



## Checklist for companies that hold Chain of Custody for FSC and/or PEFC

### Requirements by Crest Nicholson prior to entering into an agreement for services

Prior to Crest Nicholson entering into an agreement with you for services, we require several pieces of evidence to demonstrate that you are certified to carry either or both the Forest Stewardship Council (FSC) and Programme for the Endorsement of Forest Certification Schemes (PEFC) and that you fully comply with Chain of Custody invoicing requirements.

Crest Nicholson will not enter in an agreement with your company without having received and verified the following information.

Required Evidence Prior to Agreeing to Services	DUE
1. Valid Chain of Custody certificate(s) in your company (or your parent company) name. The certificate must be for type of certified timber you are supplying.	Return with your quotation during the tender process
2. Example copy of completed invoice or application for payment to Crest Nicholson or other company for timber products and services that correctly meets FSC and PEFC requirements. Crest Nicholson will be looking for: <ol style="list-style-type: none"> <li>Your Chain of Custody number on the form</li> <li>Itemised timber list where certified products are clearly noted.</li> </ol> <p>See examples of correctly completed invoices and application for payment below.</p> <p>We require this evidence to ensure you are satisfying FSC and PEFC Chain of Custody invoicing procedures. Your failure to correctly complete an invoice for certified timber affects what we are able to claim as certified publicly.</p>	OR at the Pre-Order meeting  (for subcontractors who have worked with Crest Nicholson previously)

### Requirements by Crest Nicholson for applications for payment or invoices

In order to ensure you are paid promptly for your services, you must ensure that your invoice or application for payment is correctly completed. Failure to provide the information we require will delay your payment. Please see examples of correctly completed invoices and applications for payment below.

Required Evidence on an invoice or application for payment	✓
1. Your company's unique Chain of Custody number	
2. Itemised list of timber products where certified products are clearly labelled or noted. This can be done by: <ul style="list-style-type: none"> <li>stating the CoC number and the appropriate FSC claim/label (e.g. FSC Mixed Sources, FSC 100%, FSC Mixed 70%) next to each timber product</li> <li>providing an encompassing statement somewhere on the invoice to the effect of 'All products itemised on this invoice are Forest Stewardship certified under certificate XX-COC-000000'.</li> </ul>	

<ul style="list-style-type: none"> <li>• Linking the listed timber products through a footnote system to your COC, which features on the invoice.</li> </ul>	
3. Invoice is addressed to Crest Nicholson	

### **Participating in Crest Nicholson's annual audit**

Every year Crest Nicholson undertake a robust and detailed audit of its timber supply chain to ensure that it is meeting its public commitments and procuring timber from sustainable sources.

Your participation in the annual audit is critical to Crest Nicholson gathering a complete picture of its supply chain. We expect every subcontractor to participate. Below is an outline of what we expect from you for our auditing purposes and approximate timeframes.

### **Requirements for the annual audit**

Fully complete the Timber Audit Questionnaire sent to you by your Crest Nicholson auditor. The questionnaire will include up to 3 tabs you need to complete:

1. Basic company information
2. Information about the environmental, social, and supply chain policies you have in place
3. Detailed information about the timber products you supplied to Crest Nicholson in the last Financial Year (from November 1st to October 31st), including:
  - a. The type of timber product (door, window, roof batten, etc.)
  - b. The volume in m<sup>3</sup> for that product
  - c. The tree species and country of origin for the timber product
  - d. The certification programme under which the timber product is certified


Provide any evidence we require or request from you. This can include:

- 5 to 6 copies of invoices or applications for payment you sent Crest Nicholson during the year for your services relating to timber
- A copy of your certification for FSC or PEFC
- Copies of your environmental, social, or supply chain policies

### **Timeframe for the annual audit**

- The annual audit takes place in November and December every year.
- You will receive a request to participate, along with the Timber Audit Questionnaire in the first two weeks of November.
- You will have 2-3 weeks to complete your Timber Audit Questionnaire and submit it, along with any evidence we've requested, to your auditor.

**Example of a correctly completed invoice:**



Remarkable Pencils Ltd, The Remarkable Factory, Midland Road, Worcester, WR5 1DS  
Tel: +44 (0) 1905 769 999 Fax: +44 (0) 1905 769 300 sales@remarkable.co.uk

01987 *Pen*

# Invoice

Ideasbynet  
 Kings Croft  
 Savage Lane, Dore  
 SHEFFIELD  
 S17 3GW

Page: 1

Invoice Number	Invoice Date	Account Number	Reference	Sales Order Ref
24639	06/02/2008	IDE002	50825	50815

Product	Description	Quantity	Unit	Price
02WIBPEN8SC1	The following as ordered by Ryan * using your order No. IBN-112880 FSC Sustain Pen Pen made from 100% FSC certified timber under Chain of Custody Code: TT-CoC-002320, with chrome trim. Artwork design can include the FSC/CoC details as certification. Printed One Colour Barrel Origination Charge Standard Carriage	1	£25.000 / Each	S £25.00
		1	£7.180 / Each	S £7.18

Where products are described as FSC they have been certified under Chain of Custody No. TT/COG/1509 Paper content in these products has a minimum of 25% FSC, the balance is recycled paper. Colouring pencils are 100% FSC timber.

PAYMENT TERMS

NETT 30 DAYS FROM DATE OF INVOICE

Despatch Address:  
 Nobel Fire Systems - Ben Parker  
 Unit 6 Southgate Industrial Estate  
 Green Lane  
 HEYWOOD  
 Lancashire  
 OL10 1ND

VAT Breakdown	
Goods	
S	£432
Total Invoice Value	
	£507.82

Registered in England No 3164442 VAT Registration No 697 096 084

The company has clearly noted what type of certification scheme the product they sold is covered by.

The company has noted their unique Chain of Custody (TT-COC/1509) and shown a clear link to the products listed above.

NB: Crest Nicholson will NOT accept an invoice that only gives your company's Chain of Custody number. You must link this statement to the products that it covers in the invoice.

BLANKED OUT FOR CONFIDENTIALITY

BLANKED OUT FOR CONFIDENTIALITY

BLANKED OUT FOR CONFIDENTIALITY

INVOICE Page 1

The invoice is addressed to Crest Nicholson.

Crest Nicholson Eastern  
Crest House - Room 114  
PO Box 262  
Chertsey  
Surrey  
KT16 6AY

Invoice No.	64649
Invoice/Tax Date	23/01/2013
Cust. Order No.	1251381
Account No.	CRESTNIC

Quantity	Details	Unit Price	Net	VAT
	Plots 32-38 Inc			
56.0000	47 x 200 x 3000mm (nom) C16 Sawn Softwood#			
14.0000	8mm OSB Board*			
42.0000	38 x 50 x 2400mm (nom) Sawn & Treated Softwood#			
140.0000	47 x 100 x 2400mm (nom) Sawn & Treated Softwood#			
1.0000	Breather Paper 100M2 Roll			
28.0000	18mm 2440 x 1220 Structural Sheathing Plywood*			
280.0000	28 x 95mm (fin) PAR Treated Softwood#			
280.0000	28 x 45mm (fin) PAR Treated Softwood#			

The symbols illustrated here link to the Chain of Custody detailed in the footnote below.

\* Denotes FSC Mix 70% : TT-COC-[REDACTED]  
 # Denotes 70% PEFC Certified : BMT-PEFC-[REDACTED]  
 ^ Denotes Forest Products 70% Certified Material : BMT-COC-[REDACTED]


ROSEWOOD PARK  
SEVERALLS  
MILL ROAD  
COLCHESTER  
CO4 5HG

The company has noted their unique Chain of Custody (TT-COC-XXXX & BMT-PEFC-XXXX) and shown a clear link to the products listed above using symbols.

NB: Crest Nicholson will NOT accept an invoice that only gives your company's Chain of Custody number. You must link this statement to the products that it covers in the invoice.

Terms : NET MONTHLY ACCOUNT. Full Terms and Conditions of Sale and Supply are available upon request.

**Example of a correctly completed application for payment:**

		Crest Nicholson Regeneratio		<h2 style="color: blue;">Sub-Contractor</h2>	
		Crest House			
		Pycroft Road			
		Chertsey			
		Surrey			
		KT16 9GN			
Tel: 01932 580 444		Tel: 01932 580 444			
Fax: 08703 363 992		Fax: 08703 363 992			
Sub-Contractor Name:		Shiver me Timbers		Paym	
Trade:		Carpenter			
Site Name:		Bath Riverside - Phase B17			
Measured/VO/Sales Extras				Contract ID: TBC	
FSC Chain of Custody		← BMT-COC-01234		All products marked FSC are FSC Mix 70%	
PEFC Chain of Custody		← BMT-PEFC-01234		All products marked PEFC are 70% PEFC certified	
Other Chain of Custody		none			
Plot	Line No.	Description	Sub-Total	Total	
26		Egger Protect (Grey) 2400x600x22MM, FSC	£ -	£ -	
		8mm OSB Board, PEFC	£ -	£ -	
		28 x 95 mm (fin) PAR Treated softwood, FSC	£ -	£ -	

Notice we have added a space to write your FSC and/or PEFC Chain of Custody.

Please make sure you add this information to all your applications for payment that relate to timber products.

Notice the timber products are itemised and show under which certification scheme they are classified. A link like this, of some sort, is mandatory.