

Bureau Veritas Certification OLB Programme Verification

“Origine et Légalité des Bois”

(Origin and Legality of Timber and wood products)



Origin and Legality of Timber
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CHAIN OF CUSTODY STANDARD



**BUREAU
VERITAS**

RF03 OLB CoC v4.0

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Table of contents

| | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| FOREWORD | 4 |
| A - INTRODUCTION | 5 |
| B - APPLICATION | 5 |
| C - APPLICATION LEVELS | 6 |
| D - DEFINITIONS | 7 |
| E - REFERENCES | 12 |
| F - GENERAL PRINCIPLE OF TRACEABILITY | 12 |
| G - LIST OF ACRONYMS | 14 |
| H - OLB CHAIN OF CUSTODY REQUIREMENTS | 15 |
| 1 - GENERAL BUSINESS REQUIREMENTS | 15 |
| ORGANIZATION AND RESPONSIBILITIES | 17 |
| DOCUMENTED SYSTEM | 17 |
| CLAIMS PROCESSING | 17 |
| RECORDS | 17 |
| PURCHASE OF ELIGIBLE MATERIALS FOR OLB OR OLB+ PRODUCT GROUPS | 18 |
| PURCHASE OF INELIGIBLE MATERIALS IN OLB/OLB+ PRODUCT GROUPS: "NON-ACCEPTABLE SOURCE" MATERIALS | 19 |
| 2 – TRACEABILITY SYSTEMS | 21 |
| IDENTIFICATION | 21 |
| SEGREGATION | 21 |
| CREDIT ACCOUNT | 22 |
| 3 - OUTSOURCING | 24 |
| I - APPENDIX : | 25 |
| APPENDIX 1 : SUPPLIER ASSESSMENT PROGRAM | 25 |
| SUPPLIERS ASSESSMENT PROGRAM REQUIREMENTS | 25 |
| SUPPLIER RISK ASSESSMENT REQUIREMENTS | 25 |
| SUPPLY CHAIN REQUIREMENTS | 27 |
| REQUIREMENTS FOR TIMBER COVERED BY OTHER CERTIFICATION SCHEMES | 28 |
| APPENDIX 2 : (NON-EXHAUSTIVE) LIST OF DOCUMENTS TO BE CHECKED AS PROOF OF COMPLIANCE WITH APPLICABLE NATIONAL AND INTERNATIONAL LAWS ON TIMBER TRADE AND TRANSPORT | 29 |
| APPENDIX 3 : DOCUMENTS TO BE CHECKED AS EVIDENCE OF NON-INVOLVEMENT IN ILLEGAL OFFSHORE TRADING OR ILLEGAL TRANSFER PRICING MANIPULATION | 29 |

Foreword

This Standard has been developed by the Forestry - Wood Department of Bureau Veritas (BV) Certification France. Bureau Veritas Certification France is an independent certification body, a subsidiary of Bureau Veritas Certification Holding. Following the reorganization of Bureau Veritas' certification activities, the OLB Chain of Custody (OLB CoC) certification standard has been submitted for revision under the coordination of BV Douala. Thus, since 2018, stakeholder consultations have been launched, first by Bureau Veritas Certification France and then by Bureau Veritas Douala, on a revised version of the standard that took into account:

- Developments observed in the forestry sector (VPA-FLEGT, Due Diligence System, etc.) in recent years.
- The need to capitalize on auditor feedback from audit experiences and stakeholders.

This version of the revised standard is part of a comprehensive revision of the OLB system to incorporate the requirements of the European Union's Deforestation and Forest Degradation Regulation (EUDR) to allow companies to use their OLB certification to demonstrate compliance of their timber and wood-based products with the EUDR.

For more information, you can visit our website by following the links <https://www.bureauveritas.cm/olb-documents> and <https://www.bureauveritas.fr/documents-olb>.

The requirements contained in this standard have been developed for the purposes of verifying the origin, traceability and legality of wood. It also aims to define the conditions for the use of the OLB (Origin and Legality of Wood) trademark in the wood value chain. This is a normative document that specifies all the requirements that companies must comply with in order to be issued an OLB chain of custody certificate and to be able to use the OLB mark for their forest products.

A - Introduction

This Standard is a public document **that sets out the requirements applicable to companies in the timber sector** (manufacturing, trading and any other type of processing/marketing company) **that want to obtain an OLB chain of custody certificate** and thus enhance the value of their forest products. It is the property of Bureau Veritas Certification. It may not be reproduced, even partially, without the prior authorisation of its authors. It cannot be used by other competing organizations.

The objective of the Chain of Custody (CoC) certification is to provide customers with a **guarantee** that **OLB-marked forest products have been checked for their origin and legality**, in accordance with the requirements of Bureau Veritas' RF03 OLB Forestry Company (FC) Standard.

In addition to the OLB Chain of Custody certification, Bureau Veritas had previously developed OLB+ requirements that allow companies to demonstrate that they comply with additional social and environmental requirements. Over time, with the increasingly pressing demand from the general public, public procurement bodies and international organisations, compliance with the increasingly high levels of social and environmental requirements have become systematic as a prerequisite for OLB Chain of Custody certification. This is particularly evident in the application of indicators 1.1.1 and 1.1.2 of the previous standard version. As a result, any company certified OLB Chain of Custody is de facto OLB+, which makes the relevance of the existence of an additional reference framework for social and environmental requirements obsolete.

In the updated OLB system, social and environmental requirements are clarified through a reformulation of the indicators to make them clearer and more specific. In addition, the OLB+ is converted into additional requirements more attached to the OLB FC standard, which remain optional, allowing OLB FC certified companies to demonstrate that they comply with the requirements of the RDUE, particularly in terms of zero deforestation.

B - Application

This Standard applies to **any company in the wood industry** that supplies, uses and processes OLB or OLB+ certified products and that intends to affix the OLB logo to its finished products.

It is applicable to **any type** of timber trading/processing activity.

The company's responsibility for the traceability of its forest products begins with the **purchase** of OLB or OLB+ raw materials **until the sale** of OLB products.

C - Application Levels

In the context of the application of this Standard, Bureau Veritas distinguishes between two different cases, depending on whether or not the company already has a chain of custody certificate in another certification system for which Bureau Veritas is accredited¹ :

- ***If the company has a valid Chain of Custody certificate as defined above:***

The OLB requirements for Chain of Custody assessment are as follows:

- On-site for the initial audit;
- Through a **desk review** for surveillance audits, based on the audit reports of the other certification process and the OLB chain of custody procedures, which have been implemented by the company to meet the requirements of this Standard.²

NB : Some companies that meet the conditions to be subject to a desk audit may purchase unverified forest products for the same "product groups" as those covered by their CoC OLB certificate. These companies may be subject to an on-site audit, depending on the level of traceability observed during the initial audit.

- ***If the company does not have a valid Chain of Custody certificate as defined above:***

The OLB Chain of Custody assessment requires on-site **audits** to be carried out for the entire certification process, including surveillance audits.

NB : **Commercial companies** that do not take physical possession of the goods will be systematically **the subject of a desk review**.

D - Definitions

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| Controversial Activity : | Any activity that has been brought to the attention of Bureau Veritas or the audit team by any means whatsoever (public or confidential communication, fact of public knowledge, knowledge of the field, etc.) and which is not in compliance with legal requirements. |
| Other Roundwood : | Industrial Roundwood (wood in the rough) other than sawlogs, veneer logs and/or pulpwood. It includes roundwood used for the manufacture of poles, pilings, stakes, palisades and timber, and for tannery, distillation, matchsticks, etc. (DF-FR-QC: 2017). |
| Log : | Round wood that has not been sawn or processed (NF EN 844). |
| Cut log : | A sub-element of the log, usually cut to a fixed length. |
| Crushing wood : | Refers to roundwood used in the manufacture of pulp, particleboard or fibreboard (Source: ITTO/UNECE/FAO/EUROSTAT-Common Questionnaire on the Forest Sector) (DF-FR-QC: 2017). |
| Softwood Lumber : | A piece of wood obtained from logs or larger pieces of wood, by sawing or removing chips in the longitudinal direction, possibly supplemented by further cutting and/or machining to achieve the required level of precision (Adapted from ISO 24294:2013). |
| Wood from acceptable sources: | Any timber that is covered by the OLB System Supplier Assessment Programme or by a certification recognised as taking into account the requirements of the OLB System Supplier Assessment Programme. |
| Wood from unacceptable sources : | Any wood that is neither OLB (or OLB+) certified, nor covered by a verification program recognized by the OLB system. |
| Wood from controversial sources | Any timber for which the company cannot demonstrate harvesting and/or supply chain ownership rights. |
| Industrial roundwood: | All round wood except firewood. It is an aggregate comprising sawlogs and veneer logs, pulpwood (logs and quarters) and other industrial roundwood (DF-FR-QC 2017 II 2017). |
| Roundwood: | A felled tree, delimbed, topped, whether or not it has been cut; generally it excludes fuelwood (ISO 24294:2013). |
| OLB material : | Roundwood and other wood products assessed as complying with the requirements of the OLB Forest management Standard and/or the OLB Chain of Custody Standard, and OLB certified. A company can choose to downgrade OLB+ wood to OLB wood. |
| OLB+ material : | Roundwood assessed as compliant with the requirements of the OLB Forest management Standard and Zero Deforestation requirements in accordance with the RF03 OLB EF Standard (Section 7), or OLB+ |

Processed Wood, assessed as compliant with the requirements of the OLB Chain of Custody Standard.

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| Material category: | The category of input material that can be used in product groups. The OLB system distinguishes between OLB, OLB+, Acceptable Woods and Unacceptable Wood categories. |
| Deforestation: | Conversion of a forest for agricultural purposes, whether of human origin or not (Regulation (EU) 2023/1115 of the European Parliament and of the Council of 31 May 2023). |
| Forest degradation: | Structural changes in forest cover, in the form of conversion: - of primary forests or naturally regenerated forests into plantation forests or other wooded land, or - of primary forests into planted forests (Regulation (EU) 2023/1115 of the European Parliament and of the Council of 31 May 2023). |
| Discrimination | <p>The term discrimination includes:</p> <p>(a) any distinction, exclusion or preference based on race, colour, sex, religion, political opinion, national descent or social origin, which has the effect of nullifying or impairing equality of opportunity or treatment in employment or occupation;</p> <p>(b) any other distinction, exclusion or preference which has the effect of nullifying or impairing equality of opportunity or treatment in employment or occupation, which may be specified after consultation with representative organizations of employers and workers, if any, and other appropriate bodies.</p> <p>(Source: ILO Convention No. 111 concerning Discrimination in Respect of Employment and Occupation, 1958).</p> |
| Normative document : | A document that establishes rules, guidelines or characteristics for activities or their results (ISO/IEC Guide 2). |
| Equal pay | The term equal pay for work of equal value refers to rates of pay set without discrimination (Source: Adapted from ILO Equal Remuneration Convention, 1951 (No. 100). |
| Child | The term child applies to all persons under the age of 18 (Source: ILO Convention No. 182 on the Worst Forms of Child Labour, 1999). |
| Record : | A document that reports the results achieved or provides evidence of the completion of an activity (ISO/FDIS 9000-2015). |
| Company : | In this document, the term "company" refers to the audited legal entity and its officials and will be considered as any legal entity, company or organization with an activity(ies) related to logging, processing and marketing of timber products. |
| Conformity assessment : | Any activity aimed at determining, directly or indirectly, whether the applicable requirements are met. A systematic review of the degree to which a product, process or service satisfies the stated requirements (ISO/IEC Guide 2). |

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| Requirements : | A term used in a normative document that expresses the criteria to be met (ISO/IEC Guide 2). |
| Forest: | Land with an area of more than 0.5 hectares characterised by a stand of trees greater than 5 metres in height and a forest cover of more than 10%, or by a stand of trees capable of reaching these thresholds in situ, excluding land dedicated mainly to agricultural or urban land use (Regulation (EU) 2023/1115 of the European Parliament and of the Council of 31 May 2023). |
| Product range : | A range of products covered by the OLB or OLB+ certificate. The range will be defined by the company and must be homogeneous in terms of species and nature. |
| Geolocation: | The geographical location of a parcel of land described using latitude and longitude coordinates corresponding to at least one point of latitude and one point of longitude and using at least six decimal digits; For plots of more than 4 hectares, used for wood production, this is provided using polygons, with sufficient latitude and longitude points to describe the perimeter of each plot. The cutting plot can be compared to an annual cutting base. (Regulation (EU) 2023/1115 of the European Parliament and of the Council of 31 May 2023). |
| Product Group: | Homogeneous product range in terms of type and species in input and output. |
| Sawing and veneer logs: | Round timber intended to be sawn (or chipped) longitudinally for the manufacture of sawn timber or railway sleepers or for the production of veneers (mainly by peeling or slicing). It includes roundwood (roughly squared or not) used for these purposes, logs for shingles and staves, logs for making matches, and other special types of roundwood such as burls, roots, etc., used in the manufacture of veneers. (Common Forest Sector Questionnaire – Définitions_DF-FR-QC 2017). |
| Sawing logs: | NF EN 844, see also ball. |
| Establishing human rights: | Establishing human rights means that the company must take positive steps to facilitate the exercise of applicable fundamental human rights. |
| External social obligations | The company's obligations under applicable laws and regulations to the local communities impacted by the company's activities. |
| Internal social obligations | Obligations of the company arising from the applicable laws and regulations towards the company's employees and their beneficiaries. |
| Geographical origin : | The forest geographical origin (place of origin) of the wood. It can include different levels of detail, from the forest management unit to the public designation of the area concerned (e.g. nature park xxxx, or yyyy forest), with all the intermediate levels of geographical identification. (Regulation (EU) 2023/1115 of the European Parliament and of the Council of 31 May 2023). |

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| Origin : | Synonymous with the geographical origin of forests. |
| Indigenous peoples | <p>People who inhabited the area before the arrival of other people. These people have often retained their cultural and political characteristics to this day, including autonomous political and legal structures, and have in common that they have been subjected to the domination of other, mainly non-indigenous, groups and that they have a strong historical and continuing attachment to their lands, territories and resources, including those who have a nomadic lifestyle. While the legal status of indigenous people is distinct from that of minorities, they are often, but not always, a minority in the countries where they live (Source: Adapted from OHCHR: Report on OHCHR and Indigenous Peoples).</p> |
| Worst forms of child labour | <p>The term <i>the worst forms of child labour</i> includes:</p> <ul style="list-style-type: none"> (a) all forms of slavery or practices similar to slavery, such as the sale and trafficking of children, debt bondage and serfdom and forced or compulsory labour, including forced or compulsory recruitment of children for use in armed conflict; (b) using, recruiting, or offering a child for the purpose of prostitution, production of pornographic material, or pornographic performances; (c) the use, recruitment or offering of a child for the purpose of illicit activities, including the production of and trafficking in narcotic drugs, as defined in the relevant international conventions; (d) work which, by its nature or the conditions in which it is carried out, is likely to be harmful to the health, safety or morals of the child. <p>(Source: Worst Forms of Child Labour Convention, 1999 (No. 182).</p> |
| Local communities | <p>Traditional peoples living along forest areas who do not self-identify as indigenous, and who claim rights to their lands, forests and other resources due to ancient practice or traditional occupation and use (Source: Adapted from Forest Peoples Programme (Marcus Colchester, October 7, 2009)).</p> |
| Protecting human rights: | <p>Protecting human rights means that the company, in its operations, must protect individuals and groups against human rights violations.</p> |
| Publish: | <p>To disseminate or propagate information, a work or an object so that the public can become aware of it. This involves making something accessible to everyone, or to a wide audience, through a publication, an exhibition, or an official announcement.</p> |
| Remuneration: | <p>The term <i>remuneration</i> includes the ordinary basic or minimum wage or salary, and any other benefits, paid directly or indirectly, in cash or in kind, by the employer to the worker by reason of the latter's employment (Source: ILO Equal Remuneration Convention, 1951 (No. 100)).</p> |
| Illegal harvesting: | <p>Harvesting in violation of applicable timber harvesting rights legislation in the country of harvesting.</p> |
| Standard : | <p>A reference document that includes the set of criteria, rules, features, and guidelines that a product, process, service, or organization must comply with.</p> |

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| Respect human rights: | Respecting human rights means that the company avoids intervening or hindering the exercise of human rights. |
| Site : | A site responsible for a chain of custody activity. |
| Outsourcing: | The practice of outsourcing the implementation of an internal process (activities or tasks generating a specific service or product) to another organization. |
| Standard/norme : | A document developed by consensus and approved by a recognized body that provides, for common and repeated uses, rules, guidelines or characteristics for activities and their outputs, in order to ensure an optimal degree of order in a given context (ISO/IEC Guide 2). |
| Monitoring : | Ability to maintain a certain level of control in an industrial process in order to know, in particular, the inputs of raw materials and the outputs of finished products over a given period. However, tracking does not guarantee full traceability. |
| Documented system : | A set of written procedures. |
| Traceability : | Ability to trace the history, implementation or location of what is being examined (ISO/FDIS 9000:2015). |
| Worker: | All persons employed, including public sector employees and "self-employed". This includes part-time and seasonal workers, of all classes and categories, including manual workers, administrative staff, supervisors, supervisory staff, external staff, as well as self-employed workers and subcontractors (Source: Adapted from ILO Convention 155 on Occupational Safety and Health, 1981) |
| Migrant worker | The term migrant worker means a person who emigrates or has emigrated from one country to another country for the purpose of employment other than on his own account; it includes any person who is lawfully admitted as a migrant worker. (Source: Migrant Workers (Supplementary Provisions) Convention, 1975 (No. 143). |
| Forced labour or compulsory | The term forced or compulsory labour means any work or service extracted from a person under the threat of any penalty and for which the person has not offered himself voluntarily (Source: ILO Convention No. 29 on Forced Labour, 1930). |
| Deforestation-free | Characterizes: (a) products that contain wood or have been made from wood that has been produced on land that has not been subject to deforestation activities after December 31, 2020, and (b) products that contain wood or have been made from wood, whose wood has been harvested from the forest without causing forest degradation after December 31, 2020. (Regulation (EU) 2023/1115 of the European Parliament and of the Council of 31 May 2023). |

E - References

- **ISO/IEC Guide 2: 2004**, Standardization and related activities - General vocabulary.
- **ISO 9000:2015**, Quality Management Systems - Essential Principles and Vocabulary.
- **NF EN 844: 2019**, Terminology, General terms common to roundwood and sawn timber.
- **Regulation (EU) 2023/1115** of the European Parliament and of the Council of 31 May 2023 on the making available on the Union market and on export from the Union of certain commodities and products associated with deforestation and forest degradation and repealing Regulation (EU) No 995/2010.

F - General principle of traceability

This Standard has been developed to specify traceability requirements for companies in the timber sector that wish to obtain OLB certification for their products, **from the first point of sale or the first processing unit** (such as forest harvesting/management companies with a processing unit) **to the end user** of the OLB/OLB+ certified forest product.

As part of the OLB certification, products are classified into four categories:

- OLB wood;
- OLB+ wood;
- Wood from acceptable sources;
- Wood from unacceptable sources.

As far as the monitoring of forest products is concerned, **the general objective of OLB certification** is to ensure **real traceability (a)** of OLB/OLB+ logs **up to the first processing activities** that can be carried out by the forestry company itself or by other companies involved after the first sale of the wood.

From the first processing, the **monitoring of the wood (b)** verified as to its origin and **legality (hereinafter referred to as "OLB wood" or "OLB+ wood")** can be carried out according to 2 different procedures.

(a) In the case of the trading of raw materials **prior to first processing (e.g. logs)**, the traceability of **OLB/OLB+ forest products shall be based** on the permanent marking and identification of each log and sawn timber, while maintaining the correspondence between these two references.

(b) After the first processing, an OLB/OLB+ Timber Chain of Custody system shall be put in place to ensure the traceability of forest products. Two different traceability methodologies can be used:

○ **Physical separation (1)**

*Ensure that OLB products are made from **raw materials** that have been OLB or OLB+ certified, and that OLB+ products are only made from **raw materials** that have been OLB+ certified (after verification of **their origin and legality** in accordance with the requirements for OLB FC certification).*

There are various methods to meet this traceability requirement :

- Temporary separation;
- Physical separation ;
- Unit identification of pieces.

Companies wishing to implement this traceability system must choose one of these three methods or define combinatorial procedures, while taking into account their own processes and procedures.

NB: *In such a case:*

- *the raw material and/or acceptable woods and unacceptable woods must never be mixed with OLB or OLB+ woods;*
- *for OLB+ productions, only the raw material and/or OLB+ woods must be used;*
- *for OLB productions, the raw material and/or OLB and OLB+ woods can be mixed.*

○ **Credit system (2)**

It consists of ensuring an equivalence between the volume of OLB or OLB+ raw materials purchased and the volumes of OLB or OLB+ products sold, respectively.

With such a system, the company can sell a proportion of the products bearing the OLB logo corresponding to the quantities of wood or OLB or OLB+ raw materials, respectively, that have been purchased. OLB or OLB+ entries can also be accumulated as OLB credits or OLB+ credit, respectively, to a credit account. In the production of the OLB or OLB+ product lines, OLB, OLB+ woods and acceptable raw materials can be used.

For example: A company buys 1,000 m3 of OLB (or OLB+) wood in June and processes the raw material with a conversion factor of 50% for the species concerned in the last 12 months (July to June). The company can then sell the equivalent of 500 m3 of OLB (or OLB+) finished products in July.

NB : The physical separation method is recommended for any type of company, but it is **mandatory** for trading companies.

G - List of acronyms

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| VPA | Voluntary Partnership Agreement |
| BL | Bill of Lading |
| BV | Bureau Veritas |
| IEC | International Electrotechnical Commission |
| CoC | Chaine de Contrôle (Chain of Custody : CoC) |
| CITES | Convention on International Trade in Endangered Species of Wild Fauna and Flora |
| EN | European Norm |
| FAO | Food and Agriculture Organization of the United Nations |
| FLEGT | Forest Law Enforcement, Governance and Trade |
| OHCHR | Office of the United Nations High Commissioner for Human Rights |
| ISO | International Organization for Standardization |
| NF | French Norm |
| ITTO | International Tropical Timber Organization |
| ILO | International Labour Organization |
| OLB | Origine et Légalité des Bois |
| OLB+ | Origine et Légalité des Bois – deforestation-free |
| EUDR | European Union Deforestation Regulation |
| EU | European Union |
| UNECE | United Nations Economic Commission for Europe |

H - OLB Chain of Custody Requirements

1 - General Business Requirements

1.1. Compliance with domestic laws and regulations and international treaty obligations

- 1.1.1 - The company must be legally established according to the local regulations in force and have a copy of the official and valid documents demonstrating its legal existence (registration or registration document) - both general and specific to its activity(ies).
- 1.1.2 - The company complies with the legal requirements of the sector(s) of activity in which it operates (where applicable, legal or contractual requirements defined in collective agreements or by a trade union, for example).
- 1.1.3 - The company complies with the requirements of the sector(s) of activity in which it operates in terms of environmental and social impact assessment* :
 - i. The environmental and social impact study is carried out in accordance with the applicable legal and regulatory requirements;
 - ii. The company implements the activities set out in the environmental and social management plan;
 - iii. The implementation of the environmental and social management plan is monitored in accordance with legal and regulatory requirements.
- 1.1.4 - The company complies with the following ILO employment and labour conventions:
 - i. ILO Convention No. 87 on Freedom of Association ;
 - ii. ILO Conventions Nos. 29 and 105 on Forced Labour;
 - iii. ILO Convention No. 98 on the Right to Organise and Collective Bargaining;
 - iv. ILO Convention No. 100 on Equal Remuneration;
 - v. ILO Convention No. 111 on Discrimination in Respect of Employment and Occupation;
 - vi. ILO Convention No. 138 on minimum employment age ;
 - vii. ILO Convention No. 182 on the Worst Forms of Child Labour.
- 1.1.5 - The company is not directly or indirectly involved in acts of violation of human rights as set out in the Universal Declaration of Human Rights.
 - i. The company has developed and published its statement of commitment to respect, protect and fulfil the human rights applicable in the context of its activities, including:
 - a. Right to life, liberty and security;
 - b. Prohibition of all forms of slavery;
 - c. Equality of all before the law;
 - d. Right to marry and found a family;
 - e. Freedom of thought, conscience and religion;
 - f. The company is not directly or indirectly involved in acts of violation of human rights as set out in the Universal Declaration of Human Rights
 - g. Freedom of opinion and expression;

- h. Prohibition of torture, cruel, inhuman or degrading treatment or punishment.
- ii. Individual complaint and communication mechanisms and procedures that ensure the respect, protection and fulfilment of human rights are established and respected by the company.

1.1.6 - The company has and implements an occupational health and safety policy in accordance with national laws and obligations arising from international treaties on health and safety at work.

- i. Responsibilities for occupational health and safety are assigned within the company.
- ii. Workplace health and safety procedures are developed and implemented based on the size and complexity of the company's operations.
- iii. The staff is trained and made aware of health and safety aspects.
- iv. Adequate materials and equipment are used within the company to prevent and deal with occupational health and safety risks.

Note 1 : The company's health and safety policy is inspired by ILO Convention No. 155 on Occupational Safety and Health.

The company's holding of a certification of its occupational health and safety management system (e.g. ISO 45001 type certification) can serve as proof of the company's compliance with this requirement.

1.1.7 - The company has and implements an environmental policy in accordance with national laws and obligations arising from international environmental treaties.

- i. Environmental responsibilities are assigned within the company.
- ii. Environmental management procedures are developed and implemented based on the size and complexity of the company's operations.
- iii. Staff are trained and made aware of the implementation of environmental procedures.
- iv. The right materials and equipment are used within the company to prevent and deal with environmental risks.

1.1.8 - The company is in good standing with regard to its applicable tax obligations under ordinary law (including those relating to its legal existence and legal exercise), as well as the tax obligations related to its wood processing and/or trading activity(ies).

1.1.9 - The company is in good standing with regards to its applicable social obligations under ordinary law (including those relating to its legal existence and legal exercise), as well as the social obligations related to its activity(ies).

1.1.10 - The company ensures that any commercial transaction (purchase and sale) of timber is carried out in accordance with applicable national and international laws and regulations, including those relating to the transport and marketing of timber.

1.1.11 - The company is not involved in illegal offshore trading or illegal transfer pricing manipulation if applicable.

- 1.1.12 - Where activities falling within the scope of the certificate are outsourced, the company shall ensure that its subcontracting entities comply with requirements 1.1.1, 1.1.2, 1.1.6, 1.1.7 and 1.1.8.
- 1.1.13 - The company ensures that the workers of its subcontractors carry out their activities within a legal framework. Requirements 1.1.4, 1.1.5 and 1.1.9 are applicable to the employees of the subcontractors working within the assessed scope.

1.2. System requirements

Organization and responsibilities

- 1.2.1- The company must appoint a staff member with sufficient skills, responsibility and authority to set up and monitor the OLB Chain of Custody system.
- 1.2.2- The company must set up an organization where responsibilities are clearly identified.
- 1.2.3- Each staff member knows and understands their own responsibilities for maintaining the traceability system.
- 1.2.4- The company must ensure that the employees involved in the implementation of traceability procedures are trained.
 - i. Personnel involved in maintaining and monitoring traceability procedures are sufficiently qualified to perform their assigned tasks.
 - ii. Relevant stakeholders, staff and subcontractors have been sensitized and trained on the implementation of the chain of custody.

Documented system

- 1.2.5- The company must develop and implement a documented system that meets the requirements of this Standard.

Claims Processing

- 1.2.6- The company must set up and implement a mechanism for recording and handling complaints relating to its compliance with the requirements in force as part of its CoC certification, aimed at ensuring that it pays sufficient attention to the complaints received.

Records

- 1.2.7- The company must establish and implement procedures appropriate to the size and complexity of its activities to identify, classify and safeguard the records that are necessary to provide evidence of compliance with the legality and traceability of all timber to be marketed.

- i. Production data is recorded and saved. They present periodic summaries by species and by type of product.
- ii. The records are clear and accessible.
- iii. The records systematically mention the volume and reference of the wood or wood lots and make it possible to identify the geographical origin of the wood before processing.

Note 2 : It is recommended that records be able to map raw material inputs to finished goods outputs.

- 1.2.8- The company must keep these records for a minimum of 5 years. Recordings are available upon request.

1.3. Product groups definition

- 1.3.1- The company must define product groups, each of which corresponds to a homogeneous product range in terms of nature and species.
- 1.3.2- The list of certified product groups must be updated and available upon request.
- 1.3.3- The company must specify for each group of finished products :
 - i. The type of raw materials (nature and species, material category: OLB, OLB+ or acceptable wood) ;
 - ii. The traceability system used;
 - iii. The material category (OLB, OLB+).
- 1.3.4- For each product group, the company calculates the conversion factor between raw material inputs and finished product outputs.

Note 3 : The methodology for the calculation of the conversion factor(s) should be formalized and kept up to date.

1.4. Supply management: material sourcing

Purchase of eligible materials for OLB or OLB+ product groups

- 1.4.1- The company must keep an up-to-date list of all suppliers of the wood used in its OLB and OLB+ product groups, with the minimum information: name of the supplier, type of material(s), species (common names and scientific names), origin (name/number of the title of origin, country of harvest, date of production, category of material supplied (OLB, OLB+, acceptable wood).
- 1.4.2- The company must have geolocation data, boundaries, provenance titles and cutting areas of its raw materials used in its OLB and OLB+ product groups.
- 1.4.3- For the approval of the OLB or OLB+ wood supplier, the company must check on the Bureau Veritas website or inquire with the technical manager of the forestry/wood sector of Bureau Veritas :
 - i. If its supplier holds an OLB (or OLB+), valid and
 - ii. Whether the products procured fall within the scope of the supplier's OLB or OLB+ certificate.

Note 4 : Evidence of this verification must be kept by the company.

- 1.4.4- Wood from acceptable sources must be either:
- i. Covered by the company's "supplier assessment programme", designed and implemented in accordance with the requirements of Annex 1 of this standard;
 - ii. Covered by a certification recognized as taking into account the requirements of the OLB System Vendor Assessment Program in accordance with the requirements of Appendix 1

Note 5 : As part of the conformity assessment of the company's supplier assessment program, Bureau Veritas reserves the right to conduct audits of suppliers of acceptable wood.

- 1.4.5- Acceptable timber suppliers are formally informed of a potential visit by the audit team and have accepted it
- 1.4.6- Verification and validation of OLB/OLB+ or acceptable raw materials upon receipt: Upon receipt of OLB/OLB+ or "acceptable source" raw materials, the company must ensure that the materials delivered correspond to the description on the purchase orders and the documents accompanying the raw material (transport documents, BL, etc.); it must at least verify and validate :
- i. The nature and specie of the products ;
 - ii. The OLB or OLB+ status of the products listed in their designation;
 - iii. That the origin of the products is within the scope of its supplier evaluation program according to Appendix 1, for raw materials of acceptable source ;
 - iv. The volumes concerned ;
 - v. The number and validity period of the supplier's OLB or OLB+ certificate;
 - vi. The origin of the products.
- 1.4.7- The company must ensure that the entries used for the OLB or OLB+ product groups are eligible and remain clearly identifiable and distinct.

Purchase of ineligible materials in OLB/OLB+ product groups: "non-acceptable source" materials

- 1.4.8- In the event of sourcing wood from an "unacceptable source", the company ensures and demonstrates that this wood does not come from a controversial source.
- 1.4.9- For "non-acceptable source" wood , the company must have a traceability system in place to ensure that it is not mixed with acceptable wood or OLB/OLB+ wood.

1.5. Output management: OLB/ OLB+ certified products

- 1.5.1- The company must clearly identify all OLB or OLB+ products that are sold as such. Invoices for the sale of OLB or OLB+ products must mention :
- i. The nature and species (trade name; scientific name) of the products ;

- ii. The nature of the OLB or OLB+ products listed in their designation ;
- iii. The quantities concerned (volume or other unit);
- iv. The number and validity period of the OLB certificate;
- v. The link with the article reference;
- vi. The country or countries of origin of the timber.

1.5.2- Each sale of an OLB or OLB+ product must be accompanied by a specific OLB or OLB+ tracking slip mentioning only the OLB or OLB+ products respectively, and specifying :

- i. The nature and species (trade name; scientific name) of the products ;
- ii. The quantities concerned (volume or other unit) ;
- iii. The number and validity period of the OLB certificate;
- iv. The link with the article reference;
- v. The country or countries of origin of the timber.

1.6. Use of the OLB trademark

1.6.1- When a certified company makes use of the OLB mark, this use must comply with the requirements for the use of OLB trademarks (see GP01 CoC OLB) and the "OLB Logo Graphic Charter".

1.6.2- Prior to any use of the OLB mark or any reference to certification, a project for the use of the OLB mark must be submitted to Bureau Veritas for approval.

1.6.3- The company must maintain a list of all uses of the OLB mark.

1.7. Material quantity monitoring

1.7.1- The company should establish a material accounting system with clear records, including quantities and other information (references, type) on inputs and outputs (certified and non-certified).

1.7.2- A record of material quantities must be kept up to date.

1.7.3- The company must keep and make available records to monitor the quantities of inputs and outputs including the following information :

- i. Inputs received and approved ;
- ii. Inputs used in production
- iii. Inputs still in stock ;
- iv. Outputs (production);
- v. Outputs sold;
- vi. Outputs still in stock.

2 – Traceability systems

There are two possible traceability systems in OLB certification, namely :

- Physical separation
- Credit system

For each product group, the company must choose one of the two systems and implement it.

2.1 – General requirements

2.1.1- The company must have defined the initial and final location/site where the goods are physically transferred.

2.1.2- Every critical control point in the supply chain, processing, sales and shipping process, including storage areas for certified products, must be identified.

Note 6 : Purchasing, receiving, processing and production, selling, shipping and delivery are generally critical control points.

2.1.3- Control activities, and in particular critical points, must be documented and recorded.

2.2 - Physical separation system

Identification

2.2.1- Certified products, regardless of their level of processing, are identified in a unitary manner.

2.2.2- Whenever possible, this identification must make it possible to start from the product and trace it back to the origin of the certified raw material.

2.2.3- Whenever possible, supplies, current production and certified finished products are physically marked.

2.2.4- For productions in which the inputs belong to a single material category with an identical OLB statement, the organization should consider this to be the corresponding OLB statement for the outputs.

- i. Intransit OLB, extrant OLB.
- ii. Intransit OLB+, extrant OLB+.

2.2.5- For outputs in which the inputs are composed of the material categories with different OLB statements (OLB and OLB+), the organization must consider the OLB statement as the corresponding statement for the outputs.

Segregation

2.2.6- Supplies are stored separately according to their category (OLB, OLB+, acceptable wood, non-acceptable wood).

- 2.2.7- Only eligible raw materials are used in the production of the product groups OLB and OLB+:
- i. OLB+ raw materials for OLB+ product groups;
 - ii. OLB and/or OLB+ raw material for OLB product groups.
- 2.2.8- The work-in-progress using OLB or OLB+ certified raw materials is separated from the other work-in-progress, in space or time.
- 2.2.9- OLB or OLB+ certified finish products are stored separately from other finish products.

Note 7 : These two methods (identification and segregation) can be used in conjunction.

2.3 – Credit system

- 2.3.1- Supplies are stored separately according to their category (OLB, OLB+, acceptable wood, non-acceptable wood).
- 2.3.2- Only eligible raw materials are used in the production of the OLB and OLB+ product groups: OLB+, OLB and acceptable wood raw materials.
- 2.3.3- Non-certified wood to be integrated into an OLB or OLB+ production must be only wood from acceptable sources.
- 2.3.4- For acceptable timber to be included in the OLB+ commodity groups, the deforestation and forest degradation requirements prescribed by Appendix 1 shall apply.
- 2.3.5- For wood that cannot be classified as "acceptable sources", the company must have a segregation system in place to ensure that it is not mixed with acceptable wood or OLB/OLB+ wood.

Credit account

- 2.3.6- OLB or OLB+ supplies that go into production are posted to the OLB or OLB+ credit account, respectively.
- 2.3.7- OLB+ supplies that go into production can be credited to the OLB credit account.

Note 8 : The opposite is not allowed: OLB supplies that go into production cannot be posted to the OLB+ credit account.

- 2.3.8- The company deducts from the OLB and OLB+ account the quantities of products that are sold as OLB and OLB+ products, respectively.
- 2.3.9- The company must set a deadline for the management (addition and deduction of OLB/OLB+ credit) of its credit accounts (3 months maximum).
- 2.3.10- The company must credit the OLB or OLB+ credit account after receiving the material and before it enters the production process.

- 2.3.11- OLB or OLB+ production credit that is not used during the credit period can then be carried over to subsequent months, within a maximum period of 12 months.
- 2.3.12- At the end of the 12th month, any OLB or OLB+ production credit that is not used is lost.

FINAL VERSION

3 - Outsourcing

3.1 - Subcontractors

- 3.1.1- The company must have an up-to-date list of subcontractors that fall within the scope of the Chain of Custody certificate.
- 3.1.2- The company must make available to Bureau Veritas Certification the list of all subcontractors involved in the scope of its OLB certification. It must be updated no later than one month after any change.
- 3.1.3- The list of subcontractors must be updated, no later than one month after any change

3.2 – Subcontractors requirements

- 3.2.1- The company may subcontract the handling or processing operations of its OLB/OLB+ products, provided that the applicable traceability requirements (marking, segregation, etc.) are included in the contract with its subcontractors.
- 3.2.2- The company must ensure that the subcontracted activities comply with all applicable traceability requirements.
- 3.2.3- Bureau Veritas Certification reserves the right to audit subcontractors on-site when its audit team deems that critical control points need to be verified.

I - Appendix :

Appendix 1 : Supplier assessment program

This appendix applies to wood purchased for use in the production of a range of OLB or OLB+ certified products, but which are not OLB or OLB+ wood. This Appendix applies exclusively in the context of a credit scheme.

The audit team will have to verify the consistency and reliability of this supplier evaluation program and, if necessary, issue minor or major non-conformities to the company being evaluated for compliance with the requirements below.

Suppliers assessment program requirements

The company's supplier evaluation program must comply with at least the following requirements:

- I. It should describe the process for the regular assessment and audit of non-certified wood suppliers. This process must include, at a minimum :
 - i. Frequency of each supplier's assessment: At least one annual on-site assessment of each non-certified wood supplier;
 - ii. The evaluation methodology, including the criteria for the supplier's approval decision;
 - iii. A clear definition of the competencies needed for employees conducting assessments (including proficiency in audit techniques).
 - iv. A control list(s) developed in accordance with the relevant requirements of this appendix ;
 - v. Definition of the minimum content of evaluation reports, including a clear presentation of any discrepancies and a precise resolution time and the conclusion of the evaluator team;
 - vi. Identification of records demonstrating the implementation of the supplier assessment program, as well as the compliance of the company and its assessed suppliers, with the requirements of this appendix;
 - vii. The methods of retention of the recordings mentioned above: at least 5 years;
 - viii. How to update the supplier evaluation program.

Supplier risk assessment requirements

When conducting supplier assessments, the company should check the following requirements:

- a) Harvesting permits
 - I. The supplier must be a legally established logging company.
 - II. The supplier must hold the legal rights for forest management and harvesting;
 - III. The supplier must provide proof that the logged forest area is legally classified as a production forest, and that it has received the necessary permits to exploit it ;
- b) Payment of taxes and duties
 - IV. The supplier must have fulfilled its tax obligations under ordinary law as well as all applicable taxes and forestry fees;
- c) Compliance with environmental and forestry requirements
 - V. The supplier must develop and implement a forest operations planning document or forest management plan (where required by local regulations); If required by local regulations, the forest management plan must be approved by the competent authority ;
 - VI. The supplier must provide proof of compliance with environmental protection regulations. At the very least, proof that :
 - i. The environmental and social impact study is carried out in accordance with the applicable legal and regulatory requirements ;

- ii. The company implements the activities set out in the environmental and social management plan;
- iii. The implementation of the environmental and social management plan is monitored in accordance with legal and regulatory requirements.

VII. The operating regulations are complied with. - This applies to the requirements taken from the forest operations planning document or the forest management plan approved by the authorities (volumes, minimum diameters, harvestable species, marking, use of obligatory legal documents for the registration of harvesting and transport; protected species are not harvested, the management procedures for CITES species are respected, the attributes of sites dedicated to protection or conservation are respected, etc). The boundaries of the forest production area are materialized and the company does not operate outside the boundaries of the assigned area ;

d) Compliance with social requirements

VIII. The supplier must provide evidence that the traditional and legal rights of the local communities and indigenous peoples bordering the forest(s) concerned are respected

IX. The supplier respects the principle of free, prior and informed consent to local communities and riparian indigenous peoples, including as set out in the United Nations Declaration on the Rights of Indigenous People;

X. The supplier must provide evidence of respect for workers' rights in accordance with the applicable legislation. At the very least, proof that :

- i. The minimum legal age of employment (or according to Convention 138 of the International Labour Organization) is respected;
- ii. Working time is counted and remunerated, including overtime ;
- iii. Workers receive the agreed remuneration (in accordance with the minimum wages in force);
- iv. Workers are registered with the social security bodies;
- v. Workers are free to organize and negotiate their terms and conditions of employment in accordance with Conventions 87 and 98 of the International Labour Organization;
- vi. Staff representatives are elected (in accordance with the regulations in force where applicable) and have the means and conditions necessary for the performance of their function;
- vii. The company complies with the following other ILO labour conventions: *
 - ILO Conventions Nos. 29 and 105 on Forced Labour;
 - ILO Convention No. 100 on Equal Remuneration;
 - ILO Convention No. 111 on Discrimination in Respect of Employment and Occupation;
 - ILO Convention No. 182 on the Worst Forms of Child Labour;
 - ILO Convention No. 169 on Respect for the Rights of Indigenous People;
 - ILO Convention No. 97 on the Protection of the Rights of Migrant Workers.

XI. The Supplier is not directly or indirectly involved in acts of violation of human rights as set out in the Universal Declaration of Human Rights, including:

- i. Right to life, liberty and security;
- ii. Prohibition of all forms of slavery;
- iii. Equality of all before the law;
- iv. Right to marry and found a family;
- v. Freedom of thought, conscience and religion;
- vi. Freedom of opinion and expression ;
- vii. Prohibition of torture, cruel, inhuman or degrading treatment or punishment.

e) Compliance with transport legislation and international trade

XII. The supplier must provide evidence of compliance with applicable national and international timber trade and transport laws

XIII. The supplier must provide proof of compliance with customs regulations

f) Reputational

XIV. The supplier is not involved in acts of corruption or in controversial activities or practices that may undermine its legal integrity.

g) Deforestation-free requirements

XV. In addition to the above requirements, timber suppliers to be included in the OLB+ product groups will be required to provide sufficiently conclusive and verifiable information that its timber is not derived from, or does not contain timber resulting from deforestation or forest degradation after 31 December 2020, including the following requirements.

- viii. The woods do not come from land that has been converted anthropogenic or not from the forest for agricultural use.
- ix. The woods are not derived from land that has been converted from primary forest or naturally regenerated forest to plantation forest or other wooded land.
- x. The woods do not come from land that has been converted from primary forest to planted forest.

Note 9 : The provider can demonstrate compliance with this criterion by using already existing spatial monitoring tools, including any public or private data sources available to support the implementation of the EU Regulation on deforestation and forest degradation.

Supply chain requirements

XVI. Where there are one or more intermediaries between the forest of origin of the timber being assessed and the company, a traceability system must be put in place to prove that the timber has not been mixed with timber from other sources.

Requirements for timber covered by other certification schemes

XVII. If the non-OLB or OLB+ certified wood *purchased for use in the production of a range of OLB or OLB+ certified products* is covered by another forest management/traceability certification, the company will be able to prove its compliance with the requirements of this annex by complying with the following conditions :

- i. Formally demonstrate how the requirements of the above supplier verification program are covered by the requirements of the certification in question;
- ii. The formal demonstration in question in point i above should be submitted to Bureau Veritas for approval;
- iii. Prove the validity of the relevant supplier's certificate;
- iv. Demonstrate that the timber in question is indeed covered by the supplier's certification scope.

Note 10 : The company can demonstrate that its certification system has taken into account the requirements of the supplier verification program by demonstrating that it has already been approved by Bureau Veritas and that it has not undergone any changes since its approval.

Appendix 2 : (non-exhaustive) list of documents to be checked as proof of compliance with applicable national and international laws on timber trade and transport

Check the:

- ⇒ Documentation proving export status;
- ⇒ Timber transport documentation;
- ⇒ Documentation proving compliance with international agreements and treaties such as CITES (if the species exported are CITES species);
- ⇒ Export documentation for species subject to a national export restriction;
- ⇒ Documentation proving the regularity of stuffing for export in containers
- ⇒ Documentation proving the payment of customs duties as well as export taxes and fees;
 - Customs declaration;
 - Receipt of Payment of Customs Duties;
 - Declarations and receipts for payment of other taxes and fees.
- ⇒ Documentation authorizing the loading of the goods;
- ⇒ Accompanying documentation for the goods:
 - Specifications;
 - Sales invoice;
 - Certificate of origin;
 - Phytosanitary Certificate;
 - Bill of lading (BL).
- ⇒ Procurement-specific documents:
 - Europe: The EUR.1 certificate;
 - Malaysia: Import permit produced by the timber customer;
 - USA: Permit to Import Wood and Wood Products;
 - Etc.

Appendix 3 : Documents to be checked as evidence of non-involvement in illegal offshore trading or illegal transfer pricing manipulation

To check

- ⇒ Transactions with subsidiaries or parent companies or with foreign companies belonging to the same group as the audited company.
- ⇒ The company's compliance with official price list in the invoicing of products
- ⇒ Repatriation of funds for overseas sales;
- ⇒ Etc.