

Responsible Wood Certification Scheme

RESPONSIBLE WOOD

30 Boothby Street
Kedron, QLD 4031

www.responsiblewood.org.au



RESPONSIBLE WOOD LOGO USE RULES MANUAL

November 2017
Issue 1

TABLE OF CONTENTS

| | |
|--|-----------|
| 1 INTRODUCTION | 4 |
| 2 OBJECTIVES | 5 |
| 3 SCOPE OF MANUAL | 5 |
| 4 LOGO COVERAGE | 5 |
| 5 OWNERSHIP AND USAGE OF THE LOGO | 6 |
| 6 ROLE OF NATIONAL GOVERNING BODY | 6 |
| 7 ROLE OF CERTIFICATION BODY | 6 |
| 8 LOGO USAGE | 7 |
| 8.1 User Groups | 7 |
| 8.1.1 Group A - National Governing Body | 7 |
| 8.1.2 Group B – Forest Management Group | 7 |
| 8.1.3 Group C – Chain of Custody Group | 7 |
| 8.1.4 Group D – Industry Associations, Supporters and Companies* | 8 |
| 8.2 Usage Alternatives | 8 |
| 8.3 Claims | 9 |
| 8.3.1 Minimum requirements | 9 |
| 8.3.2 Off-product use – Additional Voluntary Information | 9 |
| 8.3.3 On-product use – Additional Voluntary Information | 9 |
| 9 LICENCES FOR LOGO USAGE RIGHTS | 11 |
| 9.1 Licence Arrangements | 11 |
| 9.1.1 General conditions | 11 |
| 9.1.2 Process for issuing licences | 11 |
| 9.1.3 Licence Agreement | 13 |
| 9.1.4 Suspension of Logo Usage Licence | 13 |
| 9.2 Notification Fee | 13 |
| 9.3 Dispute Settlement | 14 |
| 10 REGISTRATION AND CODING SYSTEM | 14 |
| 10.1 Register of Logo Users | 14 |
| 10.1.1 Responsibility of National Governing Body | 14 |
| 10.1.2 Responsibility of Group organisations | 14 |
| 10.2 Coding System | 14 |
| 10.3 Monitoring and Reporting | 14 |
| Appendices | |
| A Logo Suite | |
| B Registration Coding System for Logo Usage Licences | |

GLOSSARY

| | |
|------------------|---|
| AFS | <p>The <i>Australian Forestry Standard</i> [AS 4708-2013] or subsequent versions of AS 4708. For further information, refer: www.forestrystandard.org.au</p> |
| Claim | <p>Any form of representation to the market and or stakeholders relating to the company or the company's products carrying Responsible Wood or PEFC certification. Claims can be made on-product or off-product, as defined in the Manual.</p> |
| COC | <p><i>Chain of Custody</i>, which relates to the supply chain extending between timber production from forests and end users of wood products manufactured from timber harvested from these forests. The <i>Chain of custody for certified wood and forest products</i> [AS 4707-2014] or subsequent versions of AS 4707. For further information, refer: www.forestrystandard.org.au</p> |
| FM | <p><i>Forest management</i>, which encompasses all activities involved in the establishment or regeneration of forests, silvicultural tending and other management for a range of forest values, and harvesting of forest products.</p> |
| Group | <p>In the context of group certification, a group is a legal entity representing growers that are collectively maintaining or progressing towards Responsible Wood certification (FM or COC) under the one certificate.</p> |
| IAF member | <p>An accreditation body from a country that is a member of the International Accreditation Forum Inc. For further information, refer: www.iaf.nu</p> |
| JAS-ANZ | <p><i>Joint Accreditation System of Australia and New Zealand</i>. For further information, refer: www.jas-anz.com.au</p> |
| Logo | <p>A logo that constitutes a trade mark, which distinguishes goods or services provided in the course of trade, under the <i>Trade Marks Act 1995</i> (Cth).</p> |
| Logo User | <p>Categories of Logo Users, as defined in the Manual Group</p> |
| PEFC-COC | <p>The PEFC's International Chain of Custody Standard – 'Chain of Custody International for Forest Based Products-Requirements' PEFC ST 2002:2013 or COC Standard subsequent versions. For further information, refer: www.pefc.org</p> |
| PEFC-FM | <p>The <i>Programme for the Endorsement of Forest Certification scheme</i> For further information, refer: www.pefc.org</p> |
| Responsible Wood | <p>Responsible Wood is the registered trading name of the Australian Forestry Standard Ltd. Responsible Wood is a not for profit company established for the purpose of supporting and promoting sustainable forest management in Australia.</p> |
| RWCS | <p>The Responsible Wood Certification Scheme, which is based on the AFS and COC Standards in conjunction with accreditation programs and independent third-party certification.</p> |

1 INTRODUCTION

The Responsible Wood Certification mark may be used in conjunction with products originating from forests certified to the Australian Forestry Standard AS 4708 (AFS). The Australian Forestry Standard AS 4708 seeks to ‘*distil from community values and the science of forest management those economic, social, environmental and cultural criteria that are considered to be most important for ensuring that a forest is well managed*’¹. It specifies criteria and requirements for wood production that support continual improvement towards sustainable forest management. It is intended for voluntary application and will assist to promote access to both domestic and international markets for timber from certified forests.

The Responsible Wood Certification marks² can be fixed to a product to indicate that the product originated from a forest certified to the Australian Forestry Standard AS 4708. The Responsible Wood Logo is a Certification Trade Mark (Note: Trademark number yet to be advised), which is registered by Responsible Wood, the organisation formed to manage the implementation of the “Responsible Wood Certification Scheme (RWCS)”. To ensure the RWCS endures as a credible and robust certification framework, the authority and integrity of the Responsible Wood logo must be understood and used correctly.

The RWCS has been endorsed by the *Programme for the Endorsement of Forest Certification Schemes*⁴ (PEFC) as conforming to its certification requirements for forest management and chain of custody for forest and wood products. This endorsement confers mutual recognition with other endorsed PEFC national schemes and provides the mutual recognition framework that establishes recognition of those endorsed schemes as substantively equivalent to the RWCS. The PEFC’s mutual recognition framework enables companies with RWCS certification for their forest management and forest and wood products to use the PEFC Logo and related PEFC claims in their marketing and communications with stakeholders provided that they are a licensed logo user under the



PEFC/21-1-1

requirements of the PEFC Logo Use Rules Manual.

This manual is designed to provide the authoritative basis for Responsible Wood in managing the use of the Responsible Wood Logo as a Certification Trade Mark in Australia, and to guide RWCS certified organisations and individuals seeking to use the Responsible Wood logo.

The use of the Responsible Wood logo or PEFC Logo and related claims are prohibited unless authorised by Responsible Wood in conformity with this Responsible Wood Logo Use Rules Manual.

¹ The Australian Forestry Standard (AS 4708), which can be accessed at: www.forestrystandard.org.au

² The RWCS comprises the AFS and CoC Standards as the forest management and chain of custody standards; accreditation programmes offered by JAS-ANZ for forest management and product (chain of custody) certification to certification bodies and the independent, third-party certification bodies who have as a component of their scope of accreditation, the capacity to offer certification to the two standards.

³ A Certification Trade Mark (CTM) indicates to consumers that a product or service meets a particular standard. For example, a CTM indicates that:

- A product or service, is of a particular quality or has particular characteristics
- A product has been manufactured in a particular location or using a particular process/a product is made from particular materials or ingredients [<https://www.accc.gov.au/business/applying-for-exemptions/certification-trade-marks>] ⁴ For further information on the PEFC, refer to: www.pefc.org

2 OBJECTIVES

This document, the *Responsible Wood Logo Use Rules Manual*, has the objective of:

Establishing rules for the use of the Responsible Wood logo and claims to assure the protection of ownership rights and to ensure clear and credible communication of claims connected with certification under the RWCS to avoid misleading or misunderstanding of Responsible Wood logo messages.

Responsible Wood (*The Australian Forestry Standard Ltd trading as Responsible Wood*), the not-for-profit public company established to manage the implementation of the RWCS, is also the ‘National Governing Body’ of the PEFC Council in Australia, and is authorised to administer and to assure the protection of ownership rights for the usage of the PEFC Logo in Australia on the basis of RWCS certification as a mutually recognised forest certification scheme under the PEFC system.

3 SCOPE OF MANUAL

This document establishes the rules and guidelines for the use of the Responsible Wood Logo and related claims by Australian-based companies or companies operating in Australia. The scope is to specify the:

- Owner and governing body of the Responsible Wood Logo (Sections 5, 6 and 7);
- Parties that can use the logo (Section 8);
- Type of claims that are to be, and can additionally be, included with the logo (Section 8);
- Type of on- and off-product communication that can be associated with the logo (Section 8);
- Specifications for reproduction of the logo in printed and published form (Section 8, and Appendix A); and
- Process for issuance of logo usage licences and logo use rules (Section 9);

4 LOGO COVERAGE

The RWCS is a single-issue labelling scheme, the claims (see 8.3) of which only concern sustainable forest management, as defined and embraced by the Australian Forestry Standard AS 4708⁵. Consequently, apart from wood and wood based raw material, the RWCS does not make any claims on other raw materials. The RWCS does not include any multi-issue or lifecycle analysis claims.

⁵ Responsible Wood acknowledges a definition of sustainable forest management as: “*The integration of commercial and non-commercial values of forests so that both the material and non-material welfare of society is improved, whilst ensuring that the values of forests, both as a resource for commercial use and for conservation, are not lost or degraded for current and future generations*” based on the Forestry Working Group on Ecologically Sustainable Development (1991) and the National Forest Policy Statement (1992). Responsible Wood also notes the three key principles of ecological, social and economic sustainability.

5 OWNERSHIP AND USAGE OF THE LOGO



The Responsible Wood Logo is copyright material and is a registered Certification Trade Mark owned by Responsible Wood.

Unauthorised use of this copyright material is prohibited and may lead to legal action. The use of the Logo and claims in Australia is regulated and governed by Responsible Wood.

6 ROLE OF NATIONAL GOVERNING BODY

Responsible Wood is the not-for-profit, public company formed to manage the implementation of the RWCS. This includes providing a contact point for queries and comments on the AFS and COC Standards and promoting mutual recognition for the RWCS with compatible forest certification schemes.

Within its charter to manage the implementation of the RWCS is the governing body and will use the Responsible Wood logo and claims for educational and other communication purposes, and is responsible for issuing and controlling logo usage licences to other parties.

7 ROLE OF CERTIFICATION BODY

The certification body⁶ which undertakes the verification audit of an organisation to a standard and grants a FM or COC certification is responsible for control of the use of the Responsible Wood Logo and claims by the relevant Logo User as a part of an RWCS forest management or chain of custody certification audit.

Certification bodies and nominated agents are required to report unapproved non-conforming uses of the logo and trademark to Responsible Wood. Responsible Wood will evaluate the material to determine whether further action, including legal action, is required.

⁶ Certification body – an independent, third-party organisation accredited by JAS-ANZ or an IAF member to provide certifications to AS 4707, the PEFC International CoC Standard and/or AS 4708 – details of accredited certification bodies can be found on the JAS-ANZ Register at www.jas-anz.com.au

8 LOGO USAGE

8.1 User Groups

Four groups of Logo Users are identified. These user groups comprise both certification certificate holders and also non-certificate holders. The user groups are:

- Group A: National governing body, i.e. Responsible;
- Group B: Forest management (FM) certification certificate holders who have been certified to AS 4708;
- Group C: Chain of custody (COC) certification certificate holders who have been certified to AS 4707 or the PEFC International CoC Standard –*Refer Clause 8.1.3*;
- Group D: Industry Associations, Supporters and Companies not in Category B and C.

8.1.1 Group A - National Governing Body

Responsible Wood, as the governing body for the RWCS, is permitted to use the Responsible Wood Logo for educational purposes. It is also able to issue licences for use of the Logo within Australia.

8.1.2 Group B – Forest Management Group

Group B comprises forest owners and managers who have a valid AS 4708 forest management (FM) certificate or all eligible entities participating in a group with a valid forest management certificate (group certification). The forest management certificate shall be issued by an independent third-party certification body meeting the most current Issue of the JAS-ANZ⁷ Forest Management Scheme Rules- “*Forest Management Systems Scheme (FMS Scheme) Australia and New Zealand: Requirements for Bodies Providing Audit and Certification of Forest Management Systems*” and shall state in the certificate, the compliance with the requirements of the AFS [AS 4708—2013] or subsequent versions of AS 4708.

Under Group B, the following entities can be Logo Users:

- Individual forest owners (as holders of individual certificate or members in regional or group certification);
- Holders of a group certificate (group of forest owners); and
- Other entities participating in the group forest certification (eg, contractors).

Under groups of forest owners, participating individual forest owners/managers/other entities can get an individual licence which is linked to the group licence and it has to be obtained from Responsible Wood.

Logo Users from Group B – Forest Management Group shall comply with the following requirements in regards to their forest management certification:

Summary reports of independent certification and surveillance audits shall be publicly available to stakeholders.

8.1.3 Group C – Chain of Custody Group

Group C comprises forest related industries, (eg, wood or wood-based procurement organisations, wood processing industries, manufacturing industries, timber traders, distributors and retailers) as holders of the chain of custody (COC) certificates or participating

⁷ Joint Accreditation System of Australia and New Zealand. Refer to www.jas-anz.com.au

in a group with a valid chain of custody certificate (group certification). The chain of custody certificate shall be issued by an independent third-party certification body meeting ISO 17065 and CoC Scheme Rules accreditation requirements of JAS-ANZ or the appropriate accreditation programme for product certification incorporating chain of custody of an IAF member as recognised by JAS-ANZ under IAF mutual recognition treaties.. The certificate shall state, in the scope of certification, the compliance with either the Australian Standard for Chain of Custody for Forest Products [AS 4707-2014] or subsequent versions of AS 4707, or where recognised in Australia by JAS-ANZ via IAF mutual recognition, the PEFC's International CoC Standard Chain of Custody for Forest Based Products – Requirements' ST 2002:2013 or subsequent versions of this document.

Under group chain of custody certification, participating individual companies can obtain individual approval for the usage of the logo. This requires a licence which is linked to the user group licence and has to be obtained from Responsible Wood.

8.1.4 Group D – Industry Associations, Supporters and Companies*

(*Not in Category B and C) - Off Product Only

Group D comprises organisations and other entities that wish to promote or advertise forest certification and their compliance to/support of Sustainable Forest Management and Chain of Custody. Group D organisations are not independently certified. They also, in their representation of any wood or wood product, do not transform the product in anyway. For a statement of Chain of Custody certification, the product will have the Group C's organisation certification identification and label. This category requires a self-declaration and a free form report on the organisations practices and their supplier list. There is an annual review for monitoring and policing logo use that requires a new report and updated suppliers list before the logo licence is re-issued.

8.2 Usage Alternatives

The Responsible Wood Logo conveys information to consumers that wood and wood-based raw material used in designated products comes from sustainably managed forests, as defined within the RWCS.

If the content of the RWCS recycled wood based raw material is verified by a COC certificate, the Responsible Wood logo shall be used together with the Mobius Loop symbol. The usage of the Mobius Loop symbol shall follow the requirements of Chapter 7.8 of ISO 14021⁸

When the Responsible Wood Logo is used, the following essential elements must to be fulfilled:

- The Responsible Wood Logo shall be reproduced according to the measurements, colours and other specifications detailed in *The Responsible Wood Logo Reproduction Tool Kit* .
- A logo licence registration number provided by Responsible Wood shall be included
- The Mobius Loop symbol shall be used together with the Responsible Wood logo if the content of the RWCS recycled raw material is used to meet the minimum percentage threshold

⁸ ISO 14021:1999 Environmental labels and declarations – Self declared environmental claims (Type II environmental labelling)

An RWCS certified product can carry the Responsible Wood logo without a claim, (See Clause 8.3). The logo can be used with or without claims in two different ways: **on-product usage and off-product usage**.

On-product usage and **Off-product usage** includes the goods and services that are covered by the Certification Trade Mark. (Note: Trademark number yet to be advised).

The Responsible Wood Logo can also be used in off-product applications to promote the usage of RWCS-labelled products, or to increase the general awareness about Responsible Wood’s goals and purposes in terms of sustainable forest management.

8.3 Claims

8.3.1 *Minimum requirements*

The Responsible Wood Logo may only be applied to forest products originating from forests certified to AS4708- Sustainable Forest Management.

Where mixing of certified and non-certified content is permitted under the percentage method, the Responsible Wood Logo may only be applied to product where the combined RWCS and PEFC certified content is a minimum of 70%, and the content originating from RWCS forests is a minimum of 50%. The non-certified component must have passed the due diligence process defined in AS 4707 or PEFC’s International Chain of Custody Standard ST 2002:2013 or subsequent versions.

In on-product and off-product use, the Responsible Wood Logo has to be reproduced according to the measurements, colours and other specifications detailed in the *Responsible Wood Logo Reproduction Tool Kit*. The Responsible Wood Logo licence registration number shall also be included. The Logo licence registration process is set out under Section 9.1.

All users may make use of additional voluntary information as described in sections 8.3.2 and 8.3.3 below. Responsible Wood intends for its claims to conform with those set out by the PEFC. Principally, the claim can be either ‘*From sustainably managed forests*’ or ‘*Promoting sustainable forest management*’, with rights to use these claims dependent on whether it is for on- or off-product usage, and whether the claim relates to product with 100% certified wood content.

8.3.2 *Off-product use – Additional Voluntary Information*

In off-product use, Logo Users may attach additional voluntary information. This information may include the following element:

Element 1 – The appropriate Responsible Wood claim is used in conjunction with the logo and would read as follows:

“Enabling sustainable forest management – For more info: [insert website]”;
or “Enabling sustainable forest management and recycling – For more info: [insert website]”

8.3.3 *On-product use – Additional Voluntary Information*

In on-product use, Logo Users may attach additional voluntary information on the labels. This information may include the following elements:

Element 1 – The forest management or the chain of custody certification or certificate number issued by the certification body may be included. This does not substitute for the mandatory use of the logo licence registration number with the logo as outlined in 8.2.

Element 2 – The appropriate Responsible Wood claim in italics below is included:

- In cases where the wood comes from a forest covered by a valid forest management certificate or the chain of custody certification is based on physical segregation and all previous stages of the chain of custody were also based on physical segregation and there is 100% certified wood content⁹, then the claim on the label/underneath the logo would read, as follows:

“From sustainably managed forests – For more info: [insert website]”

- In cases where there is less than 100% certified wood content and the chain of custody certification is based on the percentage based method¹⁰, the claim underneath the logo would read as follows:

“From sustainably managed forest and controlled sources – For more info: [insert website]”

- In cases where the certified product includes RWCS recycled wood based raw material based on a COC certificate, the claim underneath the logo would read as follows:

“From sustainable forest managed forests and recycled sources – For more info: [insert website]”

Element 3 – The name or designatory letters of the accredited certification body, which issued the chain of custody certificate.

Element 4 – The certificate holder can also choose to use the certification body’s own logo or mark in addition to the Responsible Wood Logo.

Element 5 – A producer of a certified product may add a voluntary product description to inform about other raw material properties such as origin of uncertified raw material in a product. It is recommended that the management of origin-related claims is based on both quality management systems such as ISO 9002 and environmental management systems such as ISO 14001. The content of a product description may include:

- Responsible Wood-certified wood-based raw material or certified wood-based raw material from other certification schemes recognised by Responsible Wood (See 1. Introduction and 2. Objectives);
- other compatible primary wood fibres/wood;
- other primary fibres/wood;
- recycled wood fibres; and
- total wood raw material content

⁹For further information on COC, refer to the Australian Standard, *Chain of custody for certified wood and forest products*, AS 4707—2014 or subsequent versions of AS 4707, at: www.forestrystandard.org.au

9 LICENCES FOR LOGO USAGE RIGHTS

9.1 Licence Arrangements

9.1.1 General conditions

Organisations or companies applying for use of the Responsible Wood Logo must:

1. be a legal entity, such as a company, cooperative or incorporated association; and,
2. be prepared to sign an agreement ie Logo Usage Licence Agreement that allows the public presentation, on an Internet-based database, of the organisation's, company's or other legal entity's identification data. This data includes:¹⁰
 - organisation's contact and location details;
 - organisation's certificate number and expiry date;
 - certification body's contact details; and
 - area of forest holding under relevant forest type and/or the number of facilities covered by the certificate.

9.1.2 Process for issuing licences

A company, organisation or individual has to obtain a licence from Responsible Wood before printing, publishing or otherwise using the logo and claims regardless of the logo usage group or logo usage alternative (off- or on-product usage). Applicants need to submit a completed application form along with evidence that the notification fee has been paid to the Certification Body, as presented in Appendices B and C respectively.

Responsible Wood reviews the application form to determine whether the applicant has delivered all the required documents for scrutiny and that all the predetermined Responsible Wood requirements on the logo usage and reproduction are fulfilled:

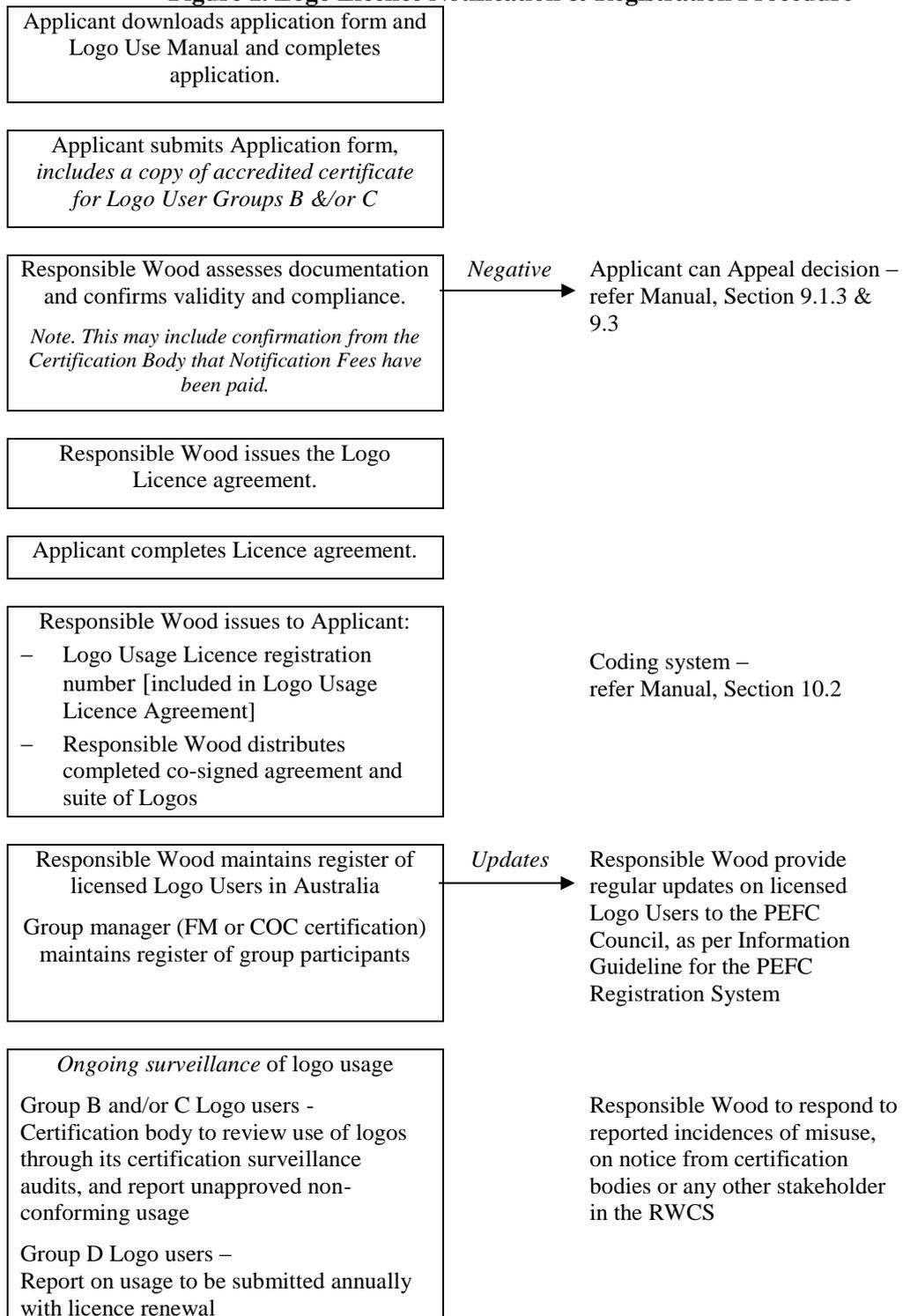
- **FM Group applicants** (Group B) shall submit a copy of the valid and accredited forest management certificate ie bearing the accreditation symbol of the national accreditation body, and evidence that summary reports of independent certification and surveillance audit results have been made publicly available to stakeholders. For *group forest management certification*: When a logo usage licence is granted to a participant in a FM group, it has to be clearly demonstrated in the application that the applicant is participating within a defined group with a valid forest management certificate. If any verification is needed, the group list of participants must be made available by the certification body that certified the certificate holder.
- **COC group applicants** (Group C) shall submit a copy of the valid and accredited chain of custody certificate ie bearing the accreditation symbol of the national accreditation body, and, where wood or wood based raw materials are sourced other than from entities that hold a valid PEFC or Responsible Wood logo user licence, evidence that the forest manager has made summary reports of independent certification and surveillance audit results publicly available to stakeholders. For *group chain of custody certification*: When a logo usage licence is granted to a participant in a COC group, it has to be clearly demonstrated in the application, that the applicant is participating within the defined group with a valid chain

¹⁰ Responsible Wood is required by the PEFC Council to provide data in accordance with its *Internal Rules for the PEFC Registration System*.

of custody certificate. If any verification is needed, the group list of participants must be made available by the certification body that certified the certificate holder.

- FM and COC group applicants – where a company or organisation is both a forest manager under Group B and a processor or manufacturer under Group C, only one licence shall be issued to the company or the organisation. The licence shall be based on its Group C status. The requirements of 9.1.2 relating to Group B and Group C shall also be fulfilled in terms of the licence agreement between the company or organisation and Responsible Wood.

Figure 1. Logo Licence Notification & Registration Procedure



9.1.3 Licence Agreement

If logo usage is approved, Responsible Wood prepares a Logo Usage Licence Agreement (contract) for the applicant. This Licence Agreement enters into force when both parties sign the agreement.

If the application for logo usage is declined, Responsible Wood must provide reasons for the negative decision to allow the applicant the opportunity to provide further information in support of the application or to appeal the decision. In the case of an appeal, Section 9.3 describes the procedures to be followed to resolve the dispute.

Responsible Wood will maintain contact with the Logo User's designated contact to ensure logo usage is carried out according to the set principles and guidelines contained in the RWCS Logo Reproduction Tool Kit.

9.1.4 Suspension of Logo Usage Licence

Responsible Wood reserves the right to suspend the logo usage licence if the Logo User is suspected of misusing the logo, not complying with all the principles, rules, values and requirements of the RWCS or bringing the Logo, RWCS or Responsible Wood into disrepute. If, after investigation, the suspicion is proven to be founded, the logo usage licence will be cancelled.

9.2 Notification Fees

Notification fees have been established for the following purposes. These are to:

1. Register a newly certified organisation on the RWCS national and PEFC international register¹¹ and administer and service these databases with updates and amendments
2. Ensure the highest level of control over the use of the trademarks; and
3. To deliver and offer support services to certified organisations.

The **Notification fee** is invoiced annually and collected by the Certification Body on behalf of Responsible Wood. If the licence is terminated by Responsible Wood due to violation by the Logo User of the Logo Use Rules Manual, the fee for the current year will not be refunded.

The Notification Fee is at the discretion of the Responsible Wood Board and can be changed at any time. In the case of Logo Users that can be classified under more than one Logo User Group, the Logo User is required to pay one notification fee under only one category, which will be the category for chain of custody status ie Group C. For example, an integrated forestry company that manages forests and manufactures wood products could be classified for the annual fee under Logo User Group C.

¹¹ Responsible Wood pays an annual fee to PEFC for the recognition of Australian certified organisations.

9.3 Dispute Settlement

Responsible Wood will make suitable arrangements for an independent dispute settlement body that meets on an ad hoc basis and takes care of those complaints arising from scheme implementation or certification procedure that cannot be addressed in the dispute settlement procedures of the relevant accredited certification body or accreditation body. Responsible Wood provides guidance on dispute resolution in its ‘Complaints and Grievances Procedure’ available on the Responsible wood web site- www.responsiblewood.org.au.

Appeals, disputes and complaints concerning the certification process or the certification results are dealt with by the certification body according to the requirements covered by an accreditation. The relevant accreditation body, whose accreditation covers the certification, deals with disputes and complaints concerning observance of the accreditation requirements.

10 REGISTRATION AND CODING SYSTEM

10.1 Register of Logo Users

10.1.1 Responsibility of the National Governing Body

Registers of RWCS Logo Users have to be kept in electronic format.

Responsible Wood, issuing licences on behalf of the Responsible Wood Board, is responsible for keeping an up-to-date register of:

- Forest management certificate holders;
- Chain of custody certificate holders; and
- All the on- and off-product Logo Users by user group.

The range of minimum data elements to be kept by Responsible Wood is set by the *PEFC Internal Rules for the PEFC Registration System*. The registration of certificate holders and Logo Users can only be done in agreement with the forest owner, organisation or company being recorded, and has to be in compliance with effective regulations regarding security of individual data in information systems.

10.1.2 Responsibility of Group organisations

In the case of group certification, the holder of the group forest management certificate or the holder of a group chain of custody certificate has to keep an up-to-date register of all participants in the group certification. The minimum data elements are not prescribed at this stage, and should be determined by liaison between the group manager and Responsible Wood. If any verification is required, the register of individual participants held by the group certification manager must be made available by the certification body that certified the certificate holder.

10.2 Coding System

A logo usage registration coding system has been developed to support a register of logo usage licences consistent with the PEFC Logo usage coding system. The RWCS coding system is specified in Appendix E. RWCS Logo usage licence registration numbers shall be issued by Responsible Wood as per the coding system set out in Appendix E.

10.3 Monitoring and Reporting

Responsible Wood Logo usage is subject to monitoring carried out by accredited certification bodies, Responsible Wood and its appointed agents.

Responsible Wood will provide periodic report summaries, based on its electronic registers, on its web site of the number of RWCS forest management and chain of custody certificate holders and Logo Users by user group and type of logo usage (on- or off-product).

[MANUAL ENDS]

Changes to this Responsible Wood Logo Use Rules Manual

This Responsible Wood Logo Use Rules Manual may change from time to time.
This manual was approved on in October, 2017 as Issue 1.

Logo Suite

[Responsible Wood to provide AFS and PEFC Logos – electronically -
for use by the Logo User]

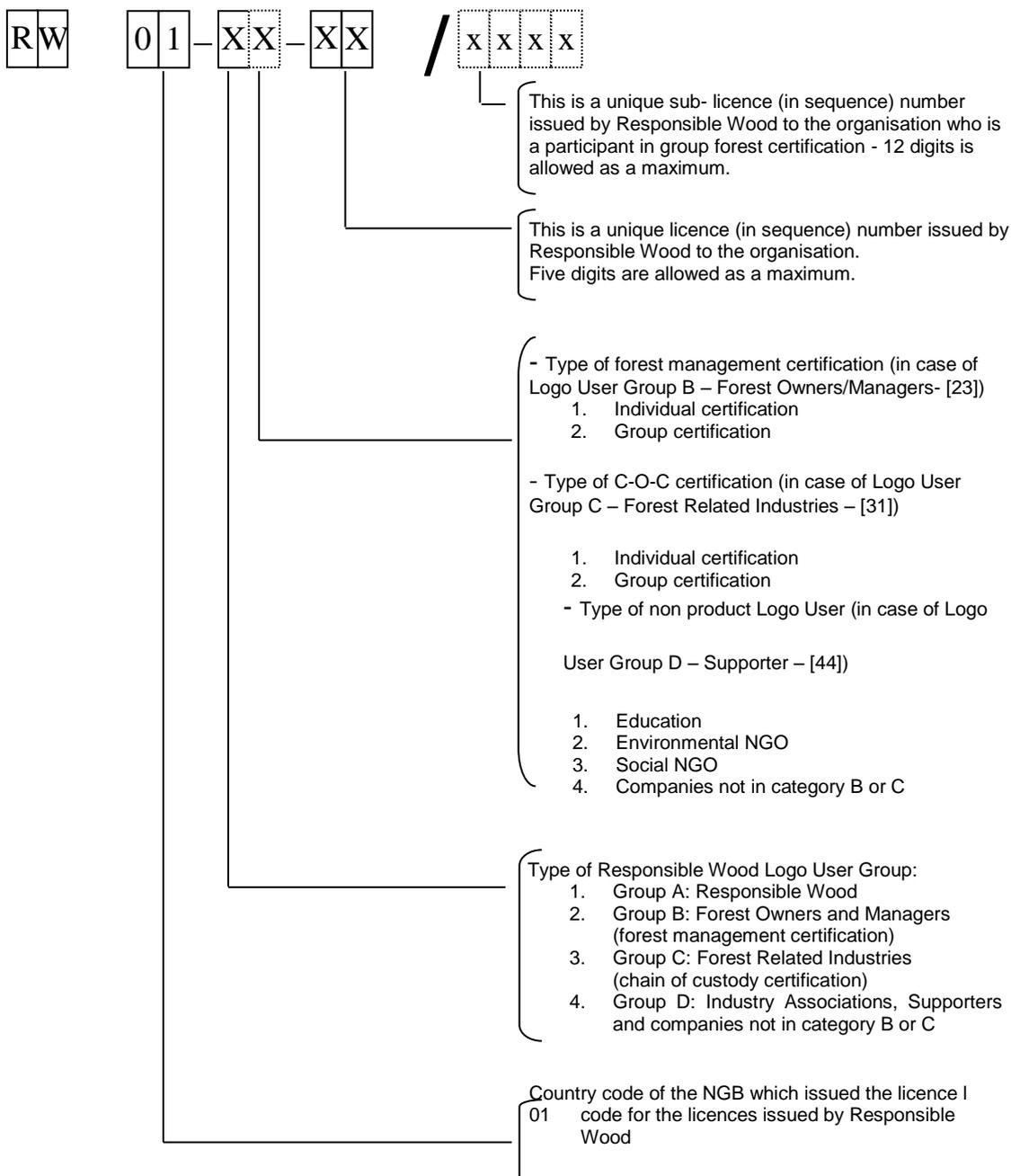
Appendix B - RWCS Logo Usage Registration Coding System

Responsible Wood Logo Usage Registration Coding System

The RWCS Logo Usage Registration Coding System is based on the coding system and format developed by the PEFC Council. Conformance with this system will support the broader RWCS conformance with the PEFC requirements, and also support rapid interpretation of registration numbers by industry members and customers familiar with the PEFC system.

Responsible Wood shall issue approved Logo Users with an RWCS logo usage licence registration number, in the format set out in Figure E below.

Figure E. Responsible Wood Logo Usage Registration Coding System



NOTES