

# Questionnaire

For Offer Preparation and Preparation for a Certification Procedure  
in the field of the chain of custody



Thank you for your interest in our services. Please provide us with the following information, which we will use to prepare an individual and binding quotation.

## General information (only main location / Company headquarter)

Company:  
with legal form \_\_\_\_\_

Address: \_\_\_\_\_

Postcode,town: \_\_\_\_\_ Country: \_\_\_\_\_

Contact: \_\_\_\_\_  
Mr. / Mrs. (Given name, Family name)

Telephone: \_\_\_\_\_ Internet: www. \_\_\_\_\_

Telefax: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Sector: \_\_\_\_\_

VAT-No. \_\_\_\_\_

### 1. No. Of employees at the location (for combined audits for each site)

Total no. Of employees (full time/part time): \_\_\_\_\_

### 2. Which certification do you require ?

- FSC®                       PEFC                       RAL (Forestry)                       Blauer Engel

### 3. Other activities that may influence certification eligibility or duration of audit

- 3.1 only trading (with physical possession/ storage)                       3.2 only trading/broker, drop-shipping, without physical possession
- 3.3 only trading of finished products with FSC label                       3.4 only trading, all kind of products (not only finished products with FSC label)
- 3.5 entire input is certified and from only one FSC category (e.g., only purchase of FSC 100% wood), for the whole organization
- 3.6 entire input is eligible for FSC production (according to table B in FSC-STD-40 004), so there is no need for physical separation/separate storage
- 3.7 implementation of percentage or credit system planned                       3.8 implementation of 2 or more control systems, or control system not yet decided (transfer, percentage, volume credit system)
- 3.9 non-certified material used in organization, but temporary separation from FSC production (no possibility to mix with FSC material because never at the same time)                       3.10 non-certified material used in organization, but separated by clear identification/separate storage
- 3.11 outsourcing of FSC material processing to contractors; if Yes: please describe all processes and contractors on page 4 ff as detailed as possible.
- 3.12 non-certified reclaimed material used for FSC production:
- 3.12.1 If Yes: supplier verification program implemented by accredited FSC certification body                       3.12.2 If Yes: all inputs of reclaimed material are visually inspected upon arrival and documented

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- 3.13 input of non-certified material (wood), with own due diligence system under FSC-Standard 40 005 Controlled Wood for FSC production.
- 3.13.1 If Yes: FSC approved risk assessment for region of origin exists, with „low risk“ and no risk of mixing the material in the supply chain.
- 3.13.2 If Yes: no FSC approved risk assessment known, or risk assessment identifies specified or unspecified risks (not „low risk“) and/or separation of material in the supply chain needs physical verification to exclude risk of mixing
- 3.14 Manufacturing of individual products (custom made)  3.15 No complaints or disputes from stakeholders against conformity with FSC requirements

Is combined certification (with multiple sites/affiliate companies) required?

- No  Yes, please fill in page 4 ff accordingly

Are you supported by a consultant?

- No  Yes, by: \_\_\_\_\_

When do you plan the certification audit?

/ 20..

- Very short dated = 1-3 weeks (for additional charge)
- Standard = 1-2 month after signing the contract
- Medium term =in more than two month

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## 4. Scope / product groups that are covered by FSC-certification

(for example: „Development, manufacture and sale of...“, „Trade with...“ etc.)

## 5. Is your company already certified ? (please list also all FSC certifications and applications or certifications and applications to other forestry certification schemes over the past 5 years)

Certificate No.	Standard / Directive etc.	Certification Company	Date of certification audit, or application date	Certificate valid until

## 6. Further required certifications and possible annexes

<input type="checkbox"/> ISO 14001	<input type="checkbox"/> ISO 9001
<input type="checkbox"/> SCC*/**/SCCP; SCP	<input type="checkbox"/> ISO 50001
<input type="checkbox"/> OHSAS 18001	<input type="checkbox"/> Carbon Footprint
<input type="checkbox"/> Blauer Engel – 100% waste paper	<input type="checkbox"/> EMAS
<input type="checkbox"/> Certified proof of origin „Made in Germany“	<input type="checkbox"/> Spitzenausgleich-Effizienzsystemverordnung - SpaEfV
<input type="checkbox"/> RAL - forestry technical quality assurance	<input type="checkbox"/> Monitoring for EUTR
<input type="checkbox"/> Other _____	<input type="checkbox"/>

## 7. Do you want to transfer an existing FSC certificate to TÜV Nord Cert?

No  Yes

## 8. Any further information you think may be important for us?

We agree that this information may be stored for the purposes of drafting an offer and processing any resulting order or transactions.

Place/Date

Name

Signature \*)

\*) If sending by email, the sender's address will be accepted

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## Additional Locations (including temporary locations and outsourced processes)

Location No. \_\_\_\_\_

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with legal form

\_\_\_\_\_

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Country:

\_\_\_\_\_

Contact:

Mr. / Mrs. (Given name, Family name)

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Sector:

\_\_\_\_\_

VAT No.

\_\_\_\_\_

No. of employees (full time/part time: \_\_\_\_\_)

### Scope / business operation to be certified

Location No. \_\_\_\_\_

Company:  
with legal form

\_\_\_\_\_

Address:

\_\_\_\_\_

Postcode, Town:

Country:

\_\_\_\_\_

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### Scope / business operation to be certified

If further locations are to be included, please copy this page and complete.