

Chain of Custody Certification Report

Indiana DNR Primary COC Group¹

CERTIFICATION CODE	ISSUE DATE	EXPIRY DATE
FSC® CHAIN OF CUSTODY SCS-COC-002041	13 January, 2014	12 January, 2019
FSC CONTROLLED WOOD SCS-CW-002041	13 January, 2014	12 January, 2019
FSC TRADEMARK LICENSE FSC-C002017	N/A	N/A

Note: Codes are not official and cannot be used until certification has been granted by SCS

CERTIFICATION SCHEME	TYPE OF AUDIT	AUDIT FOR THE YEAR
FSC	8 th Surveillance	2017

Date Report Finalized: February 27, 2017

Contact person: Jeff Settle

Organization Street Address: 402 West Washington Street Rm. W296

Zip or Postal Code: 46204-2739

City, State, Country: Indianapolis, Indiana USA

Phone: 317-232-4114

Cell: 812-525-9266

Email: jsettle@dnr.in.gov

Website: www.in.gov/dnr/forestry

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2000 Powell Street, Ste. 600, Emeryville, CA 94608 USA
+1.510.452.8000 main | +1.510.452.8001 fax

www.SCSGlobalServices.com

¹ Legal name of company and trade name(s) where applicable

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Introduction

SCS developed its [Forest Conservation Program](#) in 1991 and has since emerged as a leading certifier of forest management operations, and wood and wood fiber product manufacturers. In 1996, SCS became one of the first certification bodies in the world to be FSC ([Forest Stewardship Council®](#)) accredited. In 2009, SCS achieved accreditation to offer PEFC ([Programme for the Endorsement of Forest Certification](#)) Chain of Custody certification services as well. In 2016, SCS achieved accreditation to offer AFS ([Australian Forestry Standard, Ltd.](#)) in Australia. SCS also became the fourth certification body to be approved to offer SBP ([Sustainable Biomass Partnership](#)) certification.

Through our well-developed network of subsidiary offices, representatives and contractor auditors, SCS offers timely and cost-effective Chain of Custody services around the world.

Chain of Custody certification is a quality assurance to your customers that your products have positive environmental attributes backed by a global system of verification. When you receive a Chain of Custody certificate, you gain the right to use the program's logo and trademarks, both on your products and in business and marketing communications. The certification label helps businesses and customers make purchasing decisions that support sound forest management. The SCS Kingfisher Certification Mark is also available for use in promotions and on products. Using the FSC, PEFC, AFS, or SBP logo and SCS Kingfisher Certification Mark in tandem provides greater visibility in the marketplace for your organization's achievement.

This report presents the findings of the SCS auditor who has evaluated your organization's systems and performance against the applicable Chain of Custody standard(s) and the SCS staff member who has made the final certification decision (see Section 1 below).

If there are any follow-up actions required by your organization, they are outlined in a separate Corrective Action Request form sent with this report. In order to achieve and maintain Chain of Custody certification, it is important that all nonconformities are resolved by their stated deadlines.

If you have any questions, comments, or concerns about SCS's Chain of Custody services, please feel free to contact any member of our staff.

Sarah Harris

Director, Chain of Custody Services

SCS Global Services

2000 Powell Street, Suite 600

Emeryville, CA 94608

Tel: +1-510-452-8012

Fax: +1-510-452-6882

Email: SHarris@SCSGlobalServices.com

Section 1: Evaluation and Conclusions

1.A. Certification Decision

Auditor's recommendation for initial, continued, or re-certification based on conformance with requirements:		Indiana DNR Primary COC Group ("Indiana DNR") meets the requirements of FSC STD-40-004 V2-1, FSC STD-40-003 V2-1, FSC STD 40-005 V2-1, FSC STD 40-007 V2-0 and FSC STD-50-001 V1-2. One minor CAR and two observations were issued during the audits, with the minor CAR closed before the end of the meetings. Auditor recommends continued certification.
SCS Use Only	FSC Certification Decision:	Indiana DNR Primary COC Group complies with the applicable requirements of FSC-STD-40-004 v2-1, FSC-STD-40-003 v2-1, FSC-STD-40-005 v2-1, FSC-STD-40-007 v2-0, and FSC-STD-50-001 v1-2 with the exception of two Observations. Continued certification is approved.
	Certification decision(s) by:	Edward Dockray
	Date of decision(s):	February 27, 2017
	Allowable size limit and annual growth rate (FSC only):	The organization may add up to 34 sites to the certificate before the next annual audit (50% growth). * This number is subject to change at subsequent SCS audits. <input type="checkbox"/> N/A, no Central Office Audit Program; all sites must be audited by SCS before being added to the certificate. *If additional certified locations or expansion beyond the maximum are desired, please contact SCS.
	<input type="checkbox"/> Multi-site <input checked="" type="checkbox"/> Group <input type="checkbox"/> N/A, single FSC certificate	

1.B. Certificate Scope

<p>FSC scope: This certificate covers logging, hauling and the production and trade of logs, lumber and veneer using the transfer, percentage or credit systems. In addition, this certificate covers the production and distribution of secondary wood products using the transfer, percentage, and credit systems. It also covers a verification program for the control of wood sourced from the Province of Ontario in Canada, all U.S. states east of and adjacent to the Mississippi River (31 states), and the states of Washington and Oregon; and the sourcing of post-consumer reclaimed material.</p>

FSC Product Group List for Organization (all sites). Data will be posted/updated on <http://info.fsc.org>.
 N/A, not FSC certified

 Nonconformity(ies) identified regarding product group list

Complete the table below as provided by the organization. The only exception is the “primary activity” column – that will need to be verified during the audit; it is not a requirement of 40-004, but it is required for the FSC certificate database.

Product description	Product code of outputs (FSC-STD-40-004a)	Primary activity (choose number(s) from table below)	Species of material inputs (Common name)	Species of material Inputs (Latin name)	Material category of input	Control system	Material category of output	Site
Rough Wood, Roundwood Logs	W1, W1.1	2, 4, 5, 9, 10, 11, 12, 13, 22, 24	Eastern Redcedar Norway Spruce Jack Pine Shortleaf Pine Red Pine Eastern White Pine Scots Pine Loblolly Pine Virginia Pine Baldcypress Tamarack Boxelder Red Maple Silver Maple Sugar Maple Yellow Buckeye Ohio Buckeye Ailanthus European Alder Yellow Birch River Birch Bitternut Hickory Pignut Hickory Pecan Shellbark Hickory Shagbark Hickory Mockernut Hickory Catalpa Hackberry Persimmon American Beech White Ash Black Ash Green Ash	<i>Juniperus virginiana</i> <i>Picea abies</i> <i>Pinus banksiana</i> <i>Pinus echinata</i> <i>Pinus resinosa</i> <i>Pinus strubus</i> <i>Pinus sylvestris</i> <i>Pinus taeda</i> <i>Pinus virginiana</i> <i>Taxodium distichum</i> <i>Larix laricina</i> <i>Acer negundo</i> <i>Acer rubrum</i> <i>Acer saccharinum</i> <i>Acer saccharum</i> <i>Aesculus flava</i> <i>Aesculus glabra</i> <i>Ailanthus altissima</i> <i>Alnus glutinosa</i> <i>Betula</i> <i>allagheniensis</i> <i>Betula nigra</i> <i>Carya cordiformis</i> <i>Carya glabra</i> <i>Carya illinoensis</i> <i>Carya laciniata</i> <i>Carya ovata</i> <i>Carya tomentosa</i> <i>Catalpa speciosa</i> <i>Celtis occidentalis</i> <i>Diospyros virginiana</i> <i>Fagus grandifolia</i> <i>Fraxinus americana</i> <i>Fraxinus nigra</i>	FSC 100%, FSC Mix, FSC Controlled Wood	Transfer, Percentage Credit	FSC 100%, FSC Mix, FSC Controlled Wood	All IN DoF sites

			Blue Ash	<i>Fraxinus</i>			
			Honeylocust	<i>pennsylvanica</i>			
			Kentucky Coffee	<i>Fraxinus</i>			
			Butternut	<i>quadrangulata</i>			
			Black Walnut	<i>Gleditsia triacanthos</i>			
			Sweetgum	<i>Gymnocladus dioica</i>			
			Yellow Poplar	<i>Juglans cinera</i>			
			Osage-orange	<i>Juglans nigra</i>			
			Cucumber	<i>Liquidambar</i>			
			Red Mulberry	<i>styraciflua</i>			
			Blackgum	<i>Lyriodendron</i>			
			Ironwood	<i>tulipifera</i>			
			Paulownia	<i>Maclura pomifera</i>			
			American	<i>Magnolia acuminata</i>			
			Sycamore	<i>Morus rubra</i>			
			Eastern	<i>Nyssa sylvatica</i>			
			Cottonwood	<i>Ostrya virginiana</i>			
			Largetooth Aspen	<i>Paulownia tometosa</i>			
			Quaking Aspen	<i>Platanus</i>			
			Black Cherry	<i>occidentalis</i>			
			White Oak	<i>Populus deltoides</i>			
			Swamp White Oak	<i>Populus</i>			
			Scarlet Oak	<i>grandidentata</i>			
			Northern Pin Oak	<i>Populus tremuloides</i>			
			Southern Red Oak	<i>Prunus serotina</i>			
			Cherrybark Oak	<i>Quercus alba</i>			
			Shingle Oak	<i>Quercus bicolor</i>			
			Overcup Oak	<i>Quercus coccinea</i>			
			Bur Oak	<i>Quercus ellipsoidalis</i>			
			Blackjack Oak	<i>Quercus falcata</i>			
			Swamp Chestnut	<i>Quercus pagoda</i>			
			Chinkapin Oak	<i>Quercus imbricaria</i>			
			Pin Oak	<i>Quercus lyrata</i>			
			Chestnut Oak	<i>Quercus</i>			
			Northern Red Oak	<i>macrocarpa</i>			
			Shumard Oak	<i>Quercus marilandica</i>			
			Post Oak	<i>Quercus michauxii</i>			
			Black Oak	<i>Quercus</i>			
			Black Locust	<i>muehlenbergii</i>			
			Black Willow	<i>Quercus palustris</i>			
			Sassafras	<i>Quercus prinus</i>			
			Mahogany	<i>Quercus rubra</i>			
			Teak	<i>Quercus shumardii</i>			
			Basswood	<i>Quercus stellata</i>			
			American Elm	<i>Quercus velutina</i>			
			Red Elm	<i>Robinia</i>			
			Rock Elm	<i>pseudoacacia</i>			
				<i>Salix nigra</i>			
				<i>Sassafras albidum</i>			
				<i>Tilia americana</i>			

				<i>Ulmus americana</i> <i>Ulmus rubra</i> <i>Ulmus thomasi</i>				
Wood Charcoal	W2	Same as above	Same as above	Same as above	Same	Same	Same	same
Wood in Chips or Particles	W3	Same as above	Same as above	Same as above	Same	Same	Same	same
Impregnated Wood	W4	Same as above	Same as above	Same as above	Same	Same	Same	same
Solid Wood	W5	Same as above	Same as above	Same as above	Same	Same	Same	same
W6 Products from Planing Mill	W6	Same as above	Same as above	Same as above	Same	Same	Same	same
Veneer	W7	Same as above	Same as above	Same as above	Same	Same	Same	same
Wood Panels	W8	Same as above	Same as above	Same as above	Same	Same	Same	same
Engineered Wood	W9	Same as above	Same as above	Same as above	Same	Same	Same	same
Wood Package and Similar	W10	Same as above	Same as above	Same as above	Same	Same	Same	same
Wood for Construction	W11	Same as above	Same as above	Same as above	Same	Same	Same	same
Indoor Furniture	W12	Same as above	Same as above	Same as above	Same	Same	Same	same
Outdoor Furniture	W13	Same as above	Same as above	Same as above	Same	Same	Same	same
Musical Instruments	W14	Same as above	Same as above	Same as above	Same	Same	Same	same
Recreational Goods	W15	Same as above	Same as above	Same as above	Same	Same	Same	same
Household Articles	W16	Same as above	Same as above	Same as above	Same	Same	Same	same
Stationery of Wood	W17	Same as above	Same as above	Same as above	Same	Same	Same	same
Other Manufactured wood	W18	Same as above	Same as above	Same as above	Same	Same	Same	same
Wood nec	W19	Same as above	Same as above	Same as above	Same	Same	Same	same

*If the PGL is very long, submitting it separately from this summary report is acceptable. However, the **primary activity** information for each product group is still required above since that is not included in the certificate holder's PGL.*

Processes / activities included in the scope:	Manufacturer							
	Primary		Secondary			Printing		
	1	Chips	6	Box	11	Lumber	17	Print Broker (outsources printing)
					12	Moulding/Millwork		
	2	Logger - chipping	7	Cabinetry	13	Panels/Plywood	18	Printer
	3	Papermill	8	Door	14	Paper Converter		
	4	Sawmill	9	Flooring	15	Window		
	5	Veneer	10	Furniture	16	Other:		
	Trader							
	Desk Audit			Site Audit (Stocking)				
	19	Logger – no chipping	23	Paper Wholesaler/Distributor		25	Paper Retailer	
	20	Paper Broker	24	Wood Wholesaler/Distributor		26	Wood Retailer	
	21	Print Broker						
	22	Wood Broker						

1.C. Summary of Evaluation

Documents used in assessment of the organization (indicate with an "X")	Normative Documents	# Major CARs	# Minor CARs	# Observations
	FSC-STD-40-004 V2-1 Chain of Custody	0	1 (closed)	2
	FSC-DIR-40-004 Chain of Custody Directive	0	0	0
	FSC-STD-50-001 V1-2 Trademark requirements	0	0	0
	FSC-STD-40-005 V2-1 Controlled Wood	0	0	
	FSC-DIR-40-005 Controlled Wood Directive	0	0	0
	FSC-STD-40-005 V3-0 Controlled Wood	0	0	0
	FSC-STD-40-007 V2-0 Reclaimed Material	0	0	0
	FSC-STD-40-003 V2-1 Certification of Multiple Sites	0	0	0
	PEFC ST 2002:2013 Chain of Custody Requirements			
	PEFC ST 2001:2008 PEFC Logo Usage			
	Other:			

<p>Description of evaluation, including:</p> <p>a) On-site vs. desk audit</p> <p>b) Personnel involved</p> <p>c) Audit activities</p>	<p>Pre Audit – auditor communicated through phone calls and email with Jeff Settle, Indiana DNR’s COC administrator to request documents and confirm the audit dates and times for each site.</p> <p>On Site – Auditor met with Jeff Settle at the central office and proceeded to visit 8 members of the group and the central office audit over the week of January 23-27, 2017. The auditor reconvened with Jeff Settle at eight Indiana DNR Group members’ plants located in Indiana. See the following list of selected sites. After an opening meeting, each company’s FSC procedures were reviewed. The auditor looked at a sampling of material purchase and transaction documents, training, and other relevant information. Except for brokers, a tour of each facility was conducted, including interviews with control-point personnel. A closing meeting was held at each site to summarize findings and discuss next steps</p> <p>The sites audited:</p> <p>Crone Lumber Co 40-004 v2-1; 40-005 v2-1 (verification & sell)</p> <p>Mathers Veneer Sales, LLC 40-004 v2-1; 40-005 v2-1 (verification & sell)</p> <p>American Woodland Enterprise, Inc 40-004 v2-1, 40-005 v2-1 (B/S)</p> <p>E.M. Cummings Veneers, Inc 40-004 v2-1; 40-005 v2-1 (B/S)</p> <p>Mitchell Veneer 40-004 v2-1; 40-005 v2-1 (verification & sell)</p> <p>SR Wood, Inc 40-004 v2-1; 40-005 v2-1 (B/S)</p> <p>J.L. Gilbert Co 40-004 v2-1; 40-005 v2-1 (B/S)</p> <p>Becks Grove Veneer, Inc 40-004 v2-1; 40-005 v2-1 (verification & sell)</p> <p>Indiana DNR Central office 40-003 V2-1, FSC STD 40-005 V2-1, FSC STD 40-007 V2-0, FSC STD-50-001 V1-2.</p> <p>At each site the auditor reviewed the following documents:</p> <ul style="list-style-type: none"> • FSC training records • Purchase Orders to suppliers • Supplier invoices and packing slips • Work orders
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	<ul style="list-style-type: none"> • Invoices to clients • Volume and conversion reports <p>When the document reviews were complete a tour of the facilities took place. The accounting department, yards/warehouse/shop, and receiving areas were visited. Several employee interviews were given during the tours.</p> <p>When central office meeting was completed the auditor and Jeff Settle met for their closing meeting at which time all CARs were discussed and questions answered.</p> <p>When no further questions were left the meeting was closed.</p>
Name and number of sites audited:	<p>Crone Lumber Co Mathers Veneer Sales, LLC American Woodland Enterprise, Inc E.M. Cummings Veneers, Inc Mitchell Veneer SR Wood, Inc J.L. Gilbert Co Becks Grove Veneer, Inc Indiana DNR Central office 8 sites plus central office audited</p>
Date(s) of evaluation:	January 23-27, 2017
Total on-site auditing time:	<p>On-site auditing time was approximately 32 hours <input checked="" type="checkbox"/> N/A, desk audit</p>
Auditor name:	Thomas Stodola
Auditor qualifications: (E.g. training, certifications, number of years auditing)	<p>Thomas (Tom) Stodola Tom Stodola has been involved in the commercial printing industry his entire adult life. He holds a Bachelor's of Science in Graphic Communications from California Polytechnic State University, San Luis Obispo and a Master of Business Administration from the University of Phoenix, Southern California campus. Tom holds an ISO 9001:2008 lead auditor certification.</p> <p>For 24 years Tom counseled graphic communications firms on such issues as finance, credit, collection issues, tax regulations and human resource issues. He has completed hundreds of FSC audits since 2009</p>

Section 2: Organization Information

2.A. Overview of Organization

<p>General description of organization: its operations, products, ownership structure, and function of the site(s).</p>	<p>There are currently 69 members in the group as listed in the group participant file "FSCCOCDatabase_2016.xls." All are evaluated against FSC-STD-40-004 v2-1 (Chain of Custody); thirty-two are evaluated against FSC-STD-40-005 v2-1 (Controlled Wood). The group entity is evaluated against FSC-STD-40-007 (Reclaimed Wood), however, no active group member is sourcing reclaimed material at this time.</p> <p>Businesses primarily include:</p> <ul style="list-style-type: none"> • Loggers • Sawmills • Veneer mills • Veneer and lumber brokers • Architectural millwork companies • Panel fabricators/converters <p>Each member is an independent business under separate ownership. The COC Group Members are each responsible for meeting the requirements of their individual FSC COC scopes and for cooperating with the Group Entity. The member companies have no formal relationships among themselves other than being members of the group.</p>
<p>Description of any changes to the scope of the certificate: Including new Chain of Custody operations or Participating Sites, and changes in business activities.</p>	<p><input type="checkbox"/> N/A, no changes See list of sites for new members added and removed from program.</p>
<p>Detailed description of the system by which the organization maintains control over the Chain of Custody for all products and certification schemes included in the organization's certified product group list, covering all applicable elements:</p> <ol style="list-style-type: none"> a) Quality management (e.g. CoC Administrator, number of staff involved, training program) b) Material sourcing c) Material receipt and storage* d) Volume control e) System(s) for controlling claims* f) Sales and delivery 	<p><u>Quality management:</u></p> <ul style="list-style-type: none"> • The management representative is of the group entity is Jeff Settle. • Each member company has its own FSC administrator. • Each member company has an FSC procedures document (Documented Control System or DCS) based on a template provided by the group entity. • Personnel responsibilities and training are documented in the DCS and annual updates. • Records are kept as paper and electronic files for at least five years. • The group's FSC Product Group List clearly presents each member site's product codes and control systems. (Unfortunately, the FSC database shows each member as having FSC Controlled Wood, but that is not the case.)

	<p><u>Material sourcing:</u></p> <ul style="list-style-type: none"> • The suppliers are verified at least annually by the member companies as having valid FSC COC/CW certificates. • 20 companies purchase/sell FSC Controlled Wood. • 12 companies have controlled material verification programs based on a centralized CW Risk Assessment developed by the Group Entity. <p><u>Material receipt and segregation:</u></p> <ul style="list-style-type: none"> • Input material is verified on receipt with regard to FSC information via the suppliers' transport documents. For loggers this is often in the form of scale slips from the receiving mills. • The FSC status of input material is maintained by marking and/or segregating; methods vary among the companies. <p><u>Volume control:</u></p> <ul style="list-style-type: none"> • Conversion factors are routinely tracked, and each company has a written conversion factor methodology. • Input and output quantities are routinely tracked by FSC claim. • Annual volume summaries by product group are reported. <p><u>System for controlling FSC claims:</u></p> <p>Transfer and credit systems as shown in the Product Group List. The group's COC Procedures template is also set up for the percentage system, with one member using it.</p> <p><u>Sales and delivery:</u></p> <ul style="list-style-type: none"> • Except for loggers, conventional invoices are generally used, which include the company's FSC COC certification code and the itemized or blanket FSC claims. Loggers use scale slips provided by the receiving mills (which capture the loggers' FSC claims and codes). • Conventional transport documents which include the same information as the invoices are generally used.
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<p>And where applicable, describe:</p> <p>g) Processing steps for manufacturing*</p> <p>h) Trademark use</p> <p>i) Outsourcing*</p> <p>j) Controlled wood verification program, including Annex 3 if applicable (V2-1 only)*</p> <p>k) Controlled wood due diligence system, including implemented control measures if applicable (V3-0 only)*</p> <p>l) Reclaimed materials verification program*</p> <p>m) Central office management of multiple sites</p> <p>n) PEFC Due Diligence System, including risk assessment if applicable</p> <p>o) Special circumstances, e.g. for other certification schemes</p>	<p><u>Processing:</u> Each company has appropriate measures to segregate wood during processing steps, as described in individual procedures manuals.</p> <p><u>Trademark Use:</u> Promotional trademarks are being used for websites and some marketing material. No on-product labels are in use. All trademarks are submitted to the Primary Group manager for submission to SCS for review and approval.</p> <p><u>Outsourcing:</u> Some members are using low-risk outsourcing contractors for logging, custom slicing of veneer and warehousing.</p> <p><u>Controlled Wood Verification:</u> Risk assessments cover a verification program for the control of wood sourced from the province of Ontario in Canada, all U.S. states east of and adjacent to the Mississippi River (31 states), and the states of Washington and Oregon. Log purchase agreements are used to record district of origin. Individual group members are responsible for checking a sample of documents tracking district of origin if they buy logs from concentration yards.</p> <p><u>Reclaimed Materials Verification:</u> The Group entity has a procedure for members to verify and source reclaimed/salvaged wood for use as FSC Recycled products. As of this audit no group members are sourcing any material for this purpose.</p> <p><u>Group Management:</u> The group manager provides valuable COC mentoring and monitoring services. Indiana DNR has adequate resources to manage the group.</p> <p><u>Special Circumstances:</u> No special circumstances for Indiana DNR.</p>	
<p><i>*These are the identified critical control points for FSC, defined as those places or situations where physical material from uncertified/uncontrolled sources could enter or where certified/controlled physical material could leave the system.</i></p>		
<p>Description and review of any complaints, disputes or allegations of nonconformities received by the organization and/or SCS:</p>	<p><input checked="" type="checkbox"/> N/A, no complaints, disputes, or allegations of nonconformities related to relevant certification schemes</p>	
<p>Other address(es) on invoice: (E.g., head office, tax address. All addresses on invoice templates must be included in the FSC certificate record.)</p>	<p><input checked="" type="checkbox"/> N/A, no additional addresses</p>	
<p>Total number of sites included in the certificate: (Excluding outsourcers) Note that if the CO is not co-located with a participating site, then it counts in the total number of sites.</p>	<p>69</p>	
<p>Approximate number of employees for all certified sites: (Full-time equivalent employees)</p>	<p>672</p>	

2.B. FSC Controlled Wood

<input type="checkbox"/>	N/A, not certified to FSC Controlled Wood Standard (either V2-1 or V3-0)				
<input type="checkbox"/>	Certified to FSC-STD-40-005 V3-0 (<i>include separate public summary</i>)				
<input type="checkbox"/>	Implements a Controlled Wood verification program with Annex II National Risk Assessment(s) only				
<input checked="" type="checkbox"/>	Implements a Controlled Wood verification program with Annex II Company Risk Assessment(s)				
<input type="checkbox"/>	Implements a Controlled Wood verification program with Annex III site audits				
District(s) of Origin of non-certified wood included in organization's FSC CW verification program (V2-1)					
District of Origin (per Risk Assessment)	Sources of information	National Risk Assessment	Annex 2 New	Annex 2 Reviewed	Annex 3 Field evaluation
31 states bordering and east of Mississippi River, WA and OR, Canadian province of Ontario	Cited in RA			X	
Suppliers evaluated by SCS as part of the FSC Annex 3 verification (V2-1)					
Supplier name and address	Description of non-certified wood / fiber received	Species received (Common and Latin names)		Approx. volume received	

Section 3: Additional General Requirements

Upon receipt of the findings provided in this report, the Organization hereby agrees to notify SCS Global Services of any of the following changes that could have a material impact on their continued certification:

- Fulfillment of Corrective Action Requests (CARs) / conditions
- Date of production / start of certified products if initial audit was conducted during absence of certified material
- Change in legal organization / company name
- Change in trade name(s)
- Change in ownership and/or management
- Change in contact name(s) and address(es)
- Change to the scope of the certificate, as it appears on the certificate or certification scheme database
- Addition of new site(s) and/or removal of site(s) covered by the certificate
- Circumstances and/or resource conditions that could materially impact the continued validity of the certification
- Addition / removal of Product Groups
- Material changes to existing Product Groups, such as commencement of new accounting systems or modification of product claims
- New use of the SCS and/or certification scheme Trademarks
- Incident report of incorrect claim or deviation from certification scheme regulations
- Trademark misuse by suppliers or competitors
- New outsourcing agreements
- Agreements with vendors or other certificate holders for on-product labeling using certificate code
- Material change to documented control system (COC procedures)
- Termination of certification scheme business in whole or in part
- Any other circumstances where the certified product may no longer comply with the requirements of the certification system

Section 4: Standard Conversions

1 mbf	2.36 m ³
423.7 bf	1 m ³
1 cord	2.55 m ³
1 inch	2.54 cm
1 foot	0.3048 m
1 square foot	0.0929 m ²
cubic foot	0.028317 m ³

1 yard	0.9144 m
1 gallon (US)	3.78541 liters
1 pound	0.4536 kg
1 US ton	907.185 kg
1 UK ton	1016.047 kg
1 acre	0.405 hectares
1 mile	1.60934 km

Appendix: Required Supporting Documentation

This list provides a record of which supporting documents are required as a part of the audit project.

Auditors: Please indicate the documents that you submitted to SCS upon completion of the audit **by placing an X in the relevant cell.**

Certificate holders: Please note that SCS only sends you this Summary Report and applicable CAR forms. However, all of the items checked below are available upon request.

Supporting Document	Submitted to SCS	N/A for this audit project	Collected by SCS directly from client
Audit Plan	X		
Applicable Checklist(s)	X		
CH Product Group List	X		
Annual Volume Summary Form / Information <i>(required for (re)evaluations and annual audits)</i>	X		
CH Procedures	X		
AAF Declaration Form, where certified to FSC			X
PEFC Reporting Form, where certified to PEFC			
Reclaimed Materials Supplier List (or equivalent)			
Participating Sites List (or equivalent)			
Outsourcer List (or equivalent)	X		
CAR Form	X		
Previous Year's CAR Form			
Evidence of conformance for any Major CARs closed by the auditor			
Pre-Audit assessment form <i>(required when used)</i>			
Certificate Holder's Risk Assessment(s)	X		