

## Checklist for companies that do not hold Chain of Custody for FSC and/or PEFC



### **Requirements by Crest Nicholson prior to entering into an agreement for services**

Prior to Crest Nicholson entering into an agreement with you for services, we require several pieces of evidence to demonstrate that your timber supplier(s) is certified to carry and provide you with timber from either or both the Forest Stewardship Council (FSC) and Programme for the Endorsement of Forest Certification Schemes (PEFC) and that it is this certified timber that will be used on Crest Nicholson sites.

Crest Nicholson will not enter in an agreement with your company without having received and verified the following information.

<b>Required Evidence Prior to Agreeing to Services</b>	<b>DUE</b>
<p>1. Evidence that demonstrates you have systems in place to effectively manage certified timber through your business, guaranteeing that what you use on Crest Nicholson sites will be the type of certified timber we specify. Examples of evidence are:</p> <ul style="list-style-type: none"> <li>a. Environmental Management System certificate</li> <li>b. Documentation demonstrating a system to manage your supply chain</li> <li>c. Internal or external audit procedures for timber</li> </ul> <p>2. Copy of your supplier(s) Chain of Custody certificates from whom you will procure timber products for use in our sites</p> <p>3. Example copy of completed invoice from your supplier(s) to your company for the type of certified timber products you will be using on Crest sites. The cost of material can be blanked out. Your supplier's invoice must contain:</p> <ul style="list-style-type: none"> <li>a. Your supplier's Chain of Custody number on the form</li> <li>b. Itemised timber list where certified products are clearly noted.</li> </ul> <p>See examples of correctly completed invoices for certified timber products below.</p> <p>We require this evidence to ensure you are procuring certified timber for use on our sites and to ensure that your suppliers have not broken the Chain of Custody in their invoicing.</p> <p>4. Signed copy of your <i>Disclosure of Timber Sources</i></p>	<p>Return with your quotation during the tender process</p>

### **Participating in Crest Nicholson's annual audit**

Every year Crest Nicholson undertake a robust and detailed audit of its timber supply chain to ensure that it is meeting its public commitments and procuring timber from sustainable sources.

Your participation in the annual audit is critical to Crest Nicholson gathering a complete picture of its supply chain. We expect every subcontractor and supplier to participate. Below is an outline of what we expect from you for our auditing purposes and approximate timeframes.

### **Requirements for the annual audit**

Fully complete the Timber Audit Questionnaire sent to you by your Crest Nicholson auditor. The questionnaire will include up to 3 tabs you need to complete:

1. Basic company information
2. Information about the environmental, social, and supply chain policies you have in place
3. Detailed information about the timber products you supplied to Crest Nicholson in the last Financial Year (from November 1st to October 31st), including:
  - a. The type of timber product (door, window, roof batten, etc.)
  - b. The volume in m<sup>3</sup> for that product
  - c. The tree species and country of origin for the timber product
  - d. The certification programme under which the timber product is certified

Provide any evidence we require or request from you.

This can include any supply chain information regarding the source of the timber you purchased for use on our sites.

### **Timeframe for the annual audit**

- The annual audit takes place in November and December every year.
- You will receive a request to participate, along with the Timber Audit Questionnaire in the first two weeks of November.
- You will have 2-3 weeks to complete your Timber Audit Questionnaire and submit it, along with any evidence we've requested, to your auditor.

**Example of correctly completed invoices**

Remarkable  
Remarkable Pencils Ltd, The Remarkable Factory, Midland Road, Worcester, WR5 1DS  
Tel: +44 (0) 1905 769 999 Fax: +44 (0) 1905 769 300 sales@remarkable.co.uk

Ideasbynet  
Kings Croft  
Savage Lane, Dore  
SHEFFIELD  
S17 3GW

01987 Paul

**Invoice**

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Invoice Number	Invoice Date	Account Number	Reference	Sales Order Ref
24639	06/02/2008	IDE002	50825	50815

Product	Description	Quantity	Price	Unit	Total
02WIBPEN8SC1	The following as ordered by Ryan * using your order No. IBN-112880 FSC Sustain Pen Pen made from 100% FSC certified timber under Chain of Custody Code: TT-CoC-002320, with chrome trim. Artwork design can include the FSC/CoC details as certification. Printed One Colour Barrel Origination Charge Standard Carriage	500	£0.800 / Each	S	£400.00
		1	£25.000 / Each	S	£25.00
		1	£7.180 / Each	S	£7.18

Where products are described as FSC they have been certified under Chain of Custody No. TT/CO/1509 Paper content in these products has a minimum of 25% FSC, the balance is recycled paper. Colouring pencils are 100% FSC timber.

**PAYMENT TERMS**  
NETT 30 DAYS FROM DATE OF INVOICE

Despatch Address:  
Nobel Fire Systems - Ben Parker  
Unit 6 Southgate Industrial Estate  
Green Lane  
HEYWOOD  
Lancashire  
OL10 1ND

VAT Breakdown	
Goods	
S	£432.18 T1
<b>Total Invoice</b>	

Registered in England No 3164442 VAT Registration No 697 096 084

The company has clearly noted what type of certification scheme the product they sold is covered by.

The company has noted their unique Chain of Custody (TT-COC/1509) and shown a clear link to the products listed above.

NB: Crest Nicholson will NOT accept an invoice that only gives your supplier's Chain of Custody number. The invoice must link this statement to the products that it covers in the invoice.