</td>
<td>Percentage</td>
<td>10%</td>
<td>In house + Outsourcing</td>
</tr>
<tr>
<td>Live Edge Slabs</td>
<td>FSC 100%</td>
<td>W12.11</td>
<td>Quercus garry</td>
<td>FSC 100%</td>
<td>Transfer</td>
<td>15%</td>
<td>In house</td>
</tr>
<tr>
<td>Wall Paneling</td>
<td>FSC Mix Credit</td>
<td>W11.7</td>
<td>N/A</td>
<td>FSC 100%, FSC Mix Credit</td>
<td>Transfer</td>
<td>20%</td>
<td>In house</td>
</tr>
</tbody>
</table>

### Example Two - XYZ Manufacturing

<table>
<thead>
<tr>
<th>FSC Product Group</th>
<th>Designation</th>
<th>Product Type</th>
<th>Species</th>
<th>Input Material</th>
<th>System</th>
<th>Waste</th>
<th>Sites</th>
</tr>
</thead>
<tbody>
<tr>
<td>Panels</td>
<td>FSC Mix Credit</td>
<td>W8</td>
<td>N/A</td>
<td>FSC Mix Credit</td>
<td>Transfer</td>
<td>&lt;5%</td>
<td>In house</td>
</tr>
<tr>
<td>Doors</td>
<td>FSC Mix Credit</td>
<td>W11.1</td>
<td>N/A</td>
<td>FSC Mix Credit</td>
<td>Transfer</td>
<td>15%</td>
<td>In house + Outsourcing</td>
</tr>
<tr>
<td>Flooring</td>
<td>FSC 100%</td>
<td>W11.5</td>
<td>Quercus garry</td>
<td>FSC 100%</td>
<td>Transfer</td>
<td>20%</td>
<td>In house</td>
</tr>
<tr>
<td>Beams</td>
<td>FSC Mix Credit</td>
<td>W5.3</td>
<td>Pseudotsuga m</td>
<td>FSC Mix Credit, Controlled Wood</td>
<td>Credit</td>
<td>10%</td>
<td>In house</td>
</tr>
<tr>
<td>Lumber</td>
<td>FSC Mix Credit</td>
<td>W5.2</td>
<td>N/A</td>
<td>FSC Mix Credit, Controlled Wood</td>
<td>Credit</td>
<td>15%</td>
<td>In house</td>
</tr>
<tr>
<td>Veneer</td>
<td>FSC Mix 70%</td>
<td>W7</td>
<td>Acer macrophyll</td>
<td>FSC Mix 70%</td>
<td>Transfer</td>
<td>15%</td>
<td>In house + Outsourcing</td>
</tr>
<tr>
<td>P.O. Number</td>
<td>Terms</td>
<td>Rep</td>
<td>Ship</td>
<td>Via</td>
<td>F.O.B.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>-------------</td>
<td>-------</td>
<td>-----</td>
<td>------</td>
<td>-----</td>
<td>-------</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12046204</td>
<td>Net 15</td>
<td>KE</td>
<td>4/23/2013</td>
<td>Delivery</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Item Code</th>
<th>Description</th>
<th>Price Each</th>
<th>U/M</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>18</td>
<td>2612cfd28btr</td>
<td>2'x6'x12' Kiln Dried Doug Fir, #28btr, FSC Mix Credit</td>
<td>0</td>
<td></td>
<td>0</td>
</tr>
<tr>
<td>48</td>
<td>2620cfd28btr</td>
<td>2'x6'x20' Kiln Dried Doug Fir, #28btr, FSC Mix Credit</td>
<td>0</td>
<td></td>
<td>0</td>
</tr>
<tr>
<td>6</td>
<td>pt2412</td>
<td>1'x4'x12' Pressure Treated CA-C Doug Fir, 28btr, FSC Mix Credit</td>
<td>0</td>
<td></td>
<td>0</td>
</tr>
<tr>
<td>4</td>
<td>21210cfd28btr</td>
<td>2'x12'x10' Kiln Dried Doug Fir, #28btr, FSC Mix Credit</td>
<td>0</td>
<td></td>
<td>0</td>
</tr>
<tr>
<td>4</td>
<td>21212cfd28btr</td>
<td>2'x12'x12' Kiln Dried Doug Fir, #28btr, FSC Mix Credit</td>
<td>0</td>
<td></td>
<td>0</td>
</tr>
<tr>
<td>40</td>
<td>cdx1248struc1</td>
<td>4x8x1/2' CDX Struc 1 FSC Mix Credit, NAUF</td>
<td>0</td>
<td></td>
<td>0</td>
</tr>
</tbody>
</table>

SA-COC-002372-13 *Only the products that are identified as such on the invoice are FSC certified*

By signing here you have verified that the product quantities shipped are correct, and quality is acceptable.
### 2014 FSC Material Volume Summary

<table>
<thead>
<tr>
<th>Product List</th>
<th>Species</th>
<th>FSC Category</th>
<th>Beginning Inventory</th>
<th>Purchased</th>
<th>Sold</th>
<th>Ending Inventory</th>
</tr>
</thead>
<tbody>
<tr>
<td>3-Ply Wood Eng. Panels</td>
<td>n/a</td>
<td>FSC Mix Credit</td>
<td>0</td>
<td>2,225</td>
<td>2,013</td>
<td>212</td>
</tr>
<tr>
<td>Solid Panels</td>
<td>n/a</td>
<td>FSC Mix Credit</td>
<td>510</td>
<td>1,100</td>
<td>1,272</td>
<td>338</td>
</tr>
<tr>
<td>Live Edge Slabs</td>
<td>Acer macrophyllum</td>
<td>FSC 100%</td>
<td>20</td>
<td>30</td>
<td>38</td>
<td>12</td>
</tr>
<tr>
<td>Post-Consumer Wood bd ft</td>
<td>n/a</td>
<td>FSC Recycled 100%</td>
<td>3,700</td>
<td>2,010</td>
<td>3,253.00</td>
<td>2,457</td>
</tr>
<tr>
<td>Moulding linear ft</td>
<td>Acer macrophyllum</td>
<td>FSC Mix Credit</td>
<td>650</td>
<td>125</td>
<td>540</td>
<td>235</td>
</tr>
<tr>
<td>Solid Wood bd ft</td>
<td>Pseudotsuga menziesii</td>
<td>FSC Mix 70%</td>
<td>2,105</td>
<td>500</td>
<td>2250</td>
<td>355</td>
</tr>
<tr>
<td>Veneer sheets</td>
<td>Acer macrophyllum</td>
<td>FSC Mix Credit</td>
<td>73</td>
<td>0</td>
<td>51</td>
<td>22</td>
</tr>
<tr>
<td>Butcher Block sq ft</td>
<td>Arbutus menziesii</td>
<td>FSC 100%</td>
<td>345</td>
<td>113</td>
<td>409</td>
<td>49</td>
</tr>
</tbody>
</table>

**Example Volume Summary - ABC Custom Wood Company**

- Total Wood Product Revenue: $1,275,200.00
- Total FSC Wood Product Revenue: $723,100.00
**EXAMPLE FSC Training Record**

**Business Name:** ABC Custom Cabinets  
**Date of Training:** 1-22-2014

**Training Summary**
A full FSC system overview was provided to key ABC Custom Cabinet staff with FSC rules related to implementation.

**Record of Attendance:**

<table>
<thead>
<tr>
<th>Employee Name</th>
<th>Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tom Johnson</td>
<td>Tom [Signature]</td>
</tr>
<tr>
<td>Sam Edge</td>
<td>Sam</td>
</tr>
<tr>
<td>Rebecca Smith</td>
<td>Rebecca Smith</td>
</tr>
<tr>
<td>Tammy Anders</td>
<td>[Signature]</td>
</tr>
</tbody>
</table>
Durable Hardwood Flooring & Lumber from the Willamette Valley

FSC® Certified
Zena Forest Products carries Forest Stewardship Council™ Chain of Custody certification, and the majority of our logs are sourced from the FSC certified

Oregon White Oak
By managing our oak ecosystem as working forests we promote the use of oak trees as a high quality lumber source, providing an incentive for increased restoration

"Forest to Floor"
The "Forest to Floor" video is live! Discover what makes Zena Forest Products unique; from our passion to maintain an ecologically sustainable forest to the
West Coast Plank Flooring Gallery

Quality is our first priority. Our lumber is carefully milled and kiln dried to produce a straight and stress-free board. We keep lengths as long as possible to ensure the most unique and longest flowing hardwood flooring in the industry. Each board is hand selected for grade, and sorted towards its intended product line. After preliminary processing, they are moulded with a low offset tongue and groove for a deeper wear layer. Our mill's technicians maintain precise tolerances throughout the production process to assure a tight, long length, clean fitting floor that makes installation quick and easy. Use this gallery as an inspirational starting point, but feel free to call or write to share your own ideas with our design team.

Click on any of the gallery photos below for additional images & details for that particular wood.
FSC® LUMBER

Sustainable Northwest Wood stocks a full range of Douglas fir dimensional lumber and beams, all sourced from forests in the Pacific Northwest. All of our framing lumber is FSC certified.

Our dimensional lumber is all Douglas Fir, which is recognized globally for its superior dimensional stability. We are the only lumber distributor in the Pacific Northwest to offer only FSC certified lumber.

COMMUNITY
We work directly with mills throughout the Northwest which provide a spectrum of jobs in rural communities.

ENVIRONMENT
Many of the mills we work with source logs from unlikely candidates like the Fort Lewis Army Base in Washington. Selective harvesting of Douglas Fir is a way to cultivate a healthy forest without having to clear cut. A healthy forest with a higher diversity of tree species and ages increases ecological health.

SOURCE
Pacific Northwest - Our framing lumber is exclusively sourced from forests in our region.

AVAILABLE SIZES AND PRICING
Please contact us for an updated lumber price list.

We stock a full range of Douglas Fir lumber:

- 2" x 4" x 8'-20'
- 2" x 6" x 8'-20'
- 2" x 8" x 8'-20'
- 2" x 10" x 8'-20'
- 2" x 12" x 8'-20'
- 4" x 4" x 8'-20'
- 4" x 6" x 8'-20'
- 4" x 8" x 8'-20'
- 4" x 10" x 8'-20'
- 4" x 12" x 8'-20'
- 6" x 6" x 8'-20'

We also provide custom beams and large dimensions. Please contact us for a quote.
The result of Cedar Plank Grilling is food that is delightfully appetizing, juicy, and has the rich, smokey essence of cedar.

**Instructions:**
- Soak the plank in water for at least an hour (soaking overnight is ideal).
- Preheat your grill or oven to medium heat (350°F or 177°C).
- Place food on soaked plank, place the plank and food on the hot grill or in the oven.
- Close the lid on the grill, or the oven door, and cook until done. There is no need to turn the food over—it cooks completely without turning.
- Discard the plank after your meal.

**Northwestern Cedar Planked Salmon**
Cedar Grilling Plank, 1 Salmon Fillet, Brown Sugar, Garlic, Salt + Fresh Ground Pepper

**Soak.** Soak your grilling plank in water for at least an hour (soaking overnight is ideal).

**Brine.** Dissolve ½ cup salt in 6 cups of water, and then soak your fish in the solution for 1 hour. Rinse fish with water after brining.

**Season.** Rub the fish with freshly minced garlic, and then pack some brown sugar on the top to caramelize the fish. Add salt and fresh cracked pepper.

**Grill.** Preheat your grill to 350°F or 177°C. Place your soaked plank with the seasoned salmon on the grill. Cook with the lid closed until the fish is done to your liking. If your salmon fillet is an inch thick, this process should take about 20 minutes.

**Dine.** Remove salmon from the grill, garnish with fresh herbs and lemon and enjoy.
The staffs named below have received all necessary training, understand, and plan to implement the roles as assigned in this document.

**Part 1: Certificate Scope**

1.1 Scope Definition

<table>
<thead>
<tr>
<th>Scope Item</th>
<th>Check all that apply to the Certificate Scope</th>
</tr>
</thead>
<tbody>
<tr>
<td>Input Material Categories for all FSC Product Groups:</td>
<td>☒ FSC 100% ☒ FSC Mix ☒ FSC Recycled ☐ FSC CW ☐ CW ☐ Post-consumer Reclaimed ☐ Pre-consumer/ Other Reclaimed</td>
</tr>
<tr>
<td>System for Controlling FSC Claims:</td>
<td>☒ Transfer ☐ Percentage ☐ Credit</td>
</tr>
<tr>
<td>FSC Claims for FSC Product Groups:</td>
<td>☐ FSC Mix X% ☒ FSC Mix Credit ☒ FSC Recycled X% ☐ FSC Recycled Credit ☒ FSC 100% ☐ FSC Controlled Wood</td>
</tr>
<tr>
<td>Outsourcing:</td>
<td>☒ FSC-certified Subcontractors ☒ Non-certified Subcontractors</td>
</tr>
<tr>
<td>Trademark Use:</td>
<td>☐ FSC on-product labeling ☒ FSC Promotional (off-product)</td>
</tr>
</tbody>
</table>

1.2 FSC Product List

- ABC CUSTOM FABRICATION has established an FSC Product Group List that includes all products that will be sold with FSC Claims. This Product Group list will be maintained up-to-date and publicly available upon request to any customer or Woodmark. The Product Group list will detail for each FSC Product Group:
  - Product type
  - FSC claim;
  - Species, when applicable;
  - Control system used for making FSC claims(Transfer, Percentage, Credit System);
  - Material category of inputs;
  - Sites involved with the management, handling, and sale of the product group.
PART 2: QUALITY MANAGEMENT

2.1 Responsibilities

- TOM JOHNSON is the management designee with overall responsibility and authority for compliance with Chain of Custody requirements and fulfillment of FSC procedures listed in this document.

2.2 Procedures

- This document will serve as operational procedures and/or work instructions for ABC CUSTOM FABRICATION.
- TOM JOHNSON is the management designee responsible for maintaining this documented procedures and/or work instructions including qualifications and/or training measures for this responsibility.
- Up-to-date FSC systems documents (Supplier List, Written Procedures, and Product List) will be kept on file. Group manual and the pertinent FSC policies will be maintained by ABC CUSTOM FABRICATION either on site or accessed from Sustainable Northwest’s FSC program website (www.snwgroupcert.com)

2.3 Training

- TOM JOHNSON is the management designee for training including qualifications and/or training measures for this responsibility.
- ABC CUSTOM FABRICATION will enact a training adequately address the qualifications and/or training measures necessary for the designated responsible employee/s for each procedure within the FSC written procedures. This training will be completed on an as-needed basis and may be completed in conjunction with the Managing Entity as lead trainer during group sessions or individual site visits.
- FSC systems documents will be available to all employees at any time including: Supplier List, Written Procedures, Product List, SNW Group Chain of Custody Manual, and other relevant documents.
- In addition, a statement of commitment to the FSC Standards & Guidelines will be signed by TOM JOHNSON and maintained by the Group Manager.
- ABC CUSTOM FABRICATION will maintain records of FSC system related training provided to staff.

2.4 Records

- TOM JOHNSON is the management designee responsible for maintaining records including qualifications and/or training measures for this responsibility.
- ABC CUSTOM FABRICATION will maintain up-to-date records for all applicable CoC standard requirements.
- ABC CUSTOM FABRICATION will maintain records for all relevant FSC CoC business records for a minimum of 5-years.

2.4.1 Suppliers

- ABC CUSTOM FABRICATION will maintain an up-to-date record of FSC material suppliers, including:
  - Product type;
  - Material category;
• Suppliers FSC CoC or CW certificate code if applicable.

2.4.2 Conversion/Waste Factors

• A conversion factor for each processing step or the total processing steps that involves a change in material will be calculated and recorded for each FSC product group. Conversion loss information will be maintained in the FSC product list, by product.

• Details of the methodology for calculating conversion factors including how conversion factor information will be kept up-to-date.

• PRODUCT PROCESSING STEPS
  Material is cut using a chop saw, planner, and rip saw, sanded, finished, painted, and glued. Moulding products are created from solid wood run through a molder. For some custom work material is purchased and installed directly with no modification.

2.4.3 Annual Volume Summary

• ABC CUSTOM FABRICATION will prepare annual volume summary data with an annual quantity for FSC inputs and outputs according to *material category*. The data will include:
  • Inputs purchased
  • Inputs used for production (if applicable)
  • Inputs inventory (if applicable)
  • Product volume sold
  • Product volume remaining inventory (if applicable)

• ABC CUSTOM FABRICATION will utilize forms provided by or similar to those provided by SNW to tally and submit FSC annual volume summary information.
Part 3: Purchasing and Receiving

3.1 Sourcing
- TOM JOHNSON is the management designee responsible for sourcing/purchasing including qualifications and/or training measures for this responsibility.

3.1.1 Supplier Verification
- Each supplier listed on ABC CUSTOM FABRICATION’s FSC material supplier list will be verified at www.info.fsc.org to ensure their certificates are active and that they still have the materials being purchased listed in their certificate scope.
- ABC CUSTOM FABRICATION will validate the status of each FSC supplier using the following frequency:
  - At the time of purchase for new suppliers;
  - Existing suppliers will be verified with enough frequency to ensure all FSC material being sourced is from a supplier with active valid FSC certificate, annually at a minimum.

3.1.2 Specifications
- Throughout this document ABC CUSTOM FABRICATION will use the definitions and categorization of inputs according to FSC-STD40-004 V2.
- For use in purchasing FSC-certified inputs, ABC CUSTOM FABRICATION will ensure only inputs eligible for FSC Product Groups by specifying the material category according to:
  - FSC 100%
  - FSC Mix
  - FSC Recycled

3.1.3 Generating Raw Material On-site
- Material inputs generated during primary manufacturing of another product on-site will be classified as the same material category as the original inputs.
- Material inputs reclaimed during secondary manufacturing or further downstream processing that were not intentionally produced and are not capable of being re-used in the same manufacturing process are classified under the same material category as the original inputs to that production OR as pre-consumer reclaimed.
- Material inputs that are generated on-site that have originated from different material categories and the proportions are not known will be classified under the lowest FSC/post-consumer claim. For example:
  - FSC 100% + FSC Mix = FSC Mix
  - FSC (Pure or Mixed) + CW = CW
  - FSC (Pure or Mixed) + CW + reclaimed (post-consumer) = CW
  - Post-consumer reclaimed + Pre-consumer reclaimed = Pre-consumer reclaimed
  - Any FSC eligible input + uncontrolled = uncontrolled

3.2 Receipt
- TOM JOHNSON is the management designee responsible for maintaining receiving including qualifications and/or training measures for this responsibility.
3.2.1 Identification of Inputs

- Upon delivery of FSC-certified inputs, ABC CUSTOM FABRICATION will verify the supplier invoice and supporting documentation to ensure they have included required information:
  - The material category is clear and is an eligible input for FSC product groups included in the scope of certificate, along with full claim.

**Eligible Inputs Options Include**

- FSC 100%
- FSC Mix Credit
- FSC Mix XX%
- FSC Recycled 100%
- FSC Recycled XX%

  - The supplier’s FSC CoC code is included and FSC Controlled Wood code when applicable;
  - Quantity and quality of inputs corresponds with the supplier documentation.

3.2.2 Segregation

- ABC CUSTOM FABRICATION will maintain inputs for FSC product groups separable and identifiable.
- **METHOD FOR SEGREGATION and IDENTIFICATION**

  Most orders are custom requiring material purchasing for each job. In the event raw materials are inventoried, part numbers are used as an identifier to link material to FSC material identification (FSC claim).

  Once pulled for production all materials are placed on a job specific trolley. Job processing information is kept with cart until completion of processing. After fabrication materials are unique with measurements related specifically to the custom job. Materials are shipped to job site for installation once completed. Excess FSC material is returned to stock and used for non-certified projects.

  If outsourcing for painting or finishing is required material is shipped to outsource vendor and received back at our facility upon completion of work prior to shipment.

3.2.3 Receipt of FSC-labeled Inputs

- When labeled inputs are used in production, ABC CUSTOM FABRICATION will remove FSC labels or FSC segregation marks prior to sale.
- When inputs are sold unchanged, ABC CUSTOM FABRICATION will verify the product is correctly labeled according to the FSC claim. If mislabeling is suspected and/or confirmed, ABC CUSTOM FABRICATION will contact SNW and await guidance before completing the sale.
Part 4: Handing Systems – Making FSC Claims

- ABC CUSTOM FABRICATION will designate by FSC product group the applicable system for controlling FSC claims: Transfer, Percentage, or Credit.
- All eligible inputs to FSC product groups will be verified to be from eligible material categories (See 3.2.1 above). Any non-certified/ineligible materials will be segregated and will not be used in FSC production.

4.1 TRANSFER SYSTEM:

- ABC CUSTOM FABRICATION will utilize the Transfer system for all product groups indicated on the product group list
- TOM JOHNSON is the management designee responsible for the transfer system including qualifications and/or training measures for this responsibility.
- SEPARABLE AND IDENTIFIABLE-
  - Through production, ABC CUSTOM FABRICATION will maintain separation and identification of FSC material by following the procedures outlined in 3.2.2 above.
  - For inventory of finished product, ABC CUSTOM FABRICATION will maintain separation and identification of FSC material by following the procedures outlined in 3.2.2 above.

4.1.1 Specification of Claim Period or Job Order

- ABC CUSTOM FABRICATION will handle material by job order for making an FSC claim.

4.1.2 Determination of the FSC Claim

- When all inputs to an FSC product group fall under one FSC claim, ABC CUSTOM FABRICATION will ensure the corresponding FSC claim is used.
- When inputs to an FSC product group fall under different FSC claims, ABC CUSTOM FABRICATION will use the lowest FSC claim as shown in the table below:
The table below presents the possible combinations of FSC input claims and resulting output claims when applying the Transfer System.

<table>
<thead>
<tr>
<th>Inputs</th>
<th>FSC 100%</th>
<th>FSC Mix Credit</th>
<th>FSC Mix x%</th>
<th>FSC Recycled Credit</th>
<th>FSC Recycled x%</th>
<th>Pre.Cons. Reclaimed</th>
<th>Post.Cons. Reclaimed</th>
<th>Controlled Wood</th>
</tr>
</thead>
<tbody>
<tr>
<td>FSC 100%</td>
<td>FSC 100%</td>
<td>FSC Mix Credit</td>
<td>FSC Mix x%</td>
<td>FSC Recycled Credit</td>
<td>FSC Recycled x%</td>
<td>No FSC Claims are allowed</td>
<td>No FSC Claims are allowed</td>
<td>FSC Controlled Wood</td>
</tr>
<tr>
<td>FSC Mix Credit</td>
<td>FSC Mix Credit</td>
<td>FSC Mix x%</td>
<td>FSC Recycled Credit</td>
<td>FSC Recycled x%</td>
<td>No FSC Claims are allowed</td>
<td>No FSC Claims are allowed</td>
<td>FSC Recycled Credit</td>
<td>FSC Controlled Wood</td>
</tr>
<tr>
<td>FSC Mix x%</td>
<td>FSC Mix Credit</td>
<td>FSC Mix x%</td>
<td>FSC Recycled Credit</td>
<td>FSC Recycled x%</td>
<td>No FSC Claims are allowed</td>
<td>No FSC Claims are allowed</td>
<td>FSC Recycled Credit</td>
<td>FSC Controlled Wood</td>
</tr>
<tr>
<td>FSC Recycled Credit</td>
<td>FSC Recycled Credit</td>
<td>FSC Recycled x%</td>
<td>No FSC Claims are allowed</td>
<td>No FSC Claims are allowed</td>
<td>FSC Recycled Credit</td>
<td>FSC Recycled Credit</td>
<td>FSC Controlled Wood</td>
<td></td>
</tr>
<tr>
<td>FSC Recycled x%</td>
<td>FSC Recycled Credit</td>
<td>FSC Recycled x%</td>
<td>No FSC Claims are allowed</td>
<td>No FSC Claims are allowed</td>
<td>No FSC Claims are allowed</td>
<td>FSC Recycled Credit</td>
<td>FSC Controlled Wood</td>
<td></td>
</tr>
<tr>
<td>Pre.Cons. Reclaimed</td>
<td>No FSC Claims are allowed</td>
<td>No FSC Claims are allowed</td>
<td>No FSC Claims are allowed</td>
<td>No FSC Claims are allowed</td>
<td>No FSC Claims are allowed</td>
<td>No FSC Claims are allowed</td>
<td>No FSC Claims are allowed</td>
<td>FSC Controlled Wood</td>
</tr>
<tr>
<td>Post.Cons. Reclaimed</td>
<td>FSC Recycled 100%</td>
<td>FSC Recycled 100%</td>
<td>FSC Recycled 100%</td>
<td>FSC Recycled 100%</td>
<td>FSC Controlled Wood</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Controlled Wood*</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>FSC Controlled Wood</td>
</tr>
</tbody>
</table>

(Note: Product with any non-certified inputs is not eligible for sale as FSC)
Part 5: Sales and Delivery

TOM JOHNSON is the management designee responsible for sales and delivery including qualifications and/or training measures for this responsibility.

5.1 Invoices

- Invoices for products sold with FSC claims will include the following:
  - CoC code of ABC CUSTOM FABRICATION;
  - FSC claim;
  - Name and contact information for ABC CUSTOM FABRICATION;
  - Name and address of customer;
  - Invoice date;
  - Description of the product;
  - Quantity.
- The information above to be included on the invoice will be linked to any shipping/transport documentation.

5.2 Shipping/Transport Documentation

- When a copy of the invoice does not physically ship with the product, all of the required details shown in 5.1 above will be included on shipping documentation.

5.3 FSC Claims and on-product Labeling

- Any FSC on-product label will correspond to the FSC claim on the invoice and shipping documentation.
- When product groups as sold with FSC claims as indicated on invoices, the corresponding products will not carry any on-product marks/claims of other forestry conformity assessment schemes.

5.4 Non-Conforming Products

In case non-conforming products are detected after they have been delivered to customers ABC CUSTOM FABRICATION shall:

- Immediately cease to sell any non-conforming products held in stock;
- Identify all relevant customers, and advise those customers in writing within three business days of the non-conforming product and maintain records of that advise;
- Analyze causes for occurrence of non-conforming products and implement measures to prevent its re-occurrence.
- Notify SNW of the occurrence.
- Co-operate with SNW and WoodMark in order to allow confirmation that appropriate action is taken to correct this non-compliance.
Part 6: Trademark Use

All trademark use will be submitted and gain approval prior to use.

6.2 Promotional use of the Trademarks

TOM JOHNSON is the management designee responsible for promotional use of the trademarks including qualifications and/or training measures for this responsibility.

6.2.1 Submittal to Woodmark

- Prior to any promotional (off-product) use of the FSC label will be submitted to SNW with a detailed explanation and clear graphic of how the label will be used. SNW will submit the proposed use to Woodmark for review and final approval. No FSC label will be applied without approval from Woodmark.
- Approval correspondence with SNW and Woodmark is kept on file for a minimum of 5-years with a copy of the intended use.

6.2.2 Product Promotion

- Use of the FSC logo for promotional (off-product) use product of the FSC trademarks or FSC logo is limited to products included in the FSC product group schedule and only for those products that meet the minimum eligibility requirements for labeling. (See 6.1.2 above)
Part 7: Outsourcing

- As part of manufacturing FSC product groups, ABC CUSTOM FABRICATION may need to employ subcontractors for additional processing and/or handling of materials.
- TOM JOHNSON is the management designee responsible for outsourcing including qualifications and/or training measures for this responsibility.

7.1 General Provisions for Outsourcing

- A template Outsourcing Agreement has been provided by SNW (see Attachment 9)
- When these business relationships are needed, ABC CUSTOM FABRICATION will:

  1) Notify Managing Entity (Paul Vanderford) prior to conducting business with a new outsource vendor.
  3) Sign an Outsourcing Agreement with a new vendor prior to use.
  3) Add the new Outsource Vendor to the Outsource Vendor List.

- Maintain ownership of FSC products
- Keep the Outsourcing Agreement on file

- Each subcontractor used for outsourcing must agree to the right of Woodmark to select the subcontractor to participate in the annual Chain of Custody audit if chosen
- When outsourcing, if ABC CUSTOM FABRICATION does not issue the final invoice, the product will not be sold with FSC claims.
- The subcontractor(s) is not authorized by an Outsourcing Agreement to use the FSC trademarks for promotional use.

7.2 Handling Procedures

- By agreeing to and signing an Outsourcing Agreement, any subcontractor ensures ABC CUSTOM FABRICATION that the materials covered by the Outsourcing Agreement are tracked throughout production and will not be mixed with other materials while with in the physical possession of the subcontractor.
- The Outsourcing Agreement will specifically outline handling procedures for the subcontracting ABC CUSTOM FABRICATION.

7.3 Records

- For each outsourced transaction, ABC CUSTOM FABRICATION will include an Outsourcing Agreement with the records of the business transaction and invoice for services.
- The subcontractor will maintain records for each transaction that include records for inputs, outputs, and delivery documentation associated with the outsourcing arrangement.
- As with other FSC records, ABC CUSTOM FABRICATION will maintain documentation of all Outsourcing Agreements for a minimum of 5 years.
Part 8: Health and Safety

- TOM JOHNSON is the management designee responsible for the required health and safety components of managing the Chain of Custody in reference to FSC-PRO-20_001_V1.

<table>
<thead>
<tr>
<th>Health and Safety Systems Maintained</th>
<th>(Yes/No)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conducts safety meetings – Frequency (once a month)</td>
<td>YES</td>
</tr>
<tr>
<td>Provides works compensation</td>
<td>YES</td>
</tr>
<tr>
<td>Provides insurance for employees</td>
<td>NO</td>
</tr>
<tr>
<td>Has conducted a facility risk assessment</td>
<td>YES</td>
</tr>
<tr>
<td>Maintains an employee manual with a safety section</td>
<td>NO</td>
</tr>
<tr>
<td>Maintains an informational bulletin board on site</td>
<td>NO</td>
</tr>
<tr>
<td>Maintains a first aid kit on site</td>
<td>YES</td>
</tr>
</tbody>
</table>

10.1 Records and Training

- ABC CUSTOM FABRICATION will maintain relevant records for 5 years and provide them to the Soil Association auditor or the Group Manager upon request.