

# 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
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:     a. Environmental Management System certificate,     b. Documentation of supply chain management system,     c. Internal or external timber audit procedures.	Before contract agreement.
Copy of your supplier(s) Chain of Custody certificates for all timber procured for Crest Nicholson sites.	
<ol> <li>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:         <ul> <li>a. Your supplier's Chain of Custody number,</li> <li>b. A clearly itemised list of certified timber products.</li> </ul> </li> </ol>	
See examples of correctly completed invoices below. This ensures proper Chain of Custody is maintained.	
4. Signed copy of your <b>Disclosure of Certified Timber Sources</b> form.	

# 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:
  - o Product type (e.g., doors, staircases, roof batten, etc.).
  - o Volume (m³) of timber supplied.
  - Timber species and country of origin.
  - o 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.

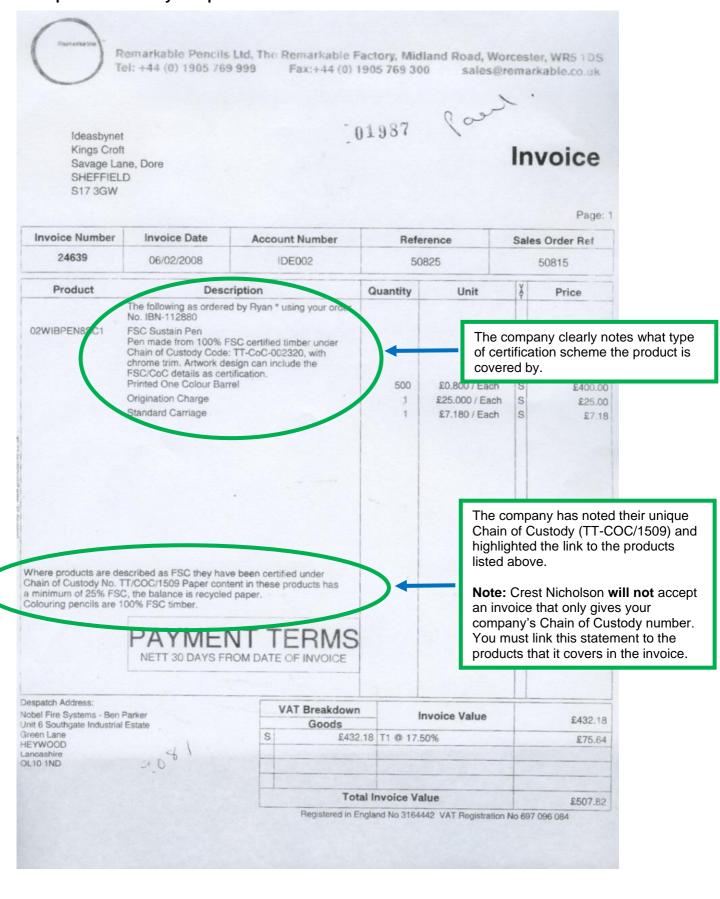
#### **Audit timeline**

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:



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