

# Bureau Veritas Certification OLB Verification Scheme

*“Origine et Légalité des Bois”*

(ORIGIN AND LEGALITY OF Forest Products)



Origine et Légalité des Bois  
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## CHAIN OF CUSTODY STANDARD



Ref. : RF03 OLB CdC v3.5

10 December 2010

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## Foreword

The present standard was developed by the Forestry Department of Bureau Veritas Certification France specialised in the forestry and timber industries. Bureau Veritas Certification France is an independent certification organisation, a subsidiary of Bureau Veritas Certification Holding. For further information, you can visit our website [www.certification.bureauveritas.fr](http://www.certification.bureauveritas.fr).

This document was developed to define the requirements for the use of the OLB registered trademark after the first sale of certified OLB forest products. This document is normative and establishes all the requirements that companies shall fulfil to be awarded an OLB Chain of Custody certificate and to use the OLB trademark on their forest products.

NB: This document also applies to forest management/forestry companies with a processing unit.

## A - Introduction

The present standard is a public document **that establishes the requirements for companies in the timber industry** (manufacturing, trading and any other type of processing/marketing companies) **shall fulfil in order to receive the OLB Chain of Custody certification** and thus add value to their forest products.

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**The objective** of Chain of Custody certification is to provide customers with **a guarantee** that the **sources of OLB-branded forest products have been controlled** with regards to their **Origin and Legality**, in accordance with the requirements of Bureau Veritas' RF03 OLB FC standards.

In addition to OLB certification, the fulfilment of OLB+ requirements (standard **RF03 OLB+ COC**) allows the company to demonstrate that it respects supplementary social and environmental requirements as this is becoming increasingly a requirement for the general public, public procurements and international organizations.

**NB 1:** the fulfilment of the OLB+ requirements is an additional step which is optional but is not required to obtain the OLB certificate.

**NB 2:** OLB+ certification has been developed to promote the good practices of a company. It does not concern the labelling of forest products.

## B - Scope of application

The present standard applies to **any company of the timber industry** that supplies, uses and manufacture OLB products and intent to apply the OLB logo on its finished products.

This standard is applicable in **any type** of timber trade / timber processing activity.

**The scope of the company's responsibility regarding the traceability of its forest products** starts with **the purchase** of OLB raw material **to the point of sale** of the OLB products.

## C - Levels of application

Bureau Veritas considers two different situations in the application of this standard, depending on whether the company is already chain of custody certified under another certification scheme for which Bureau Veritas holds accreditation<sup>1</sup> :

- *If the company **has been awarded and holds a valid Chain of Custody certificate** as indicated above:*

The OLB requirements for Chain of Custody assessment are as follow:

- On site for initial audit
- Through a **document review** for the surveillance audits based on the audit reports from the other certification process and the OLB chain of custody procedures that have been implemented by the company to fulfil the present standards' requirements.<sup>2</sup>

**NB:** Some companies that are eligible for the audit based on a document review may purchase unverified forest products for the same "product groups" as the ones covered by the scope of their CoC OLB certificate. Those companies may be submitted to an audit on site, depending on the performance of the company in terms of traceability that was observed during the initial audit.

- *If the companies **does not have a valid Chain of Custody certificate as defined above:***

The assessment of the OLB Chain of Custody requires **on-site audits** for all the certification process including surveillance audits.

**NB :** Trade companies that **do not** take physical possession of the goods will systematically be audited through a **document review**.

<sup>1</sup> Visit the website of Bureau Veritas Certification ([www.bureauveritas.com](http://www.bureauveritas.com))

<sup>2</sup> As long as the company holds a valid Chain of Custody certificate

## D - Definitions

**Company:** In this document, the word « company » refers to the corporate body and its managers that are audited and shall be considered as any legal entity, company or organisation performing forestry activity(ies).

**Conformity assessment** (Guide ISO/CEI 2): Any activity to determine, directly or indirectly, whether applicable requirements are fulfilled. Systematic examination of the satisfaction level of a product, a process or a service, compared to specified requirements.

**Controversial activity:** any activity that has been brought to Bureau Veritas or the audit team knowledge by any means (public or confidential communication, common knowledge, contextual knowledge, etc) and that is not in compliance with legal requirements.

**Documented system:** Set of written procedures

**Forest area verified:** the total forest area that is included within the scope of the certificate.

**Forest Site:** A site responsible for a specific forestry activity.

**Forest Unit:** Forest that forms a single (not divided) geographical unit.

**Geographical Origin:** the forest geographical origin of timber. It may contain various details' level, from the Forest Management Unit to the public appellation of the concerned area (XXX natural park, or YYY forest, for instance), with all the intermediary levels of geographical identification.

**Log** (NF EN 844): round wood that has not been sawn.

**Monitoring:** maintain a certain level of control in an industrial process in order to know, among other things, the raw material inflow and product outflow over a given period of time. However, monitoring does not ensure complete traceability.

**Normative document** (Guide ISO/CEI 2): Document that provides rules, guidelines or characteristics for activities or their results.

**OLB timber:** OLB-certified roundwood.

**Origin:** synonymous with the geographical forest origin with various levels of precision, from the sub-forest management unit to the public appellation of the concerned area (XXX natural park, or YYY forest, for instance), with all the intermediary level of geographical identification.

**Product range:** A range of products covered by the OLB certificate. The range shall be defined by the company and be homogeneous as regard species and nature.

**Pulpwood:** refers to pulpwood, round or split, according to the forest terminology established by FAO in the "Joint Forest Sector Questionnaire definitions", December 2004 (<http://www.fao.org/forestry/26980/en/>)

**Industrial roundwood** ("Joint Forest Sector Questionnaire definitions"): All roundwood except fuel wood. It is an aggregate comprising saw logs and veneer logs; pulpwood, round and split; and other industrial roundwood.

**Saw logs and Veneer logs** ("Joint Forest Sector Questionnaire definitions"): Roundwood that will be sawn (or chipped) lengthways for the manufacture of sawn wood or railway sleepers (ties) or used for the production of veneer (mainly by peeling or slicing). It includes roundwood (whether or not it is roughly squared) that will be used for these purposes; shingle bolts and stave bolts; match billets and other special types of roundwood (e.g. burls and roots, etc.) used for veneer production.

**Pulpwood, round or split** (“Joint Forest Sector Questionnaire definitions”): Roundwood that will be used for the production of pulp, particleboard or fibreboard. It includes: roundwood (with or without bark) that will be used for these purposes in its round form or as splitwood or wood chips made directly (i.e. in the forest) from roundwood.

**Other industrial roundwood** (“Joint Forest Sector Questionnaire definitions”): Industrial roundwood (wood in the rough) other than saw logs, veneer logs and/or pulpwood. It includes roundwood that will be used for poles, piling, posts, fencing, pitprops tanning, distillation and match blocks, etc.

**Record** (ISO 9000): Document that provides a view of the results achieved or an evidence of the realisation of an activity.

It may also refer to the action of keeping data to ensure the reliability of a system; the reliability of a product traceability system for instance. This information is referred to as “records” to designate the data and mediums (documents, numerical data, binders and so on) that may concern, in the mentioned case, and as appropriate:

- forest inventories (cartography, state of the standing volumes and so on);
- harvesting (felling registers, list of cuttings and compartments, log stocks and so on);
- processing (slips/yield data, production orders, list of ongoing production and so on);
- sales (contracts, invoices, delivery orders, finished good stocks and so on).

**Referential**: Reference document including all the criteria, rules, characteristics and guidelines that a product, a process, a service or an organisation shall comply with.

**Requirements** (summary of Guide ISO/CEI 2): Expression contained in a normative document that expresses the criteria to be respected.

**Roundwood**: (“Joint Forest Sector Questionnaire definitions”): All roundwood felled or otherwise harvested and removed. It comprises all wood obtained from removals, i.e. the quantities removed from forests and from trees outside the forest, including wood recovered from natural, felling and logging losses during the period, calendar year or forest year. It includes all wood removed with or without bark, including wood removed in its round form, or split, roughly squared or in other form (e.g. branches, roots, stumps and burls (where these are harvested) and wood that is roughly shaped or pointed. It is an aggregate comprising wood fuel, including wood for charcoal and industrial roundwood (wood in the rough).

**Sawlog**: (NF EN 844, also see log): sawn roundwood.

**Short log**: Sub-element of the sawlog, generally sawn at a fixed length.

**Standard/norm** (Guide ISO/CEI 2): Document developed by consensus and approved by a recognized organisation that provides, for common and repeated use, rules, guidelines or characteristics for activities and their results, in order to guarantee an optimal degree of order in a given context.

**Timber**: refers to rough industrial wood, except for pulpwood, round and split, according to the forest terminology established by FAO in the “Joint Forest Sector Questionnaire definitions”, December 2004 (<http://www.fao.org/forestry/26980/en/>).

**Timber from acceptable sources**: Any timber that is covered by a verification/certification program listed as “verification/certification programs accepted by OLB”. The updated list is available on our website [www.certification.bureauveritas.fr](http://www.certification.bureauveritas.fr)

**Timber from unacceptable sources**: Any timber that is neither OLB-certified, nor covered by an audit program that is recognized by the OLB system (consult the list on our website [www.bureauveritas.com](http://www.bureauveritas.com))

**Traceability** (ISO 9000): Ability to trace back the history, implementation or location of what is being examined.

## E - References

Guide ISO/CEI 2, Standardisation and related activities – General Vocabulary,  
ISO 9000, Quality management systems – Fundamentals and vocabulary, October 2005  
NF EN 844, Terminology, General Terms shared by roundwood and sawn wood, May 1995

## F - General principle of traceability

The present standard was developed to establish traceability requirements for companies dealing with OLB forest products, **from the first point of sale or first processing unit** (such as a forestry/forest management company with a processing unit) **to the final user of the certified OLB forest product**.

As part of OLB certification, products are classified into three categories:

- OLB timber
- Timber from acceptable sources
- Timber from unacceptable sources

As for the monitoring of forest products, **the general objective of OLB certification** is to ensure a real **traceability (a)** of OLB logs **until the first processing activities** that may be carried out by the forestry company itself or other companies operating after the first point of sale of the timber.

**From the first processing activity, the monitoring of timber (b)** verified for its origin and legality (referred to as OLB timber hereafter) can be carried out following **2 different procedures**.

(a) In the case of trade of raw material **prior to first processing activity (e.g. logs)**, the traceability of **OLB forest products shall be based** on the permanent marking and identification of each log and sawlog, while maintaining the correspondence between those two references.

(b) After the first processing activity, a **Chain of Custody** system for OLB timbers shall be implemented so as to ensure the traceability of the forest products. Two different traceability methodologies can be used:

- o **Physical segregation (1)**

*Ensures that the OLB products are manufactured only from **raw material** which has been certified OLB following the verification of its **origin and legality** in conformity with the OLB-certification requirements (OLB timber).*

*There are various ways of fulfilling this traceability requirement:*

- Temporal segregation;
- Physical segregation ;
- Individual identification of pieces.

*The companies wishing to implement this traceability system shall chose one of those three methods or define procedures that combine them while taking into account their own processes and procedures.*

**NB:** *in such case, the raw material and/or logs from acceptable and unacceptable sources shall never be mixed with OLB timber.*

○ **Credit System (2)**

*It consists in ensuring equivalence between the volume of OLB raw material purchased and the volumes of OLB products sold.*

*With such system, the company can sell a proportion of OLB products with the OLB logo corresponding to the quantities of OLB timber or raw material that was purchased. OLB inputs may also be accumulated as OLB credits on a credit account. When the OLB range of product is being produced, both OLB and raw material from acceptable source may be used.*

*For instance: A company purchases 1 000 m<sup>3</sup> of OLB timber in June and processes the raw material with a conversion factor of 50% for the concerned species over the previous 12 months (from July to June). The company can sell the equivalent of 500 m<sup>3</sup> of OLB products in July.*

**Note 1:** The physical segregation method is recommended for any type of company, and is **compulsory** for trade organisations.

**Note 2 :** Under the credit system, timber from unacceptable sources shall never be mixed with the other two timber categories (i.e. OLB forest products and products from acceptable sources).

## G - OLB chain of custody requirements

### 1 - General requirements for the company

#### 1.1 - Compliance with legal requirements

- 1.1.1 - The company shall provide evidences that it is in full compliance with national laws and international treaty obligations (as safety, environment and legal establishment).
- 1.1.2 - The company shall be legally established according to the local regulation, while complying with the requirements of its specific activity sector(s).
  - The company shall have a copy of the official and valid documents demonstrating its legal existence (registration document) - both general and specific to its activity (or activities)
  - The company shall fulfil the legal requirements of the activity sector(s) it operates in (if applicable, such as legal or contractual requirements defined in collective labour conventions or by a trade union).
  - The company shall have paid all relevant taxes, rights or other applicable fees required by law.
  - The company shall not be involved in any activity or practice that may lead to controversy and undermine its compliance with legal requirements.

**Note 1:** Company shall have a copy of all these documents and have a record referring to all of these texts.

#### 1.2 - System requirements

##### Organisation and responsibilities

- 1.2.1 - The company shall appoint a qualified member of staff with sufficient skills, responsibility and authority to implement and monitor the OLB chain of custody system.
- 1.2.2 - The company must implement an organisation where responsibilities are clearly identified.
- 1.2.3 - Each staff member knows and understands his/her specific responsibilities concerning the maintenance of the traceability system.
- 1.2.4 - The company shall ensure that the employees involved in the implementation of the traceability procedures are trained.
  - The members of staff contributing to the maintenance and monitoring of the traceability procedures are sufficiently qualified to carry out the tasks under their responsibility.
  - The relevant contributors, members of staff and subcontractors were informed of and trained to the implementation of the chain of custody.

### **Documented system**

- 1.2.5 - The company shall develop and implement a documented system that fulfils the present standards' requirements.

### **Record**

- 1.2.6 - The company shall establish and implement procedures adapted to the scale and complexity of its activities to identify, classify and maintain the records that are necessary to demonstrate the respect of legal and traceability requirements for all timber to be sold.

- Production data is recorded and maintained. It includes periodical summaries per species and product type.
- Records are clear and accessible. Records systematically mention the volume and timber/timber bundle reference and allow identifying the geographical origin of timbers before processing.

**NB:** *It is recommended that records include the correspondence between inputs of raw material and outputs of products.*

- 1.2.7 - The company shall maintain those records for a minimum of 5 years. Records shall be made available upon request.

## **1.3 - Definition of a product group**

- 1.3.1 - The company shall define product group(s) with each product group corresponding to a range of products that are homogeneous with regard to type and species.
- 1.3.2 - The list of OLB product groups shall be up-to-date and available upon request.
- 1.3.3 - The company shall detail for each group of finished products:
- Type of raw material (type and species);
  - The traceability system used.
- 1.3.4 - For each product group, the company shall calculate the conversion factor between the inputs of raw material and the outputs produced.

## **1.4 - Input and output management**

### **Inputs: incoming raw material**

- 1.4.1 - Approval of the OLB timber supplier
- The company shall verify on BVC website whether its supplier was awarded with a OLB certificate, that the OLB certificate is valid, and that the supplied OLB products is within the scope of the OLB certificate.

1.4.2 - Verification of OLB raw material upon reception

The company shall ensure that the delivered material matches the description from the purchase order and transport documents:

- product type and species;
- OLB status of the goods appear in their designation;
- volumes concerned ;
- OLB certificate number and its validity period.

1.4.3 - The organization shall ensure that the inputs used for the OLB product group remain clearly identifiable and distinct.

**Outputs: outgoing certified OLB products**

1.4.4 - The company shall clearly identify all OLB products which are sold as such.

Invoices for OLB products shall mention:

- Product types and species,
- OLB product types appear in their designation,
- quantities concerned (volume or other unity),
- certificate number and validity period of the OLB certificate,
- the link to the articles' reference
- The country(ies) of timber's origin.

1.4.5 - Each OLB product's sale shall be accompanied by a specific OLB monitoring document mentioning solely OLB products and specifying:

- Product types and species;
- quantities concerned (volume or other unity),
- certificate number and validity period of the OLB certificate,
- the link to the articles' reference
- The country(ies) of timber's origin.

1.4.6 - The company shall mark its products with the OLB logo in accordance with the trademark use requirements (see Chapter 12 of GP01 OLB CoC).

**Monitoring of material quantities**

1.4.7 - The company must establish a material accounting system with clear records, including quantities and other information (references, type) of input and output (certified and uncertified).

1.4.8 - A list/record of material's quantities must be maintained.

- 1.4.9 - The company must maintain and provide records of quantities of inputs and outputs, including the following information:
- The inputs received and approved;
  - The inputs used for production (used);
  - The inputs still on stock
  - The outputs sold
  - The outputs still on stock

## 2 - Traceability systems

There are two possible traceability systems, which are the following:

- o Physical segregation
- o Credit system

For each product group, the company shall select one of those two systems and implement it.

### 2.1 - General requirements

- 2.1.1 - The company shall have defined the initial and final location/sites where goods are physically transferred.
- 2.1.2 - Each critical control point in the supply chain and transformation process shall be identified, including the storage area for certified products.
- NB:** Purchasing, reception, processing and production, sales, shipment and delivery are generally critical control points.
- 2.1.3 - Monitoring activities shall be documented and recorded, for critical control points in particular.

### 2.2 - Physical segregation

#### Identification

- 2.2.1 - Regardless of their stage of transformation, certified products are identified on an individual basis.
- 2.2.2 - This identification shall allow tracking back the product to the origin of the certified raw material, whenever possible.
- 2.2.3 - Supplies, ongoing production and certified finished products are physically marked, whenever possible.

#### Segregation

- 2.2.4 - The stocks of certified raw material are separated and differentiated from the stocks of uncertified supplies.

- 2.2.5 - Ongoing production using certified raw material is segregated from other ongoing production, in either space or time.
- 2.2.6 - Certified finished products are stocked separately from other finished products.

**NB:** These two methods of physical identification or segregation can be used jointly.

## **2.3 - Credit system**

### **Purchase of material that is not OLB-certified**

- 2.3.1 - When purchasing uncertified timber to be integrated to OLB production, the company shall only purchase timber from acceptable sources.
- 2.3.2 - Timber from acceptable sources shall either:
  - Be covered by the « suppliers' assessment program »: see appendix 1
  - Be covered by one of the verification programs recognized by the OLB<sup>3</sup>
- 2.3.3 - The company shall implement a system for tracking timber that cannot be classified as coming from “acceptable sources”, so as to ensure it is not mixed with timber from acceptable sources or OLB timber.

### **Credit account**

- 2.3.4 - OLB supplies to be used in the production process are credited to the credit account.
- 2.3.5 - The company deducts from the account the product quantities that are sold as OLB products.
- 2.3.6 - The company shall define a time period for the management of its credit account (3 months as a maximum period)
- 2.3.7 - The company shall credit the OLB credit account after receiving ownership of the material and before it enters the production process.
- 2.3.8 - The OLB production credit that is not used during the credit period can then be transferred onto the following months, within the limit of a maximum of 11 months of delay.
- 2.3.9 - Any OLB production credit that is not used by the end of the 11th month is lost.

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<sup>3</sup> The list is available on Bureau Veritas Certification website ([www.bureauveritas.com](http://www.bureauveritas.com) , link certification / forestry)

### **3 - Outsourcing**

#### **3.1 - Subcontractors**

- 3.1.1 - **The company shall have an updated list of subcontractors included in the scope of the chain of custody certificate.**
- 3.1.2 - The company shall provide Bureau Veritas Certification with the list of all subcontractors involved within the scope of the OLB certification. It shall be updated within a month of any modification.

#### **3.2 - Requirements related to subcontractors**

- 3.2.1 - The company can outsource handling or processing operations for its OLB products, provided that the traceability requirements (physical marking or segregation) are covered in the contract with its subcontractors.
- 3.2.2 - Bureau Veritas Certification reserves the right to audit subcontractors' sites when Bureau Veritas' audit team considers that critical control points shall be verified.

## H - Appendix

### Appendix 1: Supplier Assessment Program

This appendix is applicable to the timber purchased to be used to produce a range of OLB-certified products but is neither from verified OLB sources nor covered by one of the verification programs recognised by the OLB system (refer to the list on our website [www.certification.bureauveritas.fr](http://www.certification.bureauveritas.fr))

#### A. Definition of the Supplier Assessment Program

The company shall define a process for the regular assessment and auditing of uncertified timber suppliers based on the following requirements:

- Each supplier shall be audited on site at least once a year;
- The audits are carried out by employees who are competent and aware of auditing techniques;
- Checklist(s) shall be developed, based on the relevant requirements from this appendix;
- The company shall identify and maintain the records that prove the compliance of assessed suppliers;
- The company reports and maintain records of these assessments.

#### B. Requirements to be verified

The company must verify the following requirements during supplier assessments:

- The supplier shall be a legally established forestry company;
- The supplier is up to date with the payment of all taxes as forestry company;
- The supplier shall provide evidence that the harvested forest area is legally classified as production forest, and that it received the necessary authorisations to carry out forestry activities;
- The supplier shall develop and implement a planning document for its forestry operations, or a forest management plan (when required by local regulation);
- When a forest management plan is required under local regulation, it shall be approved by the competent authority;
- Harvesting prescriptions are respected. This applies to prescriptions from the planning document for forestry operations or the forest management plan approved by the authorities, (volumes, minimum diameters, species, CITES, marking, use of compulsory transport documents and so on);
- The boundaries of the production area are materialized;
- The supplier shall provide evidence that the timber under assessment was from a forest area that can be legally harvested.

#### C. Supply Chain Requirements to be verified

When there is(are) intermediarie(s) between the original forest of the timber under assessment and the company, a traceability system shall be implemented to demonstrate that this timber has not been mixed with timber from other sources.