



# Chain-of-custody questionnaire for quotation calculation

## 1 General information on the certificate holder

Address and contact details of the intended certificate holder:

Company name/firm name	
Tax number	
Street/house number	
Postcode/town	
Country	
Central e-mail address	
Name Contact	
Contact telephone number	
E-mail address Contact person	

Audit can be performed in the following language(s)

- German
   
  Englisch  
 Others

Please send us information about the size of your organisation:

Approximate turnover of your organisation (Euro)	
Approximate turnover with forest products (Euro)	

Number of staff	
-----------------	--

Please briefly describe the activities of your company that are to be covered by the certification.

--

In which of the following areas would you categorise your company?

<input type="checkbox"/>	Logging
<input type="checkbox"/>	Construction
<input type="checkbox"/>	Energy
<input type="checkbox"/>	Furniture
<input type="checkbox"/>	Printing and related services
<input type="checkbox"/>	Pulp, paper and packaging
<input type="checkbox"/>	Sawmill
<input type="checkbox"/>	Textiles
<input type="checkbox"/>	Wood trading with physical possession
<input type="checkbox"/>	Trading without physical possession
<input type="checkbox"/>	Rubber
<input type="checkbox"/>	Non-wood forest products

## 2 Information on the content of the certification

For which certification systems would you like an offer?

<input type="checkbox"/>	FSC COC (FSC Chain-of-Custody)
<input type="checkbox"/>	PEFC COC (PEFC Chain-of-Custody)
<input type="checkbox"/>	ISO 38200 (supply chain of wood and wood-based products)

Which control system or chain of custody method would you like to use?

	<b>FSC COC</b> (see FSC-STD-40-004 section 9 to 11)		<b>PEFC COC</b> (see PEFC ST 2002 section 6)		<b>ISO 38200</b> (see ISO 38200 section 8)
<input type="checkbox"/>	Transfer system	<input type="checkbox"/>	Physical separation	<input type="checkbox"/>	Physical Separation method
<input type="checkbox"/>	Credit System	<input type="checkbox"/>	Credit method	<input type="checkbox"/>	Credit method
<input type="checkbox"/>	Percentage System	<input type="checkbox"/>	Percentage method	<input type="checkbox"/>	Percentage method

Which products would you like to include in the scope of the certificate?

Please assign them to the following categories:

	<b>Wood products</b>		<b>Products containing paper</b>
<input type="checkbox"/>	Rough wood	<input type="checkbox"/>	Pulp
<input type="checkbox"/>	Wood Charcoal	<input type="checkbox"/>	Paper
<input type="checkbox"/>	Wood in chips or particels	<input type="checkbox"/>	Paperboard
<input type="checkbox"/>	Impregnated/treated wood	<input type="checkbox"/>	Corrugated paper and paperboard
<input type="checkbox"/>	Solid wood (sawn, chipped, sliced or debarked)	<input type="checkbox"/>	Packaging and wrappings of paper
<input type="checkbox"/>	Products from the planing mill	<input type="checkbox"/>	Household and sanitary pulp and paper products
<input type="checkbox"/>	Veneer	<input type="checkbox"/>	Stationery of paper (printed and unprinted)
<input type="checkbox"/>	Wood panels	<input type="checkbox"/>	Printed materials
<input type="checkbox"/>	Engineered wood materials	<input type="checkbox"/>	Bobbins, spools, rolls and similar
<input type="checkbox"/>	Wood packaging and similar	<input type="checkbox"/>	Other pulp and paper products n.e.c.*
<input type="checkbox"/>	Wood for construction	<input type="checkbox"/>	
<input type="checkbox"/>	Indoor Furniture	<input type="checkbox"/>	<b>Non-timber forest products</b>
<input type="checkbox"/>	Outdoor furniture and gardening	<input type="checkbox"/>	Bark
<input type="checkbox"/>	Musical instruments		Soil conditioners and substrates for plants
<input type="checkbox"/>	Recreational good		Cork and cork products
<input type="checkbox"/>	Household articles		Straw, wicker, rattan and the like
<input type="checkbox"/>	Stationary of wood		Bamboo and bamboo products
<input type="checkbox"/>	Other manufactured wood products		Plants and plant parts
<input type="checkbox"/>	Other wood products		Natural gums, resins, oils and derivatives
			Chemical, medical and cosmetic products
			Foodstuffs
			Other non-timber forest products not specified elsewhere

### 3 Information on outsourced activities/service providers

Are activities within the scope of the chain of custody certificate outsourced?

<input type="checkbox"/>	No. Please continue in section 4.
<input type="checkbox"/>	Yes, to certified service providers (the service provider is certified in accordance with the requested certification system). Please provide information according to section 3.1.
<input type="checkbox"/>	Yes, to non-certified service providers (the service provider is not certified according to the requested certification scheme). Please provide information according to section 3.1.

#### 3.1 Further information on outsourced activities/service providers

Number of certified service providers	
Number of non-certified service providers	
In which countries are the non-certified service providers based?	
Which activities are outsourced?	
Is all or most of the manufacturing process outsourced?	
Are input materials mixed with different material categories by the service provider?	
Will the logo be applied by the service provider	
Are the products NOT physically returned to you by the service provider?	
Is the product permanently labelled/marked in a way that cannot be changed by the service provider?	
Are the products delivered to the service provider as a secure unit that cannot be opened by the service provider?	
Do the outsourced activities NOT involve manufacturing or transforming the products?	

### 4 Verification of incoming materials without a claim from a certification system

Should timber be purchased without a claim and assessed as part of a due diligence system?

<input type="checkbox"/>	Yes. Please provide information according to section 4.1.	<input type="checkbox"/>	No. Please continue in section 5.
--------------------------	--	--------------------------	-----------------------------------

#### 4.1 Further information on the verification of material receipts without a material statement

Which material is sourced without a certification statement (e.g. round timber, sawmill by-products)?	
From whom is this purchased? (e.g. forestry operation, dealer, sawmill)	
Which countries of origin does the material come from?	

## 5 Information on the use of recycled material without a certification statement

Should recycled material be purchased without a certification statement and assessed as part of a verification programme?

<input type="checkbox"/>	Yes. Please provide information according to section 5.1.	<input type="checkbox"/>	No. Please continue in section 6.
--------------------------	--	--------------------------	-----------------------------------

### 5.1 Further information on the use of recycled material without a certification statement

What type of recycled material should be used?	<input type="checkbox"/> Post-consumer <input type="checkbox"/> Pre-consumer
Which material is purchased as recycled material without a certification statement (e.g. commercial transport packaging made of wood or paper, waste wood from construction and demolition, waste paper from household collections)?	
Is the material categorised as pre- and/or post-consumer material upon receipt or are audits planned at the suppliers?	
How many suppliers of recycled material are planned?	

## 6 Certification of several locations

Should more than one location be included in the certification?

<input type="checkbox"/>	Yes. Please provide information according to section 6.1.	<input type="checkbox"/>	No. Please continue in section 7.
--------------------------	--	--------------------------	-----------------------------------

### 6.1 Further information for the certification of multiple sites

How many sites would you like to include in the certification? Please enclose a list of the locations with the address.	
Is the central office located at one of the sites or at another location? Please state the location or the address of the head office.	
Is it possible to check the activities of the central office from the sites or is it necessary for the auditor to be on site at the head office?	
Do the activities of the individual sites differ significantly? If so, please send us a brief description of each location in section 1.	<input type="checkbox"/> Yes
	<input type="checkbox"/> no

When you are applying for re-certification, please provide further information:

Information from last audit		Number of Minor		Number of Major
Informationen from previous certification cycle		Number of Minor		Number of Major

In order to check the possibilities of multi-site certification or individual certification with several sites, we need further information from you. As the requirements in the certification systems differ, please ensure that you use the relevant table.

**FSC COC:**

<input type="checkbox"/>	All locations linked through common ownership (more than 50%).
<input type="checkbox"/>	All locations have a legal and/or contractual relationship with the planned certificate holder.
<input type="checkbox"/>	All sites are part of a centrally managed and controlled management system of the organisation that has authority and responsibility beyond aspects of certification and to which at least one of the following points applies: Centralised purchase or sale Use of the same brand name (e.g. franchise, end customer retailer)
<input type="checkbox"/>	All sites have common operating procedures (e.g. same production processes, same product features, integrated management software)
<input type="checkbox"/>	One or more sites are managed directly by the intended certificate holder and have an exclusive business relationship with the certificate holder (in relation to the materials/products intended for certification)?
<input type="checkbox"/>	Are all locations in the same country?

**PEFC COC:**

<input type="checkbox"/>	1. Is there a central location where certain activities are planned, controlled and managed?
<input type="checkbox"/>	2. Do the other sites fully or partially carry out these activities?
<input type="checkbox"/>	3. Is the organization operating with franchises?
<input type="checkbox"/>	4. Is it a company with several branches?
<input type="checkbox"/>	5. Are the locations linked by a common ownership?
<input type="checkbox"/>	6. Are the locations linked by a common management?
<input type="checkbox"/>	7. Are the locations connected by other organisational links? (only required if neither point 5 nor point 6 of this table are applicable)

Is it a **group of legally independent companies** established for the purpose of COC certification?  
If yes, please provide us with further information

<input type="checkbox"/>	Are all business premises located in the same country?
<input type="checkbox"/>	Do the business premises have fewer than 50 employees?
<input type="checkbox"/>	Do the business premises have a maximum turnover of EUR 10,000,000 or equivalent?

**7 Confirmation**

I hereby confirm the above information and request a quotation for certification.

---

 Place, date

---

 Signature