

Requirements for Companies Without Chain of Custody Certification for FSC and/or PEFC

Requirements prior to entering into an agreement with Crest Nicholson

Before Crest Nicholson can enter into an agreement with your company, you must provide evidence demonstrating that your timber supplier(s) is certified under the Forest Stewardship Council (FSC) and/or the Programme for the Endorsement of Forest Certification (PEFC) schemes. This ensures that only certified timber is used on Crest Nicholson sites.

Crest Nicholson will not enter into an agreement without verifying the following information:

Required evidence prior to agreement

Requirement	When evidence is due
<ol style="list-style-type: none"> 1. Proof of a system to manage certified timber through your business, ensuring that timber used on Crest Nicholson sites meets our certification requirements. Acceptable evidence includes: <ol style="list-style-type: none"> a. Environmental Management System certificate, b. Documentation of supply chain management system, c. Internal or external timber audit procedures. 2. Copy of your supplier(s) Chain of Custody certificates for all timber procured for Crest Nicholson sites. 3. Example invoice from your supplier(s) for the type of certified timber products you will use on Crest Nicholson sites. Sensitive information may be redacted, but the invoice must include: <ol style="list-style-type: none"> a. Your supplier's Chain of Custody number, b. A clearly itemised list of certified timber products. <p>See examples of correctly completed invoices below. This ensures proper Chain of Custody is maintained.</p>	Before contract agreement.
<ol style="list-style-type: none"> 4. Signed copy of your <i>Disclosure of Certified Timber Sources form</i>. 	

Participating in Crest Nicholson's annual timber audit

Crest Nicholson conducts an annual audit of its timber supply chain to ensure compliance with its sustainability commitments. Supplier participation is mandatory.

Requirements for the annual timber audit

You must fully complete the Timber Audit Questionnaire sent to you by Crest Nicholson. The questionnaire will include up to 3 tabs you need to complete, including:

- Basic company information.
- Details on your environmental, social and supply chain policies that help mitigate deforestation risks.
- Specific data on timber products supplied to Crest Nicholson in the previous Financial Year (1st November to 31st October), including:
 - Product type (e.g., doors, staircases, roof batten, etc.).
 - Volume (m³) of timber supplied.
 - Timber species and country of origin.
 - Certification scheme (FSC or PEFC).

You may also be required to provide:

- Copies of invoices or applications for payment submitted to Crest Nicholson for timber-related goods,
- FSC or PEFC certification documents,
- Environmental, social or supply chain policies.


Audit timeline

The annual audit typically takes place in spring.

You will receive a request to participate along with the Timber Audit Questionnaire, which must be completed and returned by the date outlined, along with any required evidence.

Failure to comply with these requirements may affect your eligibility to continue supplying timber to Crest Nicholson.

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

Ideasbynet
 Kings Croft
 Savage Lane, Dore
 SHEFFIELD
 S17 3GW

01987 *Pen*

Invoice

Page: 1

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

Product	Description	Quantity	Unit	VAT	Price
02WIBPEN87C1	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	500	£0.800 / Each	S	£400.00
		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/COC/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		Invoice Value			
Goods		£432.18			
S	£432.18	T1 @ 17.50%			£75.64
Total Invoice Value					£507.82

Registered in England No 3164442 VAT Registration No 697 096 084

The company clearly notes what type of certification scheme the product is covered by.

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

Note: 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.

Example of a correctly completed invoice:

BLANKED OUT FOR CONFIDENTIALITY	BLANKED OUT FOR CONFIDENTIALITY																																																		
BLANKED OUT FOR CONFIDENTIALITY	INVOICE Page 1																																																		
Crest Nicholson Eastern Crest House - Room 114 PO Box 262 Chertsey Surrey KT16 6AY	Note No: 56800 <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Invoice No.</td> <td style="text-align: right;">64649</td> </tr> <tr> <td>Invoice/Tax Date</td> <td style="text-align: right;">23/01/2013</td> </tr> <tr> <td>Cust. Order No.</td> <td style="text-align: right;">1251381</td> </tr> <tr> <td>Account No.</td> <td style="text-align: right;">CRESTNIC</td> </tr> </table>	Invoice No.	64649	Invoice/Tax Date	23/01/2013	Cust. Order No.	1251381	Account No.	CRESTNIC																																										
Invoice No.	64649																																																		
Invoice/Tax Date	23/01/2013																																																		
Cust. Order No.	1251381																																																		
Account No.	CRESTNIC																																																		
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">Quantity</th> <th style="width: 60%;">Details</th> <th style="width: 10%;">Unit Price</th> <th style="width: 10%;">Net</th> <th style="width: 10%;">VAT</th> </tr> </thead> <tbody> <tr> <td></td> <td>Plots 32-38 Inc</td> <td></td> <td></td> <td></td> </tr> <tr> <td>56.0000</td> <td>47 x 200 x 3000mm (nom) C16 Sawn Softwood#</td> <td></td> <td></td> <td></td> </tr> <tr> <td>14.0000</td> <td>8mm OSB Board*</td> <td></td> <td></td> <td></td> </tr> <tr> <td>42.0000</td> <td>38 x 50 x 2400mm (nom) Sawn & Treated Softwood#</td> <td></td> <td></td> <td></td> </tr> <tr> <td>140.0000</td> <td>47 x 100 x 2400mm (nom) Sawn & Treated Softwood#</td> <td></td> <td></td> <td></td> </tr> <tr> <td>1.0000</td> <td>Breather Paper 100M2 Roll</td> <td></td> <td></td> <td></td> </tr> <tr> <td>28.0000</td> <td>18mm 2440 x 1220 Structural Sheathing Plywood*</td> <td></td> <td></td> <td></td> </tr> <tr> <td>280.0000</td> <td>28 x 95mm (fin) PAR Treated Softwood#</td> <td></td> <td></td> <td></td> </tr> <tr> <td>280.0000</td> <td>28 x 45mm (fin) PAR Treated Softwood#</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>		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#			
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#																																																		
* Denotes FSC Mix 70% : TT-COC- # Denotes 70% PEFC Certified : BMT-PEFC- ^ Denotes Forest Products 70% Certified Material : BMT-COC- 																																																			
ROSEWOOD PARK SEVERALLS MILL ROAD COLCHESTER CO4 5HG	Terms : NET MONTHLY ACCOUNT. Full Terms and Conditions of Sale and Supply are available upon request.																																																		

The invoice is addressed to Crest Nicholson.

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

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.