

# FSC/PEFC/SFI

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## HOW TO ACHIEVE

## SHAMKRIS GROUP

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# Chain of custody : current situation

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□ 4500 certificates issued

2300 FSC / 2000 PEFC / 200 Forest Products

□ 700 certificates issued 2010

□ Main sectors (at the moment) – printing, shopfitting, joinery, construction.

□ In india 40 clients certified including a) century plyboard ltd b) check point checknet india pvt. Ltd c) Garnet speciality Paper Ltd, d) Timbnet door solutions pvt. Ltd e) Bilt Paper f) Khanna Paper g) parsons Graphics

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# Chain of custody certification

- What is Chain of Custody?
- Why is it needed?
- Main CoC schemes
- How is Certification achieved?



# What is chain of custody?

- The unbroken path which products take from the forest to the consumer, including all stages of manufacturing, transportation & distribution – anyone whom takes title of the goods; **legal /**



# Who does it apply to?

- ❑ Chain of custody started off in the timber industry – however has now spread to all forest products.
- ❑ Obvious ones include furniture and paper products.



Conflict timber



# Aim of COC

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- ❑ Chain of Custody certification provides evidence that the certified product originates from certified, well managed forests, and verifies that these products are not mixed with products from uncertified forests at any point in the supply chain, except under strict controls when percentage (%) labelling\* is being used.
  - ❑ Chain of Custody certification is required whenever a company takes legal ownership of the product.
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# Who Does it apply to?



# How is CoC start

- ~~A system of identification and traceability~~
  - Clear information and document “trail” in place
  - All employees aware of their roles and responsibilities
  - Management commitment
  - Method to ensure materials can not be mixed
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# identification - Critical Control Points

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Where can materials get mixed?

- Goods in if deliveries do not match orders
  - Storage if not identified
  - Picking without staff training
  - Outsources if not monitored
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# How is CoC achieved? – Making a Claim

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What Claims can be made?

- FSC Pure, 100% virgin fibre
  - FSC Mixed Source, combination of virgin, recycled and controlled wood
  - FSC Recycled 100% Post Consumer waste
  - Correct claim needs to be made with correct logo use if applicable.
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# How is CoC achieved? – Making a Claim

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What Claims can not be made?

- “Sustainable Sources”
- “For every tree we cut down another is planted”
- “Environmentally friendly product”

These sorts of ambiguous statement should be avoided

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# How to achieve

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## Critical Control Points

- ❑ The first step for an organisation which wants to implement chain of custody is to identify all Critical Control Points (CCP's). CCP's are the points in the process where there is the possibility for mixing of certified and uncertified material. Each of the points identified will need controls to ensure that mixing does not occur. In most cases, the CCP's would be classified as follows:
    - ❑ Purchase of raw materials
    - ❑ Goods inwards
    - ❑ Production control
    - ❑ Finished goods storage
    - ❑ Sales
  - ❑ The way that mixing of certified and uncertified material can be prevented at CCP's is through a combination of identification, segregation and appropriate documentation, together with sufficient training.
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# How to achieve

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## **Product Identification**

One of the simplest ways to ensure that certified and uncertified products are not mixed is through clear identification of certified products.

- ❑ Products from certified forests are clearly identified as such, and procedures exist to control this identification.
  - ❑ Where appropriate, materials, work in progress and finished goods carry unique identification from which it is possible to trace the material to a certified source.
  - ❑ Production runs of certified and/or non-certified product should be separated physically or in time.
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# How to achieve

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## Documentation

- ❑ Documentation is an essential part of chain of custody. In particular:
- ❑ Records should be maintained relating to purchase, delivery, shipment, receipt, forwarding and invoicing of certified products.
- ❑ Documented procedures should be in place for implementing and maintaining control at all identified critical control points throughout the process.
- ❑ Accurate production records should be kept, from which it is possible to identify source and quantity of materials input, and volume or number of goods manufactured.

# How to achieve

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## Training

- ❑ All personnel must be adequately trained if the system is to work effectively. This is important even in very small organisations.
  - ❑ A management representative should be identified, with responsibility and authority to implement and maintain the Chain of Custody system.
  - ❑ All staff should understand their specific responsibilities in the control of Chain of Custody, and have adequate training in order to fulfil their assigned tasks.
  - ❑ Records of training and experience should be maintained, appropriate to the scale of operations, identifying previous training and likely additional training needs.
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# Records need to be maintained

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- ❑ Adequate record keeping is a very important part of maintaining a secure Chain of Custody. All records should be legible and well organised. Auditors will be interested in the following:
  - ❑ Procedures for the identification, collection, filing, storage, maintenance and retention of all relevant records, appropriate to the scale of the operation
  - ❑ All records relating to the chain of custody system should be kept for a minimum of five years.
  - ❑ The following records, as appropriate, should be maintained:
  - ❑ Purchase records, including purchase orders, contracts, invoices and list of approved suppliers.
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# Records need to be maintained

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- ❑ Goods inwards notes and records of proof of delivery.
  - ❑ Stock records of raw materials and finished product, including where appropriate, annual stock taking results.
  - ❑ Production records.
  - ❑ Sales orders received, invoices and delivery notes issued.
  - ❑ A very important part of the control of Chain of Custody is the monitoring of quantities of certified material bought and certified products sold. Therefore, records must be kept of:
    - ❑ Quantities of raw materials purchased from each supplier plus the total for each type of raw material.
    - ❑ Conversion ratios calculated for each process, if appropriate.
    - ❑ Sales details of certified products, including quantities sold to each customer and total quantities sold.
    - ❑ Summaries of certified raw material used and product produced should be generated regularly, and as a minimum, every 6 months.
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# Thanks

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