What to Have on Hand for the Annual Visit

It is Sustainable Northwest’s job to make certification as easy for your business as possible. We’re here to assistance you and help with FSC system maintenance. Sustainable Northwest has templates available for the documents and records listed below; Email Jordan Zettle at jzettle@sustainablenorthwest.org or call for assistance: 541-948-5140.

Ensure Your FSC System Documents are Up-to-Date

- **Written Procedures** (do your written procedures match actual procedures)
- **Supplier List** (check info.fsc.org to ensure suppliers have a valid certificate)
- **Product List** (update to reflect any changes or new FSC product lines)

Make the Following Records Available for Review

- **Volume Summary** (create a summary to show FSC volumes purchased, in inventory, and sold - ask your auditor what calendar year the audit is reviewing)
- **Training Records** (at least one meeting a year should be documented with a sign in sheet)
- **FSC Supplier Invoices and Bill of Lading** (pull example records for each FSC material supplier)
- **FSC Customer Invoices and Bill of Lading** (pull at least 3 FSC product sales/projects records)
- **Trademark Use Approvals** (If you use FSC trademarks, pull approval records from past 5 years)

Other Documents and Records Needed for Some FSC Systems

- **Outsource Vendor List** (update to reflect any changes or new vendors)
- **Outsourcing Agreement** (signed agreement required for each outsource vendor)
- **Reclaimed Material Supplier/Source List** (update to reflect any changes or new vendors)
- **Reclaimed Material Evidence** (source records, pictures, and/or declaration forms)
- **Controlled Wood Supplier List** (update to reflect any changes or new vendors)
- **Controlled Material Source Evidence** (record of material origin, transportation docs, etc.)

**If you are missing any of the above items, or if you are unsure if they pertain to your systems, don't hesitate to reach out to Jordan Zettle at jzettle@sustainablenorthwest.org.**