



Forest Stewardship Council®

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# FSC Standard for Project Certification

FSC-STD-40-006 V2-0 EN



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Standard

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The Forest Stewardship Council (FSC) is an independent, not for profit, non-governmental organization established to support environmentally appropriate, socially beneficial, and economically viable management of the world's forests.

FSC's vision is that the world's forests meet the social, ecological, and economic rights and needs of the present generation without compromising those of future generations.

## Introduction

This standard specifies the requirements for FSC chain of custody (CoC) certification of projects. For the purposes of this standard a project is defined as the production or renovation of a construction or civil engineering project (e.g. an office building, a condominium of houses, event infrastructure such as concert stages, stand in a trade fair, timber bridge), individual art or decorative object (e.g. sculpture), or transport vehicle (e.g. maritime vessels) that is made of or contains forest-based materials. Other items or products not listed in this definition may become eligible to be certified as a project upon specific approval by FSC International.

A certificate is issued to the entity responsible for managing the project, which is named as 'The Organization' in this standard. The Organization may choose to only become certified for the duration of a single project, or to retain certification for continuous certification of multiple projects. All projects managed by The Organization according to the requirements of this standard can be claimed, labelled and promoted as being FSC-certified.

Based on the share of FSC certified forest-based materials used, the following claims can be made on projects produced according to this standard:

- a) Full project certification.
- b) FSC claims on specific components of a project.
- c) Percentage claims.

This standard contains a range of options for the certification of organizations of all sizes that manage projects, from small to large entities, as well as a variety of project types (e.g. a single wooden boat or a large complex of buildings), providing a consistent, international basis for claims about the sourcing of forest-based material/products.

## Version History

**V1-0:** Initial version, approved by the FSC Board of Directors at their 45<sup>th</sup> Meeting, June 2006.

**V2-0:** This document version was approved by the FSC Board of Directors at their 81<sup>th</sup> Meeting, August 2019.

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## **A Objective**

The objective of this standard is to provide the minimum requirements for the certification of Organizations that manage projects to demonstrate that all or a defined part of the forest-based materials used in projects originate from well-managed forests, controlled sources, reclaimed materials, or a mixture of these, and any associated claims are legitimate and accurate.

## **B Scope**

### **The Organization:**

This standard is applicable to Organizations managing projects that use forest-based material/products and want to promote and claim them as being FSC-certified. Organizations that are certified according to this standard can issue project statements to identify their projects as being FSC-certified. This standard can be applied by a single organization for a single project, but it can also be combined with the standard FSC-STD-40-003 enabling its application by participating sites of group and multi-site certificates that manage multiple projects. The Organization may choose to only become certified for the duration of the project (one-time certification) or to retain certification for managing multiple projects (continuous certification that can be renewed every 5 years allowing The Organization to manage multiple projects).

### **The project:**

This standard applies to the production or the renovation of construction or civil engineering projects (e.g. an office building, a condominium of houses, event infrastructure such as concert stages, stand in a trade fair, a timber bridge), individual art or decorative object (e.g. sculpture), or transport vehicles (e.g. maritime vessels) that are made of or contain forest-based materials. Other items or products not listed in this standard may become eligible to be certified as a project upon specific approval by FSC International. A project is considered as finalized and can be certified once no further transformation to the forest-based materials of the project is needed before its intended end-use. This standard does not apply to single production batches in manufacturing of forest-based products (e.g. a printing run, one batch of FSC-certified furniture produced according to customer's specifications) that shall be certified according to FSC-STD-40-004. Materials for the project can be sourced by The Organization and by project members.

### **The contractors:**

Companies or individuals (e.g. carpenters) that purchase, produce and/or install customized/bespoke FSC-certified material or products specifically for the project shall be included in the scope of the certificate as project members. This includes project members working on or off the project site. The project members that are not FSC-certified are subject to additional monitoring by The Organization and sampling audit by the certification body. Contractors that do not purchase, produce and/or install forest-based material (such as electricians, plumbers etc) do not need to be classified as project members.

NOTE: The concept of participating sites according to FSC-STD-40-003 differs from project members as defined in this standard. In the context of project certification, participating sites are entities under the scope of Group or Multi-site CoC certificates that conform with the requirements of this standard to produce FSC-certified projects,

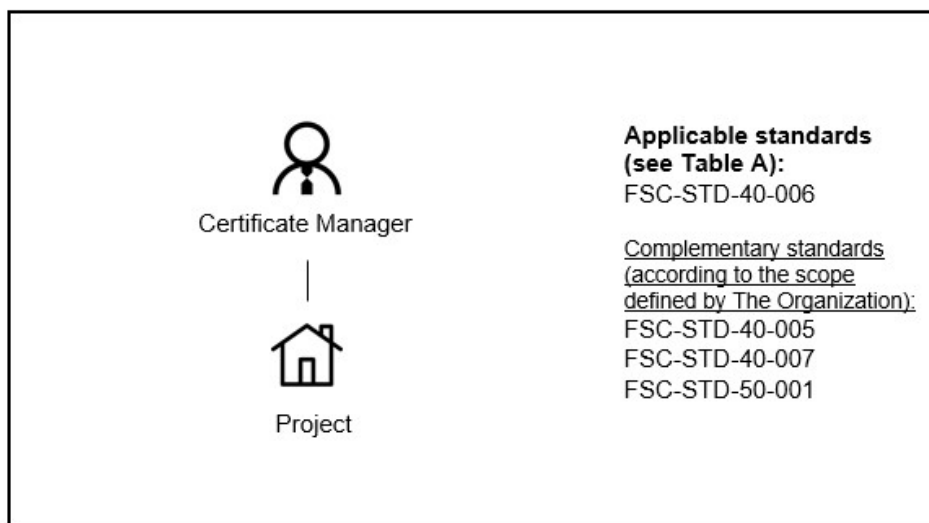
while project members are certified or non-certified contractors under the scope of a project certificate.

### General:

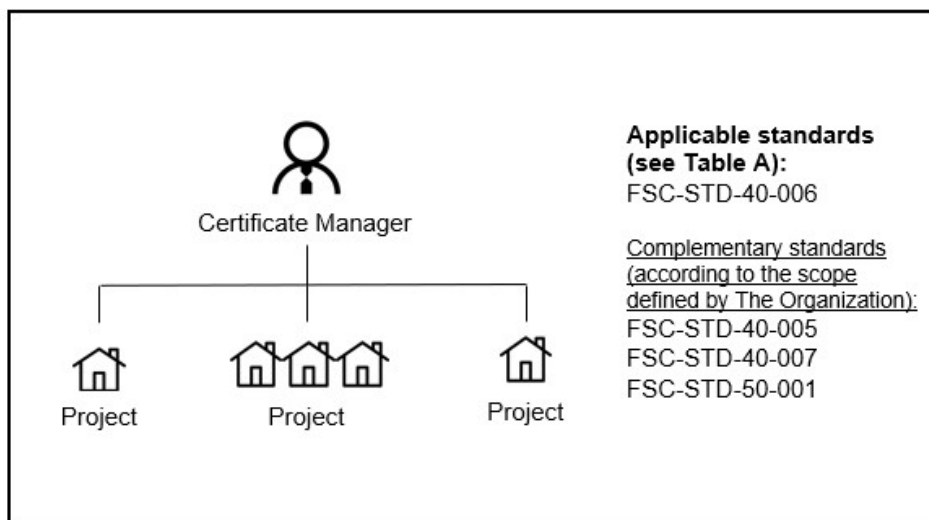
All aspects of this standard are normative, including the scope, effective date, references, terms and definitions, tables and annexes, unless otherwise stated.

**Graphic 1.** Differences between Single, Group and Multi-site project certifications.

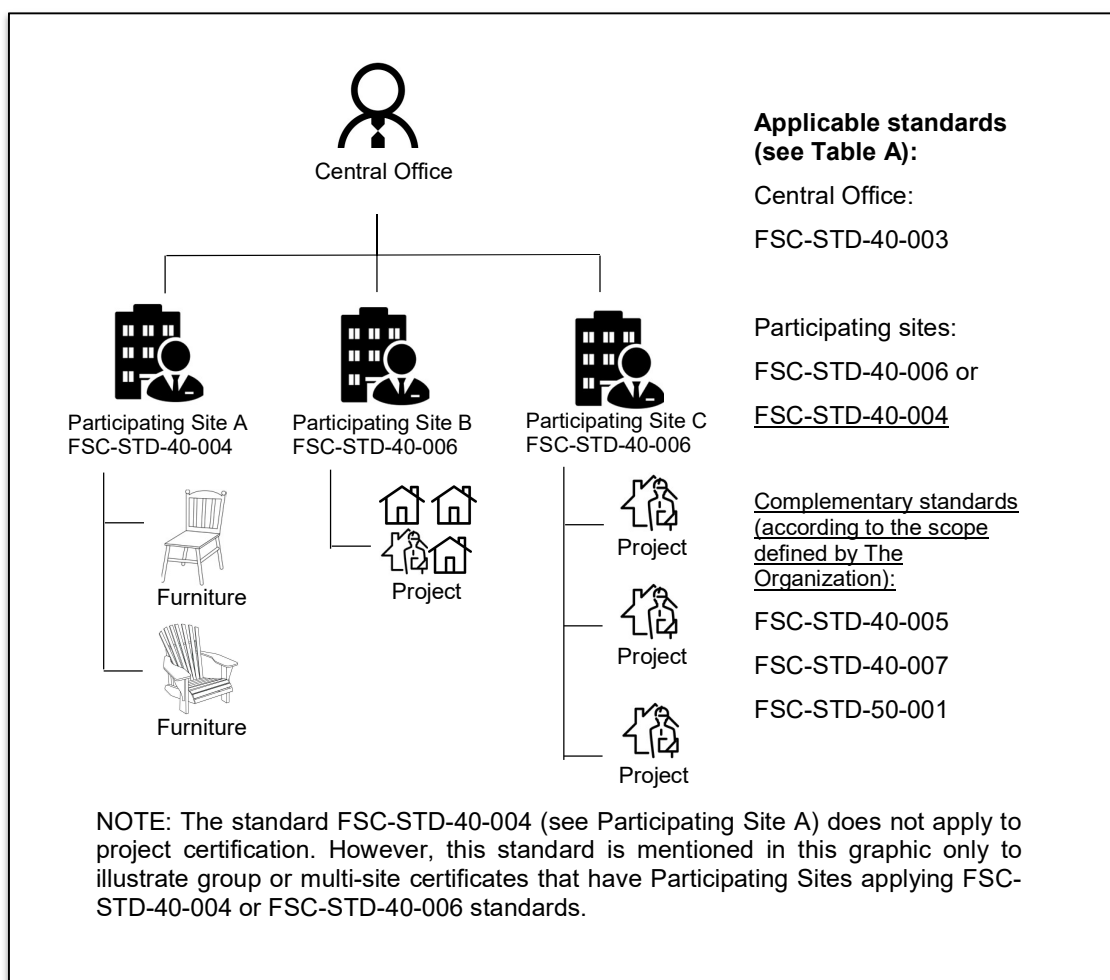
#### SCENARIO A: Single certificate with a single project



#### SCENARIO B: Single certificate covering multiple projects



SCENARIO C: Group or Multi-site certificate covering multiple entities and multiple projects.



## C Effective and validity dates

|                    |                                                                      |
|--------------------|----------------------------------------------------------------------|
| Approval date      | 07 August 2019                                                       |
| Publication date   | 01 November 2019                                                     |
| Effective date     | 01 February 2020                                                     |
| Transition period  | 01 February 2020 – 31 January 2022 (2 years from the effective date) |
| Period of validity | Until replaced or withdrawn                                          |

## D References

The standard FSC-STD-40-006 may be combined with other standards of the FSC normative framework depending on the scope of The Organization's certification, as specified in Table A. The standards FSC-STD-40-004 and FSC-STD-40-006 cannot be combined in project certification.

For undated references, the latest edition of the referenced document (including any amendments) applies.

**Table A.** FSC normative documents applicable to project certification

| FSC normative documents applicable to project certification                                                                  |                                                                                                                 |
|------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------|
| FSC-STD-40-006 FSC Standard for Project Certification<br>FSC-POL-01-004 Policy for the Association of Organizations with FSC |                                                                                                                 |
| Connected normative documents (applicable according to the scope of the certification)                                       |                                                                                                                 |
| Activities                                                                                                                   | Applicable normative documents                                                                                  |
| Group and Multi-site certification                                                                                           | FSC-STD-40-003 Chain of Custody certification of Group and Multi-site                                           |
| Sourcing of Controlled Wood                                                                                                  | FSC-STD-40-005 Requirements for Sourcing Controlled Wood<br>FSC-DIR-40-005 FSC Directive on FSC Controlled Wood |
| Sourcing of reclaimed materials                                                                                              | FSC-STD-40-007 FSC Standard for Use of Reclaimed Material in FSC Product Groups and FSC Certified Projects      |
| FSC trademark use                                                                                                            | FSC-STD-50-001 Requirements for use of the FSC trademarks by Certificate Holders                                |

NOTE: FSC's interpretations of its Normative Framework are available on the FSC Website ([ic.fsc.org](http://ic.fsc.org)).

### Verbal forms for the expression of provisions

[Adapted from *ISO/IEC Directives Part 2: Rules for the structure and drafting of International Standards*]

“*shall*”: indicates requirements strictly to be followed in order to conform to the standard.

“*should*”: indicates that among several possibilities one is recommended as particularly suitable, without mentioning or excluding others, or that a certain course of action is preferred but not necessarily required. A certification body can meet these requirements in an equivalent way provided this can be demonstrated and justified.

“*may*”: indicates a course of action permissible within the limits of the document.

“*can*”: is used for statements of possibility and capability, whether material, physical or causal.

## **1. Administrative requirements**

- 1.1 The Organization shall specify the scope of its project certification and maintain it up-to-date, indicating:
- a) FSC standards applicable to the scope of the certification (e.g. FSC-STD-40-006, FSC-STD-40-003, FSC-STD-40-005, FSC-STD-40-007).
  - b) Entities included in the scope of a group or multi-site certificate as participating sites (where applicable);
  - c) Specification of the scope as: One-time or continuous certification;
  - d) For each project under the scope, specify:
    - i. project name and description (e.g. commercial building, wooden boat);
    - ii. project site(s) specifying the site's name or unique identifier, and address;
    - iii. project claims type: full project certification claim, claims on specific components of a project or percentage claims;
    - iv. project member(s) working on or off the project site(s) specifying: name of each project member, contact details, description of their involvement in the project, FSC CoC certificate code (in the case of FSC-certified project members).

NOTE: The certificate scope information (except project members' information) is published at [info.fsc.org](http://info.fsc.org).

- 1.2 The Organization and its participating sites that are not linked through common ownership shall commit to the FSC values by signing a self-declaration as defined in FSC-POL-01-004.
- 1.3 The Organization shall commit to occupational health and safety (OHAS). At a minimum, The Organization shall appoint an OHAS representative, establish and implement procedures adequate to the size and complexity of the project(s) and its project members.

NOTE: Other certifications and enforcement of local legislation on OHAS that cover the elements required in Clause 1.3 may be used as evidence of conformity to this requirement (i.e. The Organization may be considered as automatically meeting Clause 1.3).

- 1.4 The Organization shall provide documented procedures or work instructions to its non-FSC-certified project members and participating sites adequate to their size and complexity to ensure their conformity with all applicable certification requirements, including provisions to ensure that the materials under the scope of project certification are not mixed with any other non-eligible materials.
- 1.5 The Organization shall ensure that relevant personnel of the non-FSC-certified project members and participating sites are trained to ensure their competence in implementing the applicable certification requirements. The training shall be appropriate to the size and complexity of the activities of each project member and participating site.

- 1.6 Records shall be retained for a minimum period of five (5) years<sup>1</sup>. At a minimum, The Organization shall keep records of the following documents as applicable to the certification scope: procedures, project scope information as specified in Clause 1.1, training records, project drawings and/or project specifications, records enabling the certification body to verify that eligible inputs were used for the project and the claims made on the project are correct, invoice and/or delivery documents of supplies, trademark approvals, records of complaints, and where applicable, records of verification program for reclaimed material and due diligence program for controlled material.
- 1.7 The Organization shall demonstrate that only eligible materials were procured and used in FSC-certified projects.
- NOTE: This standard does not prescribe how this requirement should be met, but the information provided to the certification body shall be adequate to enable the verification that only eligible materials were used in projects and the claims made on projects are true and correct.
- 1.8 The Organization shall support transaction verification and testing for species composition or origin conducted by its certification body and Assurance Services International (ASI). Upon request by the certification body, The Organization shall provide samples of FSC transaction data, samples and specimens of materials and products, and information about species composition of products.
- NOTE: Pricing information is not within the scope of transaction verification data disclosure.
- 1.9 The Organization shall ensure that complaints received regarding The Organization's conformity to the requirements applicable to the scope of The Organization's project certification are adequately considered, including the following:
- a) acknowledge receipt of the complaint to the complainant within two (2) weeks of receiving the complaint;
  - b) investigate the complaint and specify its proposed actions in response to the complaint within three (3) months. If more time is needed to complete the investigation, the complainant and The Organization's certification body shall be notified;
  - c) take appropriate actions with respect to complaints and any deficiencies found in processes that affect conformity to the certification requirements;
  - d) notify the complainant and The Organization's certification body when the complaint is considered to be successfully addressed and closed.

## **2. Responsibilities**

- 2.1 The Organization shall appoint one person (or position) as certificate manager who has overall responsibility and authority for managing the certificate and overseeing the project(s) and project members' conformity to all applicable certification requirements. The certificate manager shall have demonstrated

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<sup>1</sup> In the case of organizations that are certified for shorter periods (e.g. 1 year), the records listed in Clause 1.6 are only required to be maintained for the same period as the duration of the certificate. This situation is expected for example in the case of one-time certification of single projects that can be finalized and certified in less than 5 years period.

knowledge and competence to manage the certificate and implement the requirements of the applicable FSC standards.

- 2.2 Organizations with multiple projects shall appoint project managers for each who shall have overall responsibility and authority to ensure projects' conformity to all applicable certification requirements.

### 3. Project Members

- 3.1 For continuous project certification, all project members that source forest-based input materials shall be FSC-certified against FSC-STD-40-004 or FSC-STD-40-006 (e.g. as a sub-project in the context of a large complex of buildings).
- 3.2 The Organization shall establish an agreement with each non-FSC-certified project member, specifying at minimum that it shall:
- a) conform to all applicable certification requirements and related organization's procedures;
  - b) not make unauthorized use of the FSC trademarks (e.g. on the project member's products or website);
  - c) not further outsource any processing that would include the risk of adding non-eligible input materials to the project. In the case further outsourcing is needed, The Organization shall be informed by the project member and the new subcontractor shall be included in the scope of the certificate as a project member;
  - d) accept the right of The Organization's certification body to audit the project member;
  - e) keep and share with The Organization records of inputs, outputs, and delivery documentation associated with all materials covered by the agreement.

### 4. Material sourcing and FSC claims on projects

- 4.1 The forest-based material categories listed in Table B are eligible to be used as inputs in an FSC-certified project.

**Table B.** Eligible inputs according to the project claims type defined in the certificate scope.

| Material categories                   | Full project claims | Claims on specific components | Percentage Claims |
|---------------------------------------|---------------------|-------------------------------|-------------------|
| FSC 100%                              | ✓                   | ✓                             | ✓                 |
| FSC Mix "x" %                         | ✓                   | ✓                             | ✓                 |
| FSC Mix Credit                        | ✓                   | ✓                             | ✓                 |
| FSC Recycled "x" %                    | ✓                   | ✓                             | ✓                 |
| FSC Recycled Credit                   | ✓                   | ✓                             | ✓                 |
| Post-consumer reclaimed wood or paper | ✓                   | ✓                             | ✓                 |
| Pre-consumer reclaimed paper          | ✓                   | ✓                             | ✓                 |
| Controlled material                   |                     | ✓                             | ✓                 |
| FSC Controlled Wood                   |                     | ✓                             | ✓                 |

4.2 The following inputs used in projects are considered claim-contributing inputs (i.e. these inputs can be claimed as being FSC-certified in the final project):

- a) FSC 100%;
- b) FSC Mix “x” %, where “x %” needs to be at least 70% in the case of full project certification claims or claims on specific components<sup>2</sup>;
- c) FSC Mix Credit;
- d) FSC Recycled “x” %, where “x %” needs to be at least 70% in the case of full project certification claims or claims on specific components<sup>2</sup>;
- e) FSC Recycled Credit;
- f) Post-consumer reclaimed wood or paper;
- g) Pre-consumer reclaimed paper.

4.3 Based on the input materials used in a project, organizations can make the following claims:

- a) Full project certification claim: The Organization can claim that a project is fully certified when all forest-based material/products used in the project, are claim-contributing inputs.
- b) FSC claims on specific components of a project: The Organization can make claims about specific components or materials of a project that are FSC-certified (e.g. all windows of a specific construction project are FSC Mix 80% certified).
- c) Percentage claims: The Organization can make FSC claims about a percentage of forest-based materials used in the final project that are claim-contributing inputs. The remaining forest-based materials of a project that are not claim-contributing inputs shall be sourced as pre-consumer reclaimed wood, controlled material and/or FSC Controlled Wood. The organization shall calculate and record the FSC% for each project by using the following formula:

$$\text{FSC\%} = \frac{Q_C}{Q_T} \times 100$$

FSC% = FSC percentage

$Q_C$  = Quantity of claim-contributing inputs in the whole project

$Q_T$  = Total quantity of forest-based inputs in the whole project

NOTE 1: In the case of percentage claims, the amount of input materials received with an FSC Mix x% or FSC Recycled x% claims that count as claim-contributing input is proportional to the percentage stated on the supplier's sales documents (e.g. if 10 kg are received with an FSC Mix 70% claim, only 70% of the volume count as claim-contributing input). The full amount of input materials received with FSC Mix Credit or FSC Recycled Credit claims count as claim-contributing input (i.e. 100% of the volume count as claim-contributing input).

NOTE 2: Clause 4.3 refers to all wood materials/products used in the final project but can also include wood used in the construction phase of the project including concrete forming boards, bracing, and other temporary but non-rented construction applications.

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<sup>2</sup> In the case of project certification scope with percentage claims, it is acceptable that inputs used in the project have an FSC Mix or Recycled x% input claim with a percentage below 70% (e.g. the organization uses inputs with an FSC Mix 50% claim).

- 4.4 In the case of full project certification, the project may contain the quantity of up to two (2) % non-certified and non-controlled components, if they are not visible in the final project. Some examples of these components are:

- Wooden dowels, wooden pegs, nails
- Plywood elements as fasteners between larger wood/construction elements
- Substructures for decking, flooring, claddings etc.
- Distance pieces
- Paper based seals, waterproofing for facades or for roofs
- Paper or wood ingredients in composite materials.

NOTE: The percentage calculation does not need to be precise, as long as The Organization is able to demonstrate that the amount of non-certified and non-controlled is not higher than two (2) % (e.g. The Organization sourced 1 kg of non-controlled and non-certified dowels but sourced 100 kg of FSC-certified wood for the project).

- 4.5 Any claims or use of the FSC trademarks by the organization to identify and/or promote projects and their status of FSC project certificate holder shall conform with FSC-STD-50-001 and related advice note(s).

- 4.6 The Organization shall ensure that all the sourced materials for a project under the scope of FSC certification conform to all applicable timber legality legislation.

- 4.7 The Organization and its project members shall ensure that all FSC-certified materials sourced for the project come directly from suppliers with valid FSC certificates and shall regularly verify the validity and product scope of the certificates of their active FSC-certified suppliers through the FSC certificate database (info.fsc.org).

NOTE: Other FSC platforms synchronized with the FSC certificate database (i.e. the FSC trademark portal) may support organization's conformity to this requirement by sending automatic notifications to The Organization in the case of change in the certificate scope of its suppliers.

- 4.8 The Organization and its non-FSC-certified project members sourcing FSC-certified materials shall have a system in place to check the supplier's sale and/or delivery documents for all forest-based material/product supplied for the project, to confirm that:

- a) only eligible materials are sourced for the projects;
- b) the supplied material type and quantities are in conformity to the supplied documentation;
- c) the FSC claim is specified (where applicable);
- d) the supplier's FSC chain of custody or FSC Controlled Wood code is quoted for material supplied with FSC claims.

- 4.9 According to the scope of the project, the sourcing of non-FSC certified reclaimed material shall conform to the requirements of FSC-STD-40-007;

- 4.10 According to the scope of the project, the sourcing of virgin material without FSC claims shall conform to the requirements of FSC-STD-40-005;

NOTE: According to FSC-STD-40-004, FSC-certified suppliers may only sell products with the 'FSC Controlled Wood' claim to customers that are FSC-

certified. In the context of project certification, it is acceptable that FSC-certified suppliers sell FSC Controlled Wood to non FSC-certified project members.

## **5. Material handling**

5.1 The Organization shall ensure that the materials under the scope of the project certification are not mixed with materials that are not eligible for certification. In cases where there is risk of contamination, The Organization shall implement one or more of the following segregation methods at the project site and the worksites of project members:

- a) physical separation of materials (e.g. separate areas for FSC-certified and non-certified materials);
- b) temporal separation of materials (for a certain period of time, only FSC-certified materials are processed for the project);
- c) identification of materials (e.g. use of tags, labels, signs to identify FSC-certified and/or non-FSC-certified materials).

5.2 The Organization shall have procedures in place to ensure that any non-conforming materials are identified and controlled to prevent their unintended use in the project (e.g. materials shall be quarantined and controlled). Segregation methods shall be applied to ensure that they are not mixed with eligible inputs for the project. Where non-conforming materials are detected after the project is certified and/or sold to a customer, The Organization shall undertake the following activities:

- a) notify its certification body and all affected direct customers in writing within five business days of the non-conforming material identification, and maintain records of that notice;
- b) in case of continuous project certification, analyze causes for occurrence of non-conforming products, and implement measures to prevent their reoccurrence;
- c) cooperate with its certification body in order to allow the certification body to confirm that appropriate actions were taken to correct the non-conformity.

## **6. Renovation projects**

6.1 For projects which cover a renovation, all requirements of this standard shall apply to all newly sourced forest-based material/products used in the renovation project.

6.2 For renovations of a previously FSC-certified project, where FSC-certified material has been specified and the FSC trademarks are to be used, a new project shall be established.

NOTE: For projects that require changes or maintenance within one year after the completion of the project, The Organization is entitled to apply to the certification body for an extension of the project scope. "Changes" include cases where the forest-based material has to be replaced/reinforced, or where smaller amounts of additional material have to be added (e.g. internal fittings are added to the project).

## **7. Project statement**

- 7.1 Once projects are finalized, The Organization shall issue a project statement for each project and where relevant, to sub-projects. The declaration template shall be approved by The Organization's certification body and it shall include:
- a) The name of The Organization managing the project certificate;
  - b) A unique identifier of the project or sub-project formed by The Organization's FSC certificate code followed by additional numeric digits defined by the organization: XXX-COC-123456-(unique identifier);
  - c) Name and contact details of The Organization;
  - d) The date of the project completion;
  - e) Project name and address;
  - f) Specification of the project claims according to Clause 4.3;
  - g) For full project certification that contain up to two (2) % of non-certified and non-controlled components (clause 4.4), the organization shall include the following disclaimer to the project statement "This project contains up to 2% of non-FSC-certified materials".
- 7.2 Project statements shall not include references to other forest certification schemes or information not related to FSC project certification.

## Annex 1: Terms and definitions

Some terms and definitions that also exist in other standards of the CoC normative framework had to be adapted for the context of project certification. For the purposes of this standard, the terms and definitions given in FSC-STD-01-002 FSC Glossary of Terms and the following apply:

**Certificate manager:** The person/position appointed by The Organization to manage the project certificate, with legal or management authority, knowledge and technical support necessary to implement the responsibilities specified in this standard, and to manage the number of Participating Sites and/or Project members under the scope of the certificate.

**Chain of custody:** The FSC chain of custody is the path taken by products from the forest, or in the case of recycled materials from the moment when the material is reclaimed, to the point where the product is sold with an FSC claim and/or it is finished and FSC labelled. The CoC includes each stage of sourcing, processing, trading, and distribution where progress to the next stage of the supply chain involves a change of product ownership.

**Claim-contributing input:** Input material that counts towards the determination of project claims. Eligible claim-contributing inputs are the following: FSC 100%, FSC Mix x %, FSC Mix Credit, FSC Recycled x %, FSC Recycled Credit, post-consumer reclaimed wood or paper, pre-consumer reclaimed paper.

**CoC management system:** The Organizational structure, policies, procedures, processes, and resources needed to successfully meet the requirements of this standard.

**Complaint:** An expression of dissatisfaction provided in writing by any person or organization in relation to The Organization's conformity to the requirements applicable to the scope of The Organization's project certification including the name and contact information of the complainant, a clear description of the issue and evidence to support each element or aspect of the complaint.

**Continuous project certification:** Project certification type that enable organizations to manage and obtain FSC-project certification for multiple projects on a continual basis.

**Controlled material:** Input material supplied without an FSC claim which has been assessed to be in conformity to the requirements of the standard *FSC-STD-40-005 Requirements for Sourcing Controlled Wood*.

**Delivery documents:** Document accompanying a shipment of goods that lists physically or electronically the description, grade, and quantity of the goods delivered. Examples of delivery documents are delivery notes, shipping documents, transport documents, or packing lists.

**Eligible input:** Virgin and reclaimed input material that is eligible to enter a specific FSC certified project depending on its material category and the scope defined for the project.

**Finalized project:** A project is considered finalized once no further forest-based material/ products will be used or added to the project before its sale to end-consumer or intended end-use.

**Forest-based:** Organic materials and products produced within a forest matrix, including wood and non-timber forest products.

**Forest certification scheme:** A scheme based on the development of standards for forest management and/or chain of custody certification of forest products.

**FSC-certified material:** Input material that is supplied with an FSC 100%, FSC Mix, or FSC Recycled claim from an FSC-certified supplier.

**FSC Controlled Wood:** Material or product with the 'FSC Controlled Wood' claim. FSC Controlled Wood is not considered to be FSC-certified.

**FSC 100%:** FSC claim for products based on inputs exclusively from FSC-certified natural forests or plantations.

**FSC Mix:** FSC claim for products based on inputs of one or more of the following material categories: FSC 100%, FSC Mix, FSC Recycled, controlled material, FSC Controlled Wood, post-consumer reclaimed, and/or pre-consumer reclaimed.

NOTE: Product groups that are exclusively made of reclaimed material, controlled material and/or FSC Controlled Wood are not eligible to be sold with the FSC Mix claim.

**FSC Recycled:** FSC claim for recycled products based on inputs exclusively from reclaimed sources.

**Full project certification:** Project certification type applicable to projects where all forest-based material/products used are claim-contributing inputs.

**Material category:** Class of virgin or reclaimed material that can be used in FSC project. The material categories are the following: FSC 100%, FSC Mix, FSC Recycled, FSC Controlled Wood, controlled material, post-consumer reclaimed, and pre-consumer reclaimed.

**Neutral material:** Material that comes from outside a forest matrix (i.e. non-forest-based material). Examples are non-wood plant fibres or lignified materials (e.g. flax used in the manufacture of a board classified as a wood-based panel or of a composite product) and synthesized or inorganic materials (e.g. glass, metal, plastics, fillers, brighteners). Neutral materials do not include non-timber forest products and salvaged wood. Neutral materials used in FSC product groups are exempt from CoC control requirements. Once a non-forest-based material has been included in the scope of an FSC certificate, FSC will determine and communicate when it can no longer be classified as neutral material.

**One-time project certification:** Project certification type that applies to the certification of a single project. Once the project is finalized and certified, the certificate that was issued to The Organization that managed the project can be terminated.

**Organization:** The person or entity holding or applying for certification and therefore responsible for initiating and managing the project certificate and demonstrating its conformity to the applicable requirements upon which FSC certification is based. For construction projects, this could be for example the architect, construction company manager, etc.

**Participating Site:** Legal entity or individual included in the scope of a multi-site or group certificate. Project members in the context of this standard are not considered participating sites.

**Post-consumer reclaimed material:** Forest-based material that is reclaimed from a consumer or commercial product that has been used for its intended purpose by an individual or household, or by a commercial, industrial, or institutional facility in its role as end-user of the product.

**Pre-consumer reclaimed material:** Forest-based material that is reclaimed from a process of secondary manufacture or further downstream industry, in which the material has not been intentionally produced, is unfit for end use, and not capable of being re-used on-site in the same manufacturing process that generated it.

**Project:** Production or renovation of a construction or civil engineering project (e.g. an office building, a condominium of houses, event infrastructure such as concert stages, stand in a trade fair, timber bridge), individual art or decorative object (e.g. sculpture), or transport vehicle (e.g. maritime vessels) that is made of or contains forest-based materials. Other items or products not listed in this definition may become eligible to be certified as a project upon specific approval by FSC International. Large projects may also include sub-projects which are smaller units that compose the overall project (e.g. individual houses that form a larger complex of houses, individual buildings or stadiums that form a complex of constructions to host Olympic games)

**Project members:** Entities/companies purchasing, transforming and/or installing forest-based material/products for a project (e.g. contractors, including joiners, carpenters, cabinet makers, etc.).

**Project site:** Physical location where objects or constructions under the scope of the project certificate are produced.

**Promotional:** The term applied to all statements, claims, trademarks, and such like that are not made on the project (e.g. website, flyer) used to promote an FSC-certified project and/or The Organization.

**Reclaimed material:** Material that demonstrably would have otherwise been disposed of as waste but has instead been collected and reclaimed as input material, in lieu of virgin material, for re-use, recycling, or re-milling in a manufacturing process or other commercial application. Inputs of the following material categories are classified as reclaimed material: FSC Recycled, post-consumer reclaimed, and pre-consumer reclaimed. This category excludes the reuse of virgin forest residues such as salvaged wood and other organic materials produced outside a forest matrix (e.g. agricultural residues).

**Sales document:** A legal commercial instrument that attests to the sale of a product (e.g. invoice, bill of sale, contract of sale, credit notes), serving as a demand for payment and becoming a document of title when paid in full. It can be physical or electronic and it identifies both the trading parties, the items sold, quantities, dates of sale and prices.

**Scope:** The Organization's chosen type and scale of project certification, project sites, project members and activities that are included in the evaluation by an FSC-accredited certification body, together with the certification standard(s) against which these have been audited.

**Supplier:** An individual, company, or other legal entity supplying forest-based input materials to The Organization or to project members for use in the project.

**Timber legality legislation:** National or international legislation established to ban the illegal trade of forest products (e.g. EU Timber Regulation (EUTR), US Lacey Act, Australian Illegal Logging Prohibition Act).



Forest Stewardship Council®

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