



## Chain of Custody Certification at a Glance

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So you're interested in Chain of Custody Certification? Congratulations on taking this first step. If you choose to become CoC certified, you will be helping your customers satisfy their goals for environmentally responsible purchasing by demonstrating your ability to protect the supply chain. You will be helping yourself by protecting existing business and pursuing new business that is environmentally sensitive.

This document will answer many of the questions CoC applicants have at the onset of certification. It provides:

- A timeline for certification
- Associated costs

Additionally, you can download the SFI, PEFC and FSC standards from [xpedx.com](http://xpedx.com).

# Timeline for Certification

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## PRE-AUDIT

**1) Review this document and acquaint yourself with the certification standards.** The SFI, PEFC, and FSC standards are written broadly to be applicable to multiple industries. In fact, many of the requirements outlined only pertain to paper/wood product manufacturing facilities. The portions of the standards that are meaningful to printers include but are not limited to: documentation of internal procedures, inventory control, employee training, reporting and invoicing, as well as maintaining a current product schedule (a list of the certified products you carry).

The xpedx Printer Certification Program is administered through Bureau Veritas Certification (BVC), a third-party registrar licensed to conduct audits to all three standards. Once you have read through the standards, you will need to contact BVC. A representative will identify which sections of the standards are applicable to your business. You will then draft company procedures that ensure you meet those requirements, and train your employees to those procedures.

**2) Telephone conference with Bureau Veritas Certification (BVC).** When you are ready to proceed with the certification process, you will need to contact BVC and provide them with the information they need to complete a Request for Quote (RFQ). Once this is returned to BVC, your audit can be scheduled. From the time the RFQ is submitted to the date of the audit varies greatly. Some companies are ready to proceed immediately. Others need time to establish procedures and train employees. BVC can typically schedule an audit within four weeks of the initial request. In addition, a “pre-audit,” via phone or in person, is available and serves as a dry run before the audit is scheduled.

**Please contact:**

**Michael Lyon, Bureau Veritas Certification, (716) 484-9002 ext. 136.**

## AUDIT

**4) Audit.** BVC, as a third-party registrar, will conduct an audit of your facility and determine if you have met the requirements for certification. If you are found to be out of compliance, you will be given an opportunity to correct whatever variances exist. Typically, an on-site audit of a printing company takes 1/2 - 1 full day per location, depending upon the size of the facility, volume of business, and number of employees.

## POST-AUDIT

**5) Report Generation.** Following the on-site audit, BVC will create their report, notifying the applicant of any incidence of non-compliance. Once the applicant has satisfied BVC they have corrected the issues, BVC will submit their report and recommendation for certification.

**6) Review and Issuance of Certificates.** Upon receipt of BVC's report, SFI and PEFC will complete their review and issue CoC certificates within 2-4 weeks. FSC will complete their review and issue certificates within 4-6 weeks.

**7) Label Use Agreements.** Once certified, CoC-certified printers will receive logo and brand packages directly from SFI, PEFC and FSC.

**8) Notification and Publication.** Upon issuance of certificates, BVC will notify SFI, PEFC and FSC to update their published lists of certified printers. These lists are posted at their websites, [www.aboutsfi.org](http://www.aboutsfi.org), [www.pefc.org](http://www.pefc.org), and [www.fscus.org](http://www.fscus.org).

# Associated Costs - Estimated

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## **AUDIT EXPENSES**

BVC will provide a comprehensive estimate prior to scheduling the on-site audit. However, expenses are broken down as follows:

**SFI/PEFC/FSC on-site audit:** BVC estimates 1 - 1-1/2 days on-site per location at a rate of \$1,250 per day.

**SFI/PEFC/FSC off-site audit report:** BVC estimates 1 day for audit preparation and report writing at \$1,250 per day.

**Travel and related expenses:** The cost of transportation and lodging is impacted by the distance traveled as well as the lead time prior to the travel date.

# Certification Standards

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## **DOWNLOAD THE STANDARDS**

The SFI, PEFC, and FSC standards can be downloaded from [xpedx.com](http://xpedx.com). Understand that they were written broadly to enable adoption by many industries.

Much of the information contained in the standards pertains to the manufacturing process and will not impact printers. To identify which sections pertain to your business, contact:

**Michael Lyon**, Bureau Veritas Certification

(716) 484-9002 ext. 136.

For additional information, go to:

[www.aboutsfi.org](http://www.aboutsfi.org)

[www.fscus.org](http://www.fscus.org)

[www.pefc.org](http://www.pefc.org)