

## Certification Requirements

**BM TRADA Certification** is accredited by ASI (Accreditation Service International – [www.asi.com](http://www.asi.com)) and UKAS (United Kingdom Accreditation Service – [www.ukas.com](http://www.ukas.com)) to offer Chain of Custody Certification for the FSC and PEFC schemes. BM TRADA Certification has been operating as a certification body since 1974 and offers a range of certification services. It is a private limited company, registered in England, company registration number 2110046. BM TRADA Certification is a wholly owned subsidiary of the BM TRADA Group.

BM TRADA Certification has a Head Office in Buckinghamshire, UK and works through a network of Joint Venture and Representative offices around the world – details available at [www.bmtrada.com](http://www.bmtrada.com).

### Certification Rules and Procedures:

Certification decisions are based on the results of on-site audits which are followed by a technical review carried out by BM TRADA Certification staff. BM TRADA Certification auditors will carry out an audit against the requirements within the standard(s) and, as appropriate, raise non-conformances. These non-conformances must be closed out before certification is granted.

Maintenance of certification is dependent on continuing compliance to the requirements within the standard(s). Continued compliance is audited at least annually, and is detailed in the initial quotation issued to clients. Applications for extensions to certification (e.g. addition of further sites to the certificate) are dealt with on a case by case basis. The registered organisation must make a formal application for extension or amendment to certification to BM TRADA Certification at which time the contract, the audit requirements and fees will be reviewed.

The certification cycle is 5 years and it is imperative that scheduled audits are kept within their timelines to ensure continued certification. The Year 5 audit will be a re-certification audit. Satisfactory completion of the Year 5 audit will allow issue of a further 5 year certificate.

All certificates are issued on the basis of continued compliance with the standard(s). If the organisation is in breach of the requirements BM TRADA Certification reserves the right to suspend or withdraw certification. If the certificate is withdrawn, the organisation must immediately cease use of the scheme logos (FSC, PEFC, BM TRADA) and must refrain from describing products as certified.

### Fees:

Fees for certification are available on completion of a Request for Quotation form. Each quotation is bespoke and is based on the size, complexity and risk associated with each individual organisation.

### Logo Requirements:

Certified organisations may use the FSC and PEFC scheme logos. Use of these logos must be compliant with the respective standards:

FSC      FSC-STD-50-001  
PEFC     PEFC ST 2001 2008

Both of these standards are available from the respective websites.

Use of the BM TRADA Certification logo is available for BM TRADA certified organisations. Rules for the use of this logo are available from BM TRADA Certification – + 44 (0) 1494 569700

### Complaints:

Details of the BM TRADA Certification complaints procedure can be obtained from the website ([www.bmtrada.com](http://www.bmtrada.com)).

### Certified Organisations:

Details of organisations certified by BM TRADA Certification are available on the FSC (<http://info.fsc.org/>) and PEFC (<http://register.pefc.cz/search1.asp>) websites.