

## Assess if your products are FSC or PEFC certified

<p><b>Step One: Check that the supplier's certificate number is legitimate</b></p>	<p><b>Actions</b></p> <p>Certified suppliers should have a unique FSC or PEFC certificate code or number quoted on their certificate.</p> <p>The number will generally follow this structure: TT-COC-1234, BMT-PEFC-2334 or SGS-COC-12244.</p> <p>You can verify this code or number by searching on the relevant scheme's website:</p> <p><a href="#">Forest Stewardship Council (FSC)</a>  <a href="#">PEFC International</a></p>
<p><b>Step Two: Check your supplier is the certificate holder</b></p>	<p><b>Actions</b></p> <p>When you have found the certificate details online, check that they match the details given by your supplier.</p> <p><b>Common problems and solutions</b></p> <p>If the number or code has been typed incorrectly (and you cannot find it online) contact your supplier. Ask them to email you a link to the online certificate. Or, contact the scheme and ask about the certificate codes given by the supplier.</p> <p>If the details of your supplier do not match those on the certificate, you should seek to confirm the authenticity of the certificate.</p> <p>If your supplier has claimed the product is FSC or PEFC certified but it is not their name on the certificate, the chain of custody may be broken. You need to get more information from your supplier, or the scheme.</p> <p>If the chain of custody is broken, you must use a different risk assessment option (3B or 3C).</p>
<p><b>Step Three: Check the certificate is valid for the period of supply</b></p>	<p><b>Actions</b></p> <p>The expiry date of the supplier's certificate should be listed on the FSC or PEFC's websites. Check the certificate is valid for the period of supply.</p> <p><b>Common problems and solutions</b></p> <p>If the certificate appears to have expired or is currently suspended, you should ask why this has occurred. You may need to discuss this with the supplier or directly with the scheme.</p>

<p><b>Step Four: Check the products being supplied are listed on the certificate's record</b></p>	<p><b>Actions</b></p> <p>Certified suppliers can supply both certified and non-certified products. You will need to check that the products being supplied are the same as those on your supplier's FSC or PEFC certificate.</p> <hr/> <p><b>Common problems and solutions</b></p> <p>If the product you are purchasing is not covered by your supplier's certification, you should ask the supplier if there is a mistake on the record. If this is the case, you should also ask for written confirmation from the certification body.</p>
<p><b>Step Five: Check the product that is supplied is the product that was promised</b></p>	<p><b>Actions</b></p> <p>After completing all of the steps above, it is possible the supplier has not given you a certified product.</p> <hr/> <p><b>Common problems and solutions</b></p> <p>Check your invoice(s) and delivery notes to ensure the certificate number is quoted. The product description should list the product as FSC or PEFC certified.</p> <p>It may include a product claim, such as:</p> <ul style="list-style-type: none"> <li>• FSC 100%, FSC Mix X%, FSC Mix Credit, FSC Controlled Wood</li> <li>• X% PEFC Certified, PEFC Controlled Sources</li> </ul>