



The mark of responsible forestry

# FSC® CHAIN OF CUSTODY CERTIFICATION APPLICATION FORM



## COMPANY INFORMATION

COMPANY NAME	VAT Nr
ADDRESS	ZIP – CITY
	FAX
	URL
SITE WHERE THE AUDIT WILL TAKE PLACE	
OTHER FACILITIES / SUBSIDIARIES	
DO YOU WISH TO BE AUDITED FOR THE <b>FSC REGULATORY MODULE</b> AS WELL?	<input type="checkbox"/> YES <input type="checkbox"/> NO
COMPANY REPRESENTATIVE	
FSC REPRESENTATIVE	
SCOPES OF ACTIVITY TO BE CERTIFIED & CRITICAL PROCESSES*:	
PROCESSES CARRIED OUT BY SUBCONTRACTORS	
NUMBER OF OUTSOURCERS INVOLVED IN THE ACTIVITIES TO BE CERTIFIED	
LEGISLATION RELATIVE TO THE PRODUCTS OR THE SERVICES OF THE COMPANY	
PERMANENT PERSONNEL	Nr. OF SHIFTS (if any)
TEMPORARY PERSONNEL	NUMBER OF PERSONEL ON SHIFTS
Nr. & ISSUE DATE OF COMPANY'S OPERATION LICENSE (if applicable)	

## INFORMATION FOR THE CERTIFICATION

### TYPE OF AUDIT

SINGLE  MULTI-SITE  GROUP

### EXISTING WRITTEN DOCUMENTATION

MANUAL  PROCEDURES  DDS

DO YOU WISH A PRE-ASSESSMENT AUDIT TO TAKE PLACE?  YES  NO

DESIRABLE AUDIT DATE (MONTH / DATE)

REVENUE (USD for the completed fiscal year):

FOREST PRODUCT TURNOVER (USD for the completed fiscal year):

### CONSULTANT

HAS THE ORGANIZATION EMPLOYED A CONSULTANT?  YES  NO

CONSULTING FIRM

PROJECT MANAGER

ADDRESS

ZIP / CITY



FAX

OTHER INFORMATION – REMARKS



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## 1. Operative Units – Sites to be certified

n.	Production site (name and address)	Tel./Fax	@	Product / Process to be certified	Product groups	Number of Employees
1						
2						
3						

## 2. Scope details (please describe)

Input material(s)	
Methods to check FSC® Declarations	
Product(s) to be FSC® certified	
System	
Does the Organization Purchase controlled material (if yes-code) :	
Systems for Transport, storage and handling:	
Manufacturing Processes:	

## 3. Certificates already obtained

Standard	Certification body	Scope of the certification

## 4. Outsourcing: Outsourced Activities Included in the scope of the FSC® Certification (Please evaluate each outsourcer on the basis of the following question and indicate your results in the chart below)

The outsourcer has a FSC® Certification for the activity outsourced? (In case of positive response you do not need to answer to the following 6 questions)	<input type="checkbox"/> YES	<input type="checkbox"/> NO
1. Does the organization commit to the outsourcer a large part of the production	<input type="checkbox"/> YES	<input type="checkbox"/> NO



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(more than 51%) and related activities?		
2. Does the organization commit (at least 80% of production) to the outsourcer?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
3. Does the outsourcer classify and sort the material?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
4. Does the outsourcer label the product?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
5. By the end of the outsourced process, does the outsourcer store the material without returning it to the owner?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
6. Does the organization outsource activities abroad?	<input type="checkbox"/> YES	<input type="checkbox"/> NO

**For Each Outsourcer Involved in the Activities Object of FSC® Certification please detail: (if large number of outsourcers please enclose a list)**

Nr.	Company title	Site (Address)	Activity	Following the above mentioned list does the outsourcer have at least one positive answer to any of the 6 questions?
1.				
2.				
3.				
4.				
5.				

The applicant agrees to comply with the requirements for certification and to supply any information needed for evaluation of products to be certified.

DATE	SIGNATURE
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**APPLICATION REVIEW – BRIEF ANALYSIS**

(to be filled in by the Certification Body)

Fill in the applicable normative document(s) against which these processes and activities will be audited

Date	Signature
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