



CertiSource Legality Standard for Indonesia

Principles, Criteria and Indicators
Verified Legal Timber v4.04

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Certisource Organisation Ltd UK

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Table 1 Document Summary

CertiSource Legality Standard for Indonesia	
Type of Document	CertiSource Legality Standard
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1 Introduction

1.1 Introduction

CertiSource provides 'Verified Legal Timber' certification in Indonesia. CertiSource not only certifies supply chain entities such as forest concessions and manufacturing sawmills, but also verifies each batch of timber traded.

Audits of timber legality are carried out by an independent, accredited Certification Body (CB)¹ against CLAS - the 'CertiSource Legality Assessment System' which consists of this Standard and other related policies. CertiSource policies referenced in this document (see section 1.4 below) can be found at: www.certisource.co.uk/standard/.

This document is the "CertiSource Legality Standard for Indonesia Principles, Criteria and Indicators Verified Legal Timber Indonesia v4.04".

1.2 Scope

This standard is country specific to Indonesia. Part I is applicable to all enterprises within a supply chain - Forest Management Enterprises (FME), producers, manufacturers, traders and suppliers of forest products either as individual companies or as parts of a defined supply chain. Part II contains additional requirements that are applicable to FMEs only. The standard is also applicable if and when any activity is carried out by a person or entity that is outsourced

1.3 Standard Effective Date

Standard versions are effective as stated in Table 1: Document Summary. The standard will be updated periodically replacing out-dated versions as necessary.

1.4 Additional Information and Guidance

This Standard is accompanied by a separate annex which allows relevant information to be added and indicated, and/or amended, without altering the main body of the Standard itself containing the compliance requirements.

Contained within the annex is supplementary guidance and information including:

- Standard Development

¹ CertiSource policy previously required CBs gain ISO/IEC Guide 65: General requirements for bodies operating product certification systems. This is being replaced by ISO/IEC 17065:2012: Conformity Assessment - Requirements for Bodies Certifying Product, Processes and Services. Either of these accreditations are acceptable, but CBs are required to follow any transition demands as set out by their respective ISO Accreditation Body.

- Acronyms and Definitions
- References and Related Documents

1.5 Public Comments

For major changes to the CertiSource Standard public comments are invited, and stakeholder consultations are carried out in accordance with ISEAL Guidelines².

Comments are welcome outside any official public consultation, but may not be considered until a subsequent formal revision. A review of this Standard will take place at least once a year.

Organisations and individuals are encouraged to submit their concerns or comments regarding this standard to CertiSource, using the contact details provided above.

Furthermore, a summary of the comments and the CertiSource response from any public consultation rounds in the development of the Standard can be requested using the contact details in Table 1: Document Summary.

1.6 DNA

Whilst DNA testing is not a mandatory part of CertiSource requirements we still actively encourage the application of DNA testing to scientifically verify the Chain of Custody.

CertiSource policy is that any Certification Body Auditing against CLAS must be accredited to ISO/IEC 17065:2012: Conformity Assessment - Requirements for Bodies Certifying Product, Processes and Services³.

As a consequence, if DNA testing were used to verify the Chain of Custody, then the Certification Body would need to ensure full compliance of all related procedures of DNA testing with the relevant ISO requirements.

² ISEAL Code of Good Practice for Setting Social and Environmental Standards, P005 – Version 5.0 – January, 2010.

³ Or ISO/IEC Guide 65 – see Section 1.1 (and related footnote above).

2 Legality Assessment Requirements

PART I: Requirements for All Enterprises in the Timber Supply Chain

Principle 1 Legal Registration, Transport and Trade

Enterprises shall be legally registered and approved for conducting the defined business and adhere to applicable transport, trade, import or export regulations, procedures and restrictions.

Criterion 1.1 Enterprises shall be legally registered and licensed as a business and approved for conducting the defined business activities with the relevant authorities as required by law.

Verification Standards

Indicator		Verifier																																															
1.1.1	Enterprise has all required legal permits and licenses for defined operations:	1.1.1.a	Date of validity																																														
		1.1.1.b	Signature																																														
		1.1.1.c	Stamp																																														
		1.1.1.d	Scope of business																																														
		<table border="1"> <thead> <tr> <th>Licenses Needed By Type of Enterprise</th> <th>Concession</th> <th>Sawmill</th> <th>Manufacturer/Wood-based Industry</th> <th>Trader</th> </tr> </thead> <tbody> <tr> <td>Akte Pendirian</td> <td>Yes</td> <td>Yes</td> <td>Yes</td> <td>Yes</td> </tr> <tr> <td>Permit (Concession/Industry)</td> <td>Yes</td> <td>Yes</td> <td>Yes</td> <td>Yes</td> </tr> <tr> <td>SIUP</td> <td>Yes</td> <td>Yes</td> <td>Yes</td> <td>Yes</td> </tr> <tr> <td>TDP</td> <td>Yes</td> <td>Yes</td> <td>Yes</td> <td>Yes</td> </tr> <tr> <td>NPWP</td> <td>Yes</td> <td>Yes</td> <td>Yes</td> <td>Yes</td> </tr> <tr> <td>EIA</td> <td>Yes</td> <td>Yes</td> <td>Yes</td> <td>Yes</td> </tr> <tr> <td>RPBBI*</td> <td>No</td> <td>Yes</td> <td>Yes</td> <td>No</td> </tr> <tr> <td>Environmental Permit</td> <td>Yes</td> <td>Yes</td> <td>Yes</td> <td>Yes</td> </tr> </tbody> </table>					Licenses Needed By Type of Enterprise	Concession	Sawmill	Manufacturer/Wood-based Industry	Trader	Akte Pendirian	Yes	Yes	Yes	Yes	Permit (Concession/Industry)	Yes	Yes	Yes	Yes	SIUP	Yes	Yes	Yes	Yes	TDP	Yes	Yes	Yes	Yes	NPWP	Yes	Yes	Yes	Yes	EIA	Yes	Yes	Yes	Yes	RPBBI*	No	Yes	Yes	No	Environmental Permit	Yes	Yes
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Environmental Permit	Yes	Yes	Yes	Yes																																													
		* RPBBI required for primary industry processing logs																																															
		** Depends on local government regulations																																															

Principle 2 Payment of Fees and Taxes

Enterprises shall fulfil all obligatory taxes, fees and/or royalty payments associated with maintaining the legal right to operate.			
Criterion 2.1 All applicable and legally prescribed fees, royalties, taxes and other charges shall be paid.			
Verification Standards			
Indicator		Verifier	
2.1.1	Taxpayer's Registration Number.	2.1.1.a	Valid NPWP. Check date, signature and stamp.
2.1.2	Where applicable enterprise shows settlement proof of reforestation fund and Forest Product Provision.	2.1.2.a	Check Non Tax Revenue Online Information Systems (SIMPONI).
		2.1.2.b	PSDH (for all concession types) and DR Deposit Slips (for natural forest license holder).
2.1.3	Company Income Tax payments made.	2.1.3.a	PPH proof of payment SPP and bank transfers.

Principle 3 Quality System

Enterprises shall implement key quality control systems of the CertiSource Verified Legal Timber product lines.

Criterion 3.1 CoC responsibilities related to the CertiSource Verified Legal Timber product lines are clearly defined, controlled and documented.

Verification Standards			
Indicator		Verifier	
3.1.1	The enterprise shall define CoC system responsibilities and appoint one member of staff for overall responsibility and one member of staff responsible for each part of the CoC system.	3.1.1.a	Responsibilities defined and delegated in official documentation (such as Terms of Reference). Conduct interviews to establish if staff are aware of their responsibilities.
		3.1.1.b	When questioned employees are able to demonstrate that they are aware of their responsibilities.
		3.1.1.c	Names of responsible persons recorded and indicated on a formal agreement between the Certification Body and manufacturing organisation.
3.1.2	The enterprise shall ensure that any off-site processing at a subcontracted facility follows CoC procedures and is covered by a signed outsourcing agreement.	3.1.2.a	Signed outsourcing agreement.
		3.1.2.b	On site visit determines compliance to agreement and relevant procedures in this standard.
3.1.3	Enterprise shall develop and maintain an up-to-date documented control system, and/or work instructions to ensure implementation of all applicable CoC standard requirements.	3.1.3.a	Verify existence of valid SOP and/or policy.

Criterion 3.2 Internal audits of the CertiSource Verified Legal Timber product lines are implemented.			
Verification Standards			
Indicator		Verifier	
3.2.1	Enterprise shall develop and implement procedures for internal auditing of its systems as related to the requirements in this standard and other related CertiSource policies (see section 1.4).	3.2.1.a	Verify existence of valid SOP and/or policy.
		3.2.1.b	Verify that the procedure has taken place (internal audit report for example).
Criterion 3.3 Enterprises shall implement non-conformance policies and/or procedures related to the CertiSource Verified Legal Timber product lines.			
Verification Standards			
Indicator		Verifier	
3.3.1	Enterprise shall develop and implement procedures for addressing non-conformances (corrective action requests, observations) identified by auditors.	3.3.1.a	Verify existence of valid SOP and/or policy.
		3.3.1.b	If corrective actions have been implemented verify that the specified procedure has taken place (corrective action report for example).
Criterion 3.4 Relevant staff members will be trained in the procedures to ensure compliance with CertiSource requirements of CertiSource Verified Legal Timber product lines.			
Verification Standards			
Indicator		Verifier	
3.4.1	Enterprise shall implement training to ensure all applicable staff and workers shall be trained according to CoC procedures specific to an entity.	3.4.1.a	Records shall be kept to demonstrate training has taken place.
		3.4.1.b	Training procedures evaluated at least annually.
		3.4.1.c	Entity must ensure sufficient training is carried out in accordance with Indonesian law and requirements (this includes production, forest inventories, scalers, and graders).

Criterion 3.5 CertiSource Verified Legal Timber product groups and verified materials will be documented and controlled.			
Verification Standards			
Indicator		Verifier	
3.5.1	Enterprise shall define and document each product group that will be tracked under the CertiSource Verified Legal system.	3.5.1.a	Official applicable documents (such as policy, SOP, entity work order).
Criterion 3.6 Paper-based tracking and traceability records and documentation are kept for each transported batch of timber of CertiSource Verified Legal Timber processed, and enterprises shall adhere to applicable wood and wood products transport regulations and/or restrictions.			
Verification Standards			
Indicator		Verifier	
3.6.1	Logs ⁴ and timber (in any form) have bar codes, which contain sufficient information to trace to the stump.	3.6.1.a	Information clearly visible.
		3.6.1.b	Timber identification is applied by management unit.
3.6.2	Enterprise shall document the availability of supply of verified material.	3.6.2.a	Up-to-date records.
3.6.3	Where applicable the entity is able to prove the availability of records for transportation of logs and/or timber outside the log yard, and where applicable log movements between log landing and log yard are documented.	3.6.3.a	Requirements change depending on local laws. Auditors need to check prevailing requirements in each location and verify in accordance upon local requirements.
		3.6.3.b	Different companies use different documents. Examples include DP, FAKB and Nota.
3.6.4	Legal document of wood transportation is available for transportation of logs or timber.	3.6.4.a	The identity of the means of transport used is in compliance with that stated in the SKSKB and/or FAKB and/or SKAU or FAKO/Memo or SAL.
3.6.5	The enterprise is able to demonstrate implementation of paper-based traceability of products of every shipment.	3.6.5.a	Traceability documentation allows backtrack (to point of origin).Backtrack requirements will be calculated based on CertiSource policy.

⁴ Permanent log identity is normally indicated on both ends of trunk (base and top) for natural forest and/or in the middle of the wood for swamp forest.

Criterion 3.7 Enterprises shall keep up to date records and documentation of CertiSource Verified Legal Timber at key stages of the process.			
Verification Standards			
Indicator		Verifier	
3.7.1	Documentation where applicable indicating quantity of CertiSource verified materials used in production, including conversion factors.	3.7.1.a	Crosscheck consistency of recorded production materials with associated records.
3.7.2	Documentation where applicable indicating quantity of CertiSource verified materials inputs and final products in stock if applicable.	3.7.2.a	Crosscheck consistency of recorded final output records against input (in accordance with the conversion factors defined by an enterprise).
3.7.3	Documentation where applicable indicating the quantity of final manufactured product sales of CertiSource verified materials (sold with, and, where possible, without a claim).	3.7.3.a	Crosscheck consistency of recorded final sales records against with associated records.
		3.7.4.b	Manufacturing entities shall provide upon request summary evidence of final non-CertiSource and CertiSource final product.
3.7.4	The enterprise demonstrates a commitment to keeping accurate, complete and up to date documents and records covering all relevant aspects of the requirements of CLAS.	3.7.4.a	Document and record control procedures and/or policy.
		3.7.4.b	Field check on implementation.

Principle 4 Material Segregation

CertiSource Verified Legal Timber has not been mixed with unverified material throughout all stages of production.			
Criterion 4.1 Only products that have not been mixed with other unverified material can be classified as CertiSource Verified Legal Timber.			
Verification Standards			
Indicator		Verifier	
4.1.1	The enterprise shall keep verified material physically separate from unverified and/or unknown materials as secure units during all stages of receiving, processing, storing, and transporting.	4.1.1.a	Evidence that each individual batch of logs and timber subject to CertiSource verification is stored separately and/or clearly identifiable from any other batches of logs and timber.
4.1.2	All material that cannot be identified as verified shall be kept physically separate from verified material. Note: material that is pending evidence of its legal status shall be kept separate until such time that adequate documentation is obtained.	4.1.2.a	Evidence that any material that cannot be identified as verified is stored separately.
4.1.3	The enterprise shall use a system (such as distinguishing marks - e.g. the verification code) to identify products as verified during processing, handover, storage and transport.	4.1.3.a	Agreed identification marks between manufacturing enterprise and Certification Body, and evidence it is implemented.
4.1.4	Timber undergoing legality verification through the CertiSource system should not be mixed with non-verified material. If materials are mixed any claims related to a product being CertiSource Verified Legal Timber must not be made.	4.1.4.a	Demonstrable evidence that each individual batch of logs and timber subject to CertiSource verification is processed separately and/or be clearly identifiable from any other such batches and/or any other log batches and timber not subject to verification.

Principle 5 Processing

Detailed information and records on the processing of CertiSource Verified Legal Timber products will be kept.			
Criterion 5.1 Production records of any CertiSource verified material will be kept.			
Verification Standards			
Indicator		Verifier	
5.1.1	The enterprise shall keep up to date production records to document production of verified material. Record retention schedules shall be as specified through Indonesian law.	5.1.1.a	An entity shall demonstrate awareness of current Indonesian legal requirements with regards record retention.
		5.1.1.b	Documented up to date production record system.
		5.1.1.c	Verify dates and volumes against a visual check of stock.
		5.1.1.d	Audit evidence of compliance to documented system.

Principle 6 Transfer, Export and Sales

Transfer of ownership, exports and sales of CertiSource Verified Legal Timber will be carried out in accordance with Indonesian regulations.			
Criterion 6.1 Transfer of ownership of logs/timber/product on CertiSource Verified Legal Timber product lines are clearly indicated.			
Verification Standards			
Indicator		Verifier	
6.1.1	The enterprise shall where applicable identify the “point of transfer”, for each verified product covered by the CoC system: standing stock; sale from log yard in the forest; sale at the buyer’s gate; sale from a log concentration yard, etc.	6.1.1.a	Clear area demarcation.
		6.1.1.b	Documented procedures and policies.
		6.1.1.c	On the ground evidence of correct implementation of procedures and policies.
Criterion 6.2 Export of CertiSource Verified Legal Product is done in accordance with Indonesian regulations.			
Verification Standards			
Indicator		Verifier	
6.2.1	Timber (or timber product/processed wood) for export must be in compliance with Indonesian regulations.	6.2.1.a	Valid PEB Document.
		6.2.1.b	Packing List (P/L).
		6.2.1.c	Invoice.
		6.2.1.d	B/L valid with dates.
		6.2.1.e	FAKO/Memo or SAL.
		6.2.1.f	Evidence of payment for PE when subject to PE.
6.2.2	Specifications on timber species and product type of timber being exported comply with Indonesian legal requirements.	6.2.2.a	Check V-Legal (if applicable), and Laporan Surveyor.

Criterion 6.3 Sales records and documentation shall be kept and completed to ensure traceability of logs/timber/products.

Verification Standards			
Indicator		Verifier	
6.3.1	All entities selling logs/timber products shall provide sales agreements and/or contracts which specifically identify the terms to which the sales are made and specify when, where applicable, ownership is transferred.	6.3.1.a	Valid sales agreements and/or contracts.
6.3.2	Enterprise shall include claim information on sales invoices and transportation documents where applicable. A system shall exist to identify products as verified (e.g. through documentation or marking system) at the point of transfer.	6.3.2.a	Sales invoices and shipping documents indicate a description of the product verified by CertiSource.
		6.3.2.b	Sales invoices and shipping documents indicate the quantity/volume and species for each product.
		6.3.2.c	Sales invoices and shipping documents indicate the CertiSource verification code.

Principle 7 Claims and Public Information

Enterprises shall comply with CertiSource related policy regarding on-product and off-product labeling and trademark use.			
Criterion 7.1 Enterprises using the CertiSource trademark shall do so in accordance to CertiSource policy requirements.			
Verification Standards			
Indicator		Verifier	
7.1.1	Any use of the CertiSource logo shall be formally approved by CertiSource.	7.1.1.a	Use of the CertiSource Verification Mark off-product for marketing purposes is supported by a qualifying and approved Trademark Approval application form.
		7.1.1.b	Use of the CertiSource labels on products are only used for traceability purposes.
7.1.2	Enterprise ensures submission of trademark claims are approved prior to use.	7.1.2.a	Procedures and/or policy detailing review and approval steps of trademark claims to CertiSource.
		7.1.2.b	Proof of implementation (e.g. evidence procedures/policy has been followed).

Principle 8 Fulfilment of Social Regulations

Enterprises shall demonstrate compliance with all local and national laws relating to social issues such as health & safety, labour laws, and third parties' use rights.

Criterion 8.1 Enterprises and contractors shall meet all applicable laws and/or regulations covering health and safety of employees and their families if applicable.

Verification Standards			
Indicator		Verifier	
8.1.1	Enterprises able to demonstrate worker health and safety policies and procedures.	8.1.1.a	Documents: <ul style="list-style-type: none"> • Policies and/or procedures • Risk assessments • H&S training
		8.1.1.b	Existing organization of SMK3.
		8.1.1.c	Existence of PPE for employees.
		8.1.1.d	H&S Incident Investigation and Corrective Action reports. Any incidents reported and associated corrective actions.
		8.1.1.e	If incidents are reported verify evidence of associated corrective actions.
		8.1.1.f	Emergency preparedness response plan.
8.1.2	Availability of accessible, up to date, functioning emergency rescue equipment (e.g. stretchers, blankets) and First Aid Kits.	8.1.2.a	Observations: <ul style="list-style-type: none"> • Check validity dates and accessibility of P3K and other emergency equipment • Check evacuation routes and that they are indicated

Criterion 8.2 All employees of the enterprise and contractors shall be employed under formal contract if legally required and all employees shall be paid and treated in conformance with national law and international conventions as applicable.			
Verification Standards			
Indicator		Verifier	
8.2.1	Enterprise has implemented labour regulations in accordance with Indonesian law and agreed International regulations and standards (such as Indonesian ratified conventions by the International Labour Organisation).	8.2.1.a	Document of Mutual Work Agreement (KKB) and/or company regulation concerning labour. If an enterprise does not have a KKB, they have to develop a Company Regulation (Peraturan Perusahaan) first which is legalized by the local government.
		8.2.1.b	Company regulation which prioritises local workforce.
		8.2.1.c	Policy on employment of foreign labour.
		8.2.1.d	Regulations/policies exist covering Indonesian Labour Law requirements and International labour regulations ratified by Indonesia. International regulations ratified by Indonesia include: <ul style="list-style-type: none"> • Child labour • Discrimination (including HIV/AIDS and disabilities) • Remuneration • Forced labour Freedom of association
8.2.2	Provincial minimum wage regulation and supply of benefits in kind.	8.2.2.a	Interview with employees (refer to provincial or district government regulation).
8.2.3	Formal employee contracts (including agreements/contracts when activities are outsourced).	8.2.3.a	Signed contracts/agreements and evidence of pay slips.

Criterion 8.3 Third party rights ⁵ to own, govern and utilize land area and forest resources (the right to live, acquisition of food, clothing, shelter and culture) are legally recognised and demonstrated and shall be taken into account in the management of forest resources where applicable.			
Verification Standards			
Indicator		Verifier	
8.3.1	Legal recognition of third party user rights where applicable.	8.3.1.a	Forest Delineation Process Report (BATB) and related maps. RKT development customary use rights are identified and incorporated into the plan.
8.3.2	Agreement between community and enterprise that accommodates basic rights of traditional and local communities in relation to the forest resource and border divisions.	8.3.2.a	Field verification survey demonstrates clear border markings between forest licensed area and traditional and or local communities. NOTE: Borders do not require physical separation (such as a fence). Markings denoting borders on a tree for instance can suffice.
		8.3.2.b	A participative process for border marking is demonstrated (to overcome potential conflict and to ensure communities and indigenous peoples' legal rights are respected) through documentation and/or interviews with stakeholders.
8.3.3	Economic activities of third parties that are forest based have increased either in the form of participation in the management of a forest and/or livelihood development.	8.3.3.a	Social responsibility reports (or similar) and observations of community development programmes (schools and clinics for example).
		8.3.3.b	Applicable procedure (or similar document) for implementation of enhancing role and economy of traditional law and/or local communities.

⁵ Encompasses customary user and indigenous/local communities.

Principle 9 Fulfilment of Environmental Regulations

Enterprises shall demonstrate compliance with all local and national laws relating to environmental regulations, identify, monitor, and implement activities to control unauthorized activities in relation to protected species.			
Criterion 9.1 All legal requirements for managing protected species and areas in/near enterprises shall be followed and include at a minimum nature protection controls such as protected areas, set-aside areas, protected species and the control of inappropriate hunting, fishing, and trapping.			
Verification Standards			
Indicator		Verifier	
9.1.1	Protected areas should be demarcated on maps, and where feasible, on the ground.	9.1.1.a	AWP maps should indicate the location and boundaries of conservation areas.
		9.1.1.b	Field observation.
9.1.2	The presence of protected species and their habitats identified in EIA documents shall be managed appropriately.	9.1.2.a	Evidence of awareness raising activities.
		9.1.2.b	Availability of procedures or other methods (such as posters) for identifying protected species.
		9.1.2.c	Proof of identification in the field.
		9.1.2.d	Check AMDAL against P7 and CITES. Check if either tree or animal species that exist in concession areas are identified in the AMDAL document and whether they are also listed in the P7 and/or CITES. Determine what their efforts are to manage/protect them.
9.1.3	Enterprise shall develop and maintain an up-to-date documented control system, procedures and/or work instructions covering: <ul style="list-style-type: none"> • Protected areas • Set aside areas • Protected species • Control of hunting, fishing, trapping and collecting. 	9.13.a	Official documents.

9.1.4	Existence and condition of protected areas in/near enterprise.	9.1.4.a	Size of protected areas corresponding to RKU map.
		9.1.4.b	Demarcation verified in field.
		9.1.4.c	Arrangement and condition of protected areas (percentage already marked, boundary mark identified).
		9.1.4.d	Community recognition towards the protected areas through interviews.
		9.1.4.e	Report on the management of protected areas. Report will illustrate activities such as putting up signboards, enrichment planting etc.
		9.1.4.f	AWP specifies area not to be harvested. Patrolling activities for fires and other illegal activities.
		9.1.4.g	Interviews with employees to demonstrate awareness.
		9.1.4.h	Field verification.

Criterion 9.2 Enterprises engaged in the timber supply chain shall have permission to handle, process, trade, or transport protected timber species. Permission shall be documented, and compliance with the applicable provisions and requirements shall be demonstrated.

Verification Standards

Indicator		Verifier	
9.2.1	Enterprises engaged in the supply chain maintains a list of species protected under CITES and IUCN protocols and Indonesian law.	9.2.1.a	Crosscheck enterprises' list with the CITES regulation (CITES Hand Book) and Ministry of Forestry (Direktorat Konservasi Keanekaragaman Hayati).
9.2.2	Enterprise has legal documented permission for processing/harvesting/handling any CITES-listed species and any species as regulated by government.	9.2.2.a	Completed CITES permit or other protected species documentation and Government permits concerning wood species or products with restricted trade.
9.2.3	Awareness raising activities in identifying protected species.	9.2.3.a	Evidence of awareness raising activities.

Criterion 9.3 Unauthorised activities in relation to protected species that may occur shall be identified.			
Verification Standards			
Indicator		Verifier	
9.3.1	An enterprise shall develop and implement procedures identifying unauthorised activities and the related procedures for dealing with such activities if they occur.	9.3.1.a	Evidence of documents such as policies and SOPs that specify how to identify and deal with unauthorised activities.
		9.3.1.b	Activity report (such as inspection logs).
		9.3.1.c	Evidence of implementation of the above verifier such as inspection reports or internal audits.
Criterion 9.4 Employees of the enterprise shall be prohibited from hunting and trade in wildlife, unless it is legally permitted and they have documented permission from the resource owner.			
Verification Standards			
Indicator		Verifier	
9.4.1	The enterprise defines, enforces and monitors restrictions related to hunting and/or trade in protected species.	9.4.1.a	Policy (or similar statement) exists that restricts hunting and/or trade in wildlife for employees.
		9.4.1.b	Evidence of implementation. List of employees, if applicable, that have hunting and trade in wildlife rights and legal hunting permits where applicable.
		9.4.1.c	Evidence of awareness raising activities (posters for example). Conduct interviews to establish if employees are aware of restrictions.

Criterion 9.5 Environmental and Social Impact Assessments shall be prepared.			
Verification Standards			
Indicator		Verifier	
9.5.1	Enterprise possesses EIA documents that have been legalized in accordance with the prevailing regulation covering all working areas.	9.5.1.a	<p>Check the validity and completeness of applicable document:</p> <ul style="list-style-type: none"> • AMDAL (KA, ANDAL, RKL, RPL) • UKL/UPL • SPPL • DPLH <p>Check the date of validity, stamp and signature.</p>
Criterion 9.6 Environmental precautions and mitigation required as a result of the impact identified in the environmental assessment shall be implemented and demonstrated.			
Verification Standards			
Indicator		Verifier	
9.6.1	Enterprise possesses environmental progress report(s) indicating the actions being applied to overcome environmental impact.	9.6.1.a	Up to date RKL and RPL progress report filed in local environmental office. It can be quarterly or every six months depending on the policy of the local environmental office (the frequency is stated in the AMDAL).
		9.6.1.b	RKL-RPL reports cross-checked against evidenced activities on the ground.

PART II: Additional Requirements for Timber Sourced from Forest Management Enterprise (FME) on State Forest Land

Principle 10 Legal Right to Harvest

The legal status of the Forest Management Enterprise (FME) shall be clearly defined and boundaries delineated. The FME shall prove that it has validly obtained the legal right to operate and to harvest timber from within the defined forest licensed area.			
Criterion 10.1 Clear and documented legal registration of FME with authorization to carry out forest management activities shall exist.			
Verification Standards			
Indicator		Verifier	
10.1.1	FME is able to show the validity of Legal License for Forest Concession Rights according to their operational status.	10.1.1.a	Check: <ul style="list-style-type: none"> • Date of license is valid • License is stamped • License is signed For the FME type: <ul style="list-style-type: none"> • IUPHHK-HA • IUPHHK-HP • IUPHHK-HT • IUPHHK-RE
		10.1.1.b	Proof of payment of the License Fee for Timber Forest Product Utilisation License (IUPHHK).

Criterion 10.2 The associated license documents shall indicate the concession boundary areas and evidence shall exist that the area has been legally classified for the type of land-use or commercial activities conducted.

Verification Standards			
Indicator		Verifier	
10.2.1	Maps indicating harvesting licensed area is located in eligible harvest areas.	10.2.1.a	Check RKU map is in accordance with SK IUPPHK Map.
		10.2.1.b	Approved and valid harvest maps issued by the applicable district forestry department.
		10.2.1.c	Check legality of maps (if No.1 is not legalised, check No.2 and so on): <ol style="list-style-type: none"> 1. RTRWD (district map) 2. RTRWP (province map) 3. PPKHP (Peta Penunjukan Kawasan Hutan dan Perairan) 4. TGHK
		10.2.1.d	Verify licensed area against RKU map.

Principle 11 Approved Planning Authorisation and Operations

The FME shall have approved management and annual operating plans as legally required. Plans shall contain accurate information and be adequately implemented to ensure that production restrictions and quotas within the permitted harvest rights are adhered to.

Criterion 11.1 If legally required, a forest annual operating or harvesting plans shall be in place and approved by the relevant authorities.

Verification Standards

Indicator		Verifier	
11.1.1	FME holds work plans legalized by the authorities.	11.1.1.a	Check the validity of the work plans: <ul style="list-style-type: none"> • RKUPHHK with the attachments • RKT has been legalised by Forestry service Check date of validity, stamp and signature.
		11.1.1.b	Check the RKT map is within the RKU map.
		11.1.1.c	The RKT map identifies production areas and protected areas.
		11.1.1.c	Check areas to be felled against RKT map. Compare the RKU with RKT map on paper followed by field checking.
		11.1.1.d	RKT map boundaries are identified and marked in accordance to BATB. Cross-reference RKU with BATB.
11.1.2	Harvesting equipment is listed.	11.1.2.a	Crosscheck equipment in field against RKT list.
11.1.3	Processes to determine forest boundaries of local user rights and to resolve land tenure conflicts have been requested.	11.1.3.a	Proof that forestry services have been requested to pursue BATB (e.g. letter of application, receipt of application).

Criterion 11.2: The FME shall be in compliance with all relevant local and national laws, and legally binding codes of practice relating to forest management and harvesting operations, and hold valid supporting documentation including forest management plan requirements (annual operating or harvesting plans).

Verification Standards

Indicator		Verifier	
11.2.1	LHC is legal and prepared by GANIS.	11.2.1.a	Check the validity of the IHMB concession inventory (stamped, signature and date).
		11.2.1.b	Check the certificate or registration number of technical staff.
11.2.2	Data for all trees harvested as listed in the cruising report are recorded in the production reports.	11.2.2.a	Crosscheck LHP and LHC and related tree maps. Check that there are no significant discrepancies between LHP and LHC.
		11.2.2.b	Crosscheck BU and SKSKB/FAKB.
11.2.3	No harvesting operations have been carried outside approved areas or inside exclusion areas within approved areas.	11.2.3.a	Crosscheck with RKU and concession maps as well as maps showing planned and actual road networks. Documents are RKU and RKT.
		11.2.3.b	Observation and crosschecking on the ground.
11.2.4	All round woods that are felled/harvested or harvested/utilised have been officially documented.	11.2.4.a	Document/paperwork that has been legalized by the authorized official.

Criterion 11.3 Legally prescribed dimension restrictions and annual allowable cut or production quotas shall clearly be included in applicable planning and operational documents and adhered to in practice, and harvesting and felling shall be strictly confined to areas and species approved for harvesting by national, regional or local regulations.

Verification Standards

Indicator		Verifier	
11.3.1	The harvested volume is within the limits authorized in the annual production target.	11.3.1.a	Check production reports and LMKB.
		11.3.1.b	Recapitulation of LHP/SKSKB is checked against the JPT. Check the information on production report (volume, species etc) against the issued SKSKB and eventually against the annual allowable cut volume.
11.3.2	Annual work plans outline the amount of production allowed, number and kind of equipment, planting (for plantation) and development of roads and other facilities.	11.3.2.a	Check actual production (volume, species or group species) against JPT.

3 Communicating, Reporting and Auditing

3.1 Communications

Claims by companies regarding verified status of batch(es) of timber made in association with the requirements of CLAS must have written approval by CertiSource prior to use.

CertiSource policy does not allow for on-product labelling of any kind. CertiSource does allow trademark use and associated claims on in-store information leaflets and banners, press releases, company environmental or annual reports, websites, and catalogues as well as business-to-business letters and presentations, invoices and bills of lading.

CertiSource shall determine the limits of use of CertiSource names or logos in accordance with CertiSource policy for business to business and off-product communications.

3.2 Certification

In order for a company to communicate the message that batch(es) of timber have been successfully audited and compliant with CLAS a number of documents are required to be issued.

Certificates

CertiSource issues certificates to enterprises in the supply chain (e.g. sawmill, concession and trader) after the first audit and extended/withdrawn after successive audits.

Certificates display the following information:

- Certification registration code incorporating unique client reference code
- Name and address of the enterprise
- Company registration number
- Scope under which the enterprise was verified
- Species
- Reference to CertiSource register illustrating certificate validity status
- Date of initial certification ('certified since')
- Signature of Certification Decision maker
- Certification Body ISO accreditation reference
- Concessions ONLY: license reference

Chain of Custody Dockets

The issuing of CertiSource Container Dockets signifies that the timber product contents of a given container have been processed:

- In accordance with agreed Chain of Custody procedures
- Whilst the relevant FME and sawmill hold valid CertiSource certification

Dockets display the following information:

- Unique reference code relating to the batch of logs and the docket number
- Volume of timber product that is the subject of CertiSource verification
- Total volume of timber in the container
- Container number
- Bill of lading number
- Client name
- Source of logs
- Name and address of processing sawmill

Audit Reports

Audit reports are produced by CBs following audits of the verification of a FME or the verification of a Manufacturing Sawmill.

3.3 Reporting

CertiSource provides public summary reporting of information about companies audited. This public summary information is kept up to date monthly and posted on the CertiSource website (www.certisource.co.uk). Audit Report Executive Summaries, Chain of Custody Dockets and Certificates are made available upon request.

Certification Bodies must also comply with any ISO Accreditation Body reporting and public notification requirements.

3.4 Auditing

Auditing requirements (including frequency, scope, reporting and minimum auditing resources) are determined by CertiSource in conjunction with any accreditation requirements.