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Forest Conservation Program

Forest Management Certification Manual V3-2

Forest Stewardship Certification (FSC)

Thank you for your interest in the SCS Global Services (SCS) Forest Management program. SCS is accredited by the Forest Stewardship Council (FSC) to offer Forest Management certification worldwide. We are pleased that you are considering SCS as your certifier. SCS offers fast turnaround, competitive rates, attentive service and value for your money. We have a dedicated team of professionals and a network of skilled auditors ready to assist you with all your Forest certification needs.

The first step in pursuing certification will be to complete an SCS Application. You can find our application online at <http://www.scsglobalservices.com/fsc-certified-responsible-forestry>. The amount of time required to complete a Forest Management audit is based on an operations location, contiguity, size, complexity, relationship with stakeholders, controversial issues, heterogeneity, past history with certification, number of outstanding CARs (Corrective Action Requests), and other factors. In order to properly scope and budget an FM main assessment, it is imperative that the applicant submit an application or a Request for Proposal. This document must be reviewed by SCS and maintained in the SCS files before a work order/proposal could be issued. Upon receipt of your application or Request for Proposal, we will scope and source the certification services requested by your company and shortly thereafter provide you with our proposal.

We also recommend that you review the FSC Forest Management Standard that is applicable to your region. FSC Forest Management Standards for regions that SCS is most active in can be found at <http://www.scsglobalservices.com/certification-standards-and-program-documents>. If a Forest Management standard for your region is not listed, please contact SCS Forest Management Certification Program Director at bgrady@scsglobalservices.com, and we will provide you with the correct standard.

In pursuing the certification, key determinants of timely processing include your reviewing these documents, your preparation of required documentation (management plan, HCVF Assessment, and other procedures), and coordinating closely with SCS and your assigned auditor to set an audit date.

Our fees for FSC certification are based on the professional fees of our preferred contract auditors as well as their travel costs and competitive overhead rates, which cover the necessary time our staff devote to each Client.

Please contact our offices if you have any questions regarding the certification process or any other aspect of FSC Forest Management Certification.

SCS, Forest Management

Phone: 510.452.8000

Email: bgrady@scsglobalservices.com

Forest Management Certification Process Diagram

1. Application

Representatives of the forest management operation fill out an application or provide a request for proposal to undergo the certification evaluation process.

2. Project Proposal

SCS evaluates the application and prepares an audit plan and proposal, including the costs and a timeline for the evaluation process. The applicant then authorizes a work order and the certification process begins.

3. Stakeholder Consultation

The SCS assessment team, consisting of experts in the relevant fields of forestry, social science, and economics, conducts stakeholder consultations to acquire outside input regarding the applicant's management performance in relation to the FSC Principles and Criteria.

4. On-Site Audit

The assessment team conducts an on-site audit to determine if the applicant's management system is being implemented in conformance with the FSC standards. Forest conditions are also assessed. A report is produced that details the results of the evaluation.

5. Peer Review

The assessment report is reviewed by the applicant for factual accuracy, and then submitted to independent peer review to validate the appropriateness of the team's analytical methodology and conclusions.

6. Certification

Following peer review, the SCS certification committee reviews the report and decides whether or not to approve certification. If granted, a certificate is issued for a five-year period, subject to annual surveillance audits.

7. Requisite Annual Surveillance Audit

A surveillance audit is confirmed (via Work Order) and conducted; Audit Report prepared by Auditor and reviewed by SCS. The FSC public summary is updated with the results of the Surveillance audit.

Rights & Responsibilities

SCS Clients have a right to non-discriminatory policies and procedures. SCS procedures do not impede or inhibit access to applicants. SCS services are available to all applicants whose activities fall within our field of operation and are conditional neither upon the size of the Client's operations, nor upon the number of certificates already issued. The criteria against which the products of a Client are evaluated are outlined in the applicable Standards.

Forest Management certificates are valid for five (5) years, subject to annual surveillance audits. SCS shall confine requirements, evaluation and decision on certification to matters specifically related to the scope of the certification scheme(s) being considered. As an accredited certification body, SCS reserves the right to suspend or terminate certificates. Reasons for suspension and termination include, but are not limited to: unwillingness or inability to correct non-conformities; unwillingness or inability to meet financial or contractual arrangements; misusing or damaging the integrity of the SCS or relevant governing body trademarks; intentional violation of requirements; or association with fraud.

According to the regulations dictated by Forest Management Standards and SCS policy, SCS contracted Clients shall:

1. Not make any forward claims prior to issuance of a Forest Management certificate;
2. Always comply with the relevant provisions of the certification program;
3. Make all necessary arrangements for the conduct of the evaluation, including provision for examining documentation and access to all areas, records (including internal audit reports) and personnel for the purposes of evaluation (e.g. testing, inspection, assessment, surveillance, reassessment) and resolution of complaints;
4. Make claims regarding certification only in respect of the scope for which certification has been granted, and notify SCS immediately of any changes in scope;
5. Not use its product certification in such a manner as to bring the certification body into disrepute and make any statement regarding its product certification which the certification body may consider misleading or unauthorized;
6. Upon suspension, termination or withdrawal of certification, discontinue its use of all advertising matter that contains any reference thereto and return any certification documents as required by the certification body;
7. Use certification only to indicate that products are certified as being in conformity with specified Standards;
8. Endeavor to ensure that neither certificate or report nor any part thereof is used in a misleading manner;
9. In making reference to its product certification in communication media such as documents, brochures or advertising, comply with the requirements of the certification body.

For additional information concerning SCS Client rights and responsibilities, please visit our [Corporate Policies](#) page on the SCS website.